**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RfQ20/02124**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

| ACTIVITIES | **ESTIMATED WORK VOLUME** | **ESTIMATED TIMEFRAME** | **Total price per Activity, USD** | |
| --- | --- | --- | --- | --- |
| **Deliverable 1** | | | |  | |
| **Activity 1 (mission to the Republic of Moldova) –** Conducting expertise**,** rough cut stage | Up to 3 working days | Starting with 28 of September, 2020 |  | |
| **Activity 2 (mission to the Republic of Moldova)** – Conducting expertise / Supervision of the final cut | Up to 3 working days | Starting with 12 October, 2020 |  | |
| **Activity 3 (remotely)** - Final Activity Report | Up to 1 working day | By the end of October, 2020 |  | |
| **The total estimated workload** | **7 working days** |  |  | |
| **Deliverable 2** | | | |  | |
| **Activity 1 (mission to the Republic of Moldova)** –Conducting expertise**,** rough cut stage | Up to 3 working days | Starting with 23 September, 2020 |  | |
| **Activity 2 (mission to the Republic of Moldova)** – Conducting expertise / Supervision of the final cut | Up to 3 working days | Starting with 26 October, 2020 |  | |
| **Activity 3 (remotely)** - Final Activity Report | Up to 1 working day | By the end of November, 2020 |  | |
| **The total estimated workload** | **7 working days** |  |  | |
|  |  |  |  | |
| **Total Final and All-Inclusive Price Quotation** | **14 working days** |  |  | |

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Maximum Delivery period not to exceed  3,5 calendar months upon signature of  Contract by both parties |  |  |  |
| Validity of Quotation 90 calendar days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)