**ANNEX II**

# QUOTATION SUBMISSION FORM

To: UN Women Procurement, New York, NY, USADate: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

We, the undersigned, declare that:

1. We (representatives, inclusive of associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex III) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the RFQ, the following HeForShe pins, packaging and silicone wristbands,and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
4. We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of 60 days from the date fixed for RFQ closing, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. | |
| *Exact name and address of company*  COMPANY NAME: \_\_\_\_\_\_\_\_\_\_  ADDRESS: \_\_\_    PHONE NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT)  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**TABLE 1: Item Description and Price**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | |
| ITEM | DESCRIPTION | QTY. | UNIT OF MEASURE | CURRENCY (USD): | |
| UNIT PRICE (Inclusive of DAP delivery) | TOTAL PRICE, (inclusive of DAP shipping) |
| 1. | HeForShe Pins | 20,000 | EACH | $ | $ |
| 2. | Small Pins Packagin, all-inclusive | 10,000 | EACH | $ | $ |
| 3. | Small Pins Packagin, all-inclusive | 10,000 | EACH | $ | $ |
| 4. | Silicon HeForShe Wristbands | 20,000 | EACH | $ | $ |
| **TOTAL DAPPRICE:** | | | | | $ |
| **ADDITIONAL FREIGHT /INSURANCE/HANDLING COSTS:** | | | | | $ |
| **TOTAL PRICE:** | | | | | $ |

**TABLE 2: Compliance Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate compliance information:** | ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Payment terms 30 days upon receipt of invoice |  |  |  |
| Delivery Lead Time: 30 Days |  |  |  |
| Country/ies Of Origin[[1]](#footnote-2) requirement |  |  |  |
| Validity Period of Quotation: 60 Days |  |  |  |
| Delivery to: UN Women HQ, 4th Floor  Attn to: Sonah Lee, #409-84  220 East 42nd Street  New York, NY 10017, USA |  |  |  |

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

1. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.* [↑](#footnote-ref-2)