**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. **RFQ/FJI/011/2021**:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| **Lot Number: (***Please enter Lot Number for which quotation is being submitted for***)**  **Country: (***Please entry Country for which quotation is being submitted for***)** | | | | | |
| 1. **Portable PA System** | | | | | |
|  | PA System | 1 |  |  |  |
|  | Microphones | 2 |  |  |  |
|  | Accessory | 1 |  |  |  |
| 1. **Video Conference (All-in-one sound bar)** | | | | | |
|  | Primary Features and Device | 1 |  |  |  |
| 1. **Smart/LED TV** | | | | | |
|  | 55” Smart/LED TV | 1 |  |  |  |
| 1. **Portable Delegation Unit** | | | | | |
|  | Mixer | 1 |  |  |  |
|  | Microphones (12 Delegate Microphones, 2 Wireless Microphones, Carrying Case) | 1 |  |  |  |
|  | Speakers (2 (portable) Tripod Stand Casing) | 1 |  |  |  |
|  | Accessories |  |  |  |  |
| 1. **Portable Projector** | | | | | |
|  | Projector | 1 |  |  |  |
|  | Accessories | 1 |  |  |  |
|  | Stand |  |  |  |  |
|  | Cost of Transportation / Freight |  |  |  |  |
|  | Cost of Insurance |  |  |  |  |
|  | Other charges (pls specify) |  |  |  |  |
|  | **Total Final and All-Inclusive Price Quotation for Lot # indicated above** | | | |  |
| **Lot Number: (***Please enter Lot Number for which quotation is being submitted for***)**  **Country: (***Please enter Country for which quotation is being submitted for***)** | | | | | |
| 1. **Portable PA System** | | | | | |
|  | PA System | 1 |  |  |  |
|  | Microphones | 2 |  |  |  |
|  | Accessory | 1 |  |  |  |
| 1. **Video Conference (All-in-one sound bar)** | | | | | |
|  | Primary Features and Device | 1 |  |  |  |
| 1. **Smart/LED TV** | | | | | |
|  | 55” Smart/LED TV | 1 |  |  |  |
| 1. **Portable Delegation Unit** | | | | | |
|  | Mixer | 1 |  |  |  |
|  | Microphones (12 Delegate Microphones, 2 Wireless Microphones, Carrying Case) | 1 |  |  |  |
|  | Speakers (2 (portable) Tripod Stand Casing) | 1 |  |  |  |
|  | Accessories |  |  |  |  |
| 1. **Portable Projector** | | | | | |
|  | Projector | 1 |  |  |  |
|  | Accessories | 1 |  |  |  |
|  | Stand |  |  |  |  |
|  | Cost of Transportation / Freight |  |  |  |  |
|  | Cost of Insurance |  |  |  |  |
|  | Other charges (pls specify) |  |  |  |  |
|  | **Total Final and All-Inclusive Price Quotation for Lot # indicated above** | | | |  |

*(Note to Bidder: Please copy and paste the above table if you intend to submit quotation for more lots)*

**TABLE 2 : 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*** |
| Delivery Lead Time |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| Warranty on Parts and Labor for minimum period of 3 Years |  |  |  |
| Validity of Quotation (90 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)