



REQUEST FOR QUOTATION (RFQ 017/07)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 23 July 2007
	REFERENCE: RFQ 017/07 IT Equipment

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 017/07 IT Equipment** to the following address before 12:00p.m., on **20th Aug 2007**:

UNDP, Beogradska bb, 81000 Podgorica
REF: RFQ 017/07,
Fax: +381 81 231 644
E-mail: procurement.me@undp.org

IMPORTANT NOTES:

- Please use this document when submitting your offer.
- Please fill in carefully all requested information, for both parts - Part 1 and Part 2. Please use only light-gray fields for entering your information.
- For Part 1, please specify offered specification in the same line, as the corresponding required specification.
- The offer should be properly signed and stamped before submission.
- Any offer submitted without following the above recommendations could be rejected.

Item	Desktop Computers (Brand name, minimum requirements)	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
1	Intel® Core® 2 Duo® E4300, Socket 775; MB Intel P-965, Broadwater chipset or N-vidia 650 I; RAM 1GB DDR2 800 MHz, HDD 160GB, DVD RW, GPU GeForce 7300; Monitor 19" TFT, UPS		9		

Item	Printer (Brand name, Similar to: HP Color LaserJet 1600)	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
2	A4, 600 dpi HP ImageREt 2400, 8 ppm, 16MB		4		
Item	Scanner (Similar to: HP ScanJet 3800)				
3	Photo Scanner : A4, 2400 dpi, prev. speed 10 sec, Transpar		5		

Item	Printer (similar to HP LaserJet P2015dn)	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
4	Laser printer, speed: up to 27 ppm; Input Capacity: 550 sheets MAX; Memory std. 32MB; Duplex + NETWORK		4		

Item	Photocopier (similar to CANON iR 2016J)	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
5	Digital; 16 A4/min; 10 A3/min; format: A4 – A3; Capacity paper storage cassette: 1 X 250 standard; Zoom: 50%-200%; Resolution: 1200x600dpi.		1		



Item	Color Photocopier	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
6	Speed (black & white) : 25 ppmin Speed (Color): 7 ppmin DADF Sorter Card reader Duplex Regular Service provided		1		

Item	Fax,Scanner,Printer "ALL IN ONE"	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
7	ADF scanner/copier/fax (A4, 1200x1200 dpi, 18 ppm)		3		

Item	Digital photo camera	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
8	7MP, 1GB SD		1		

Item	Paper cutter ("Shreder")	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
9			7		
TOTAL:					

NOTES:

- All prices must be stated excluding taxes (and custom tax where applicable) – UNDP Podgorica will provide tax exemption and custom clearance form for this purpose.



Part 2: Conditions

All prices must be stated excluding taxes (and custom tax where applicable)

IMPORTANT!

In order to be considered for evaluation purposes, your offer shall include the following information:

Warranty and after sale support	Required warranty period should be included in offered prices and provided at the end user's premises.
After sale support	Please indicate name, address and contact person of officially appointed company (yourselves or other) who will be responsible for providing maintenance and after sales support through the requested period: _____
Delivery Time	_____ number of days from notification of award of contract. Penalties in amount of 0.5 % of the total contract amount will apply for every day of delay.

IMPORTANT INFORMATION

Delivery Term (INCOTERMS 2000) & Place	DDU, Podgorica Bidders are requested to include this delivery arrangement in their offered prices
Currency of Quotations/offers	Euro
Payment Terms	Goods purchased will be paid <u>through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.</u>
Validity of Quotation	30 days from deadline for submission of offers
Completeness of quotation	Although not a requirement, suppliers are encouraged to submit offers comprising all items requested in this RFQ in their submissions. Important: Only offers including full quantity requested for each item will be considered for evaluation purposes
Requests for clarification	Bidders requiring clarification of any of the terms, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP Office in Podgorica. Requests for clarification may be submitted via e-mail to procurement.me@undp.org . Only requests for clarification received at least 24 hours prior to the deadline for submission of offers will be entertained. Replies to any requests for clarifications will be posted to www.undp.org.yu/montenegro/files/tenders Please visit this site regularly.



General Terms and Conditions	This RFQ is subject to UN General Terms and Conditions available at www.undp.org .
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OFFEROR'S REMARKS

I hereby accept all terms and conditions stated above.

Date:

Name and Title

Signature

(Stamp)