PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/IDN/RFQ/21/020 |
| **Currency of quotation:** | IDR |
| **Validity of quotation:***(The quotation must be valid until 31 December 2021)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
* In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

**Lot 1**

**TABLE 1: Price**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Product Name and Description\*** | **QTY** | **Unit** | **Unit price****(IDR)** | **Total price****(IDR)** |
| 1 | Laptop | 14 | Package | [insert unit price] | [insert total price] |
|  | **TOTAL** | [insert total price] |
|  | [insert description of technical specification of all quoted goods]  |
|  | Delivery schedule\*\* [insert delivery schedule in calendar days]  |

\*details specification is described in Annex 2

\*\* delivery lead time calculated from date of UNFPA confirmation until goods arrive at UNFPA Jakarta

**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 as per the information stated in table 1 of this price quotation, at the latest received by UNFPA by 28 December 2021 | [insert answer] | [insert answer] | [insert answer] |
| Validity of Quotation is until 31 December 2021 | [insert answer] | [insert answer] | [insert answer] |
| After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted:* to submit copy of company legal documents (operation in Indonesia);
* to provide clarification(s) related to the submission.
 | [insert answer] | [insert answer] | [insert answer] |
| All Provisions of the UNFPA General Terms and Conditions | [insert answer] | [insert answer] | [insert answer] |

**Lot 2**

**TABLE 1: Price**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Product Name and Description\*** | **QTY** | **Unit** | **Unit price****(IDR)** | **Total price****(IDR)** |
| 1 | Projector | 1 | Unit | [insert unit price] | [insert total price] |
| 2 | Docking for laptop brand Hewlett-Packard | 5 | Unit | [insert unit price] | [insert total price] |
| 3 | HDMI cable | 5 | Unit | [insert unit price] | [insert total price] |
| 4 | HDMI to VGA dongle | 5 | unit | [insert unit price] | [insert total price] |
|  | **TOTAL** | [insert total price] |
|  | [insert description of technical specification of all quoted goods]  |
|  | Delivery schedule\*\* [insert delivery schedule in calendar days]  |

\*details specification is described in Annex 2

\*\* delivery lead time calculated from date of UNFPA confirmation until goods arrive at UNFPA Jakarta

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

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| Validity of Quotation is until 31 December 2021 | [insert answer] | [insert answer] | [insert answer] |
| After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted:* to submit copy of company legal documents (operation in Indonesia);
* to provide clarification(s) related to the submission.
 | [insert answer] | [insert answer] | [insert answer] |
| All Provisions of the UNFPA General Terms and Conditions | [insert answer] | [insert answer] | [insert answer] |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/21/020 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |
| --- | --- |
| [insert name, title, signature and company’s seal/stamp] | [insert date and place] |
| Name and title | Date and place |