PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** | [insert name of company] |
| **Date of the quotation:** | [insert quotation date] |
| **Request for quotation Nº:** | UNFPA/IDN/RFQ/24/004 |
| **Currency of quotation:** | IDR |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline)* |  |

* Bidders are required to complete this form, sign it and return it as part of their quotation.
* 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.
* 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.

**TABLE 1: Price Offer:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Product Name and Description** | **QTY** | **Unit** | **Unit price**  **(IDR)** | **Total price**  **(IDR)** |
| 1 | Laptop | 12 | Unit | [insert unit price] | [insert total price] |
| **Total price (IDR)** | | | | | [insert total price] |
| [insert delivery lead time: in calendar days]\* | | | | | |

\*delivery lead time calculated from Purchase Order issuance, until goods received 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*** |
| Validity of Quotation is at least 3 months after the RFQ submission deadline | [insert answer] | [insert answer] | [insert answer] |
| All Provisions of the UNFPA General Terms and Conditions | [insert answer] | [insert answer] | [insert answer] |
| After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted to provide clarification(s) related to the submission | [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/24/004 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 |