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

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Anenx1:* *Schedule of Requirements and Offered Specification and 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: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: USD**  **INCOTERMS: DAP Including loading, transportation and unloading of the equipment to the designated address, all inclusive** | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total Price per item\*** |
| 1. | Light Notebook PC 15” | EA | 5 |  |  |
| 1a. | Additional equipment for Item 1 | EA | 5 |  |  |
| 2. | Smartphone | EA | 70 |  |  |
| 3. | PC | EA | 65 |  |  |
| 3a. | Additional equipment for Item 3 | EA | 65 |  |  |
| 3b | Monitor – 23.8” min | EA | 65 |  |  |
| 4 | UPS | EA | 65 |  |  |
| 5 | Multifunctional device – copier/printer/scanner | EA | 65 |  |  |
| 6 | Color Printer | EA | 1 |  |  |
| 7 | High volume document scanner | EA | 2 |  |  |
| 8 | Retransfer Card printer | EA | 1 |  |  |
| **Total Final all inclusive Price\*\* for all Items** | | | | |  |

**\* Total Price per item must include all transportation, delivery and other related costs for each item.  
\*\* Total Final all Inclusive Price for all Items *must include all transportation, delivery and other related costs for all items*.  
\*\*\* In case two or more currencies are involved, payment will be effected as per the UN rate of exchange effective on the date when UNDP processes payment.**

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You 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. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Remark: If any of the fields is marked as “No, we cannot comply” UNDP reserves the right to reject the offer.**

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| 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. |