## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RfQ-21/02258 | Date: Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Offer to Supply Goods Compliant with Technical Specifications and Requirements**  **Currency of the Quotation: US Dollars (USD)**  **INCOTERMS: DAP** | | | | | |
| **Item No** | **Description** | **Monthly fixed rent, USD, per device** | **Condition of proposed equipment (new or used)** | **Price per printed b&w page, USD** | **Price per printed color page, USD** |
| 1. | Network Black and White Laser Printer - Regular |  |  |  | N/A |
| 2. | Laser Color Multifunctional Printer |  |  |  |  |
| 3. | Laser Black and White Multifunctional Printer – Regular |  |  |  | N/A |
| 4. | Laser Black and White Multifunctional Printer – Advanced |  |  |  | N/A |

**Terms and Conditions:**

- Rent price and price per page shall be fixed and valid for the entire period of LTA. The rent price shall be exclusive of VAT and other applicable indirect taxes;

- Proposed monthly rent price shall include maintenance services, parts, toner supplies and other expenses as may be incurred by the bidder (all except for paper).

There might be situations where some printing equipment could be needed for a **short period rent**, **up to 1 (one) month,** as a short-term replacement for a UNDP owned printer which can be out of service for repair works. In case the proposed rent costs are different for a short-term rent (up to one month), please fill in below Table with proposed costs:

|  |  |  |
| --- | --- | --- |
| **Costs for short-term rent of printing equipment (up to one month) – if not applicable, indicate “N/A”**  **Currency of the Quotation: US Dollars (USD)**  **INCOTERMS: DAP** | | |
| **Item No** | **Description** | **Short-term fixed rent, USD, per device** |
| 1. | Network Black and White Laser Printer - Regular |  |
| 2. | Laser Color Multifunctional Printer |  |
| 3. | Laser Black and White Multifunctional Printer – Regular |  |
| 4. | Laser Black and White Multifunctional Printer – Advanced |  |

The following **formula** shall be considered when **carrying out the price evaluation**. The quoted monthly rent price per device shall be added to the price of printed pages (quoted price per page multiplied by estimated amount) per each type of device:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Formula to be used for evaluation of received quotations**  **Currency of the Quotation: US Dollars (USD)**  **INCOTERMS: DAP** | | | | | | |
| **Item No** | **Description** | **Quoted monthly fixed rent, USD, per device** | **Price per printed b&w page, USD** | **Price per printed color page, USD** | **Short-term fixed rent, USD, per device** | **Total Amount** |
| 1. | Network Black and White Laser Printer - Regular | A | B | N/A | D | (A + 700B +D) \* 12 months |
| 2. | Laser Color Multifunctional Printer | A | B | C | D | (A + 2000B + 500C + D) \* 12 months |
| 3. | Laser Black and White Multifunctional Printer – Regular | A | B | N/A | D | (A + 2000B + D) \* 12 months |
| 4. | Laser Black and White Multifunctional Printer – Advanced | A | B | N/A | D | (A + 2000B + D) \* 12 months |
| **Total Calculated Amount** | | | | | |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Your Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Availability of certificates of quality and origin for the offered equipment |  |  | Click or tap here to enter text. |
| Availability of authorized service in Moldova |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements:  ☒ Technical Support: Response ability within 4 (four) hours; ☒ Provision of Service Unit when pulled out for maintenance/ repair. |  |  | Click or tap here to enter text.  Click or tap here to enter text. |
| Validity of Quotation – 90 calendar days |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| All Provisions of the UNDP General Terms  and Conditions |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |