



## REQUEST FOR QUOTATION (RFQ 019/07)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 22 August 2007
	REFERENCE: <b>019/07</b> Office Furniture

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 019/07 Office Furniture** to the following address before 17:00h , on **3<sup>rd</sup> September 2007**:

**UNDP, Beogradska 24b, 81000 Podgorica**  
**REF: RFQ 019/07,**  
**Fax: +381 81 231 644**  
**E-mail: [procurement.me@undp.org](mailto: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.
- The procured items are planned for UNDP partners in different municipalities in Montenegro: Niksic, Bar, Berane. Please provide the price for delivery and installation of the offered goods for the following destinations: Niksic, Bar, Berane.
- **Molimo vas da prilikom odredjivanja cijene uzmete u obzir da narucenu opremu treba isporuciti i instalirati nasim saradnicima u Niksicu, Baru i Beranama.**

Item	Required minimal description of the printed material	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
1.	Desk with movable drawer (desk140X80)		19		
2.	Typing Desk (100X60)		1		
3.	Club (guest) table (60X60)		11		
4.	Arm chair		23		
5.	Chair for conference table		19		



Item	Required minimal description of the printed material	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
6.	Cupboard (90x45x180) with doors		2		

**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)**

<b>IMPORTANT!</b>	
<b>In order to be considered for evaluation purposes, your offer shall include the following information:</b>	
Warranty and after sale support	<b>Required warranty period should be included in offered prices and provided at the end user’s premises.</b>
After sale support	<b>Please indicate name, address and contact person</b> of officially appointed company (yourselves or other) who will be responsible for providing maintenance and after sales support through the requested period:  _____
Delivery Time	_____ <b>number of days from notification of award of contract.</b> Penalties in amount of 0.5 % of the total contract amount will apply for every day of delay.

<b>IMPORTANT INFORMATION</b>	
Delivery Term (INCOTERMS 2000) & Place	<b>DDU Niksic, Bar, Berane</b> Bidders are requested to include this delivery arrangement in their offered prices
Currency of Quotations/offers	<b>Euro</b>
Payment Terms	Goods purchased will be paid <b><u>through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.</u></b>
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.
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 <a href="mailto:procurement.me@undp.org">procurement.me@undp.org</a> . 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 <a href="http://www.undp.org.yu/montenegro/files/tenders">www.undp.org.yu/montenegro/files/tenders</a> Please visit this site regularly.
General Terms and Conditions	This RFQ is subject to UN General Terms and Conditions available at <a href="http://www.undp.org">www.undp.org</a> .

<b>OFFEROR'S REMARKS</b>

**I hereby accept all terms and conditions stated above.**

**Date:**

**Name and Title**

**Signature**

**(Stamp)**