* Annex IV – Offer Submission Form (To be completed by the Bidder)

Reference: RFQ nr.14/2025/CHISINAU

Closing Date: 02 of May 2025, GMT+2:00

Bidder Name: *Fill in Bidder’s name and address.*

For the supply of goods:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the delivery of goods in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes, as detailed below.

Bidders are requested to complete this form, sign it and return it as part of their bid. 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: MDL (Moldovan Leu)**  **INCOTERMS: DDP** | | | | |
| **Item No** | **Description** | **Qty** | **Unit price**  **(VAT 0%)**  ***[please insert currency]*** | **Total price**  **(VAT 0%)**  ***[please insert currency]*** |
| 1. | Lot 1- Computers: | 20 units |  |  |
| 2. | Lot 2- Printers and landline phones | 20 printers  20 landline phones |  |  |
|  |  |
| Total Price | | | |  |
| After-sales services | | | |  |
| Other Charges (specify) | | | |  |
| **Total Final and All-inclusive Price *[please insert currency]*** | | | |  |

*\*In case after-sales services and/or other costs are included in the value of equipment and cannot be reflected as a separate line of expenses, please specify 0 value in the respective line in the table above, while the price of 0.01 USD is to be indicated in the section “Lines” of Quantum tender system. In such a situation, the exact Contract price will be corrected during the contract negotiation with the winner.*

**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): DDP |  |  | Click or tap here to enter text. |
| Delivery Lead Time: 15 days |  |  | Click or tap here to enter text. |
| After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation *90 calendar days* |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |

**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.  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. |

**NB! Please specify Offered Brand, Model and Exact characteristics**

*(Technical characteristics should not be less/worse than those listed in Annex II and Annex III: Schedule of Requirements)*

Location of the delivery of the IT equipment: **National Employment Agency, situated in Chisinau municipality, 1, Vasile Alecsandri Street, 6th floor of the Ministry of Labour and Social Protection.**