



REQUEST FOR QUOTATION (RFQ 020/07)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 22 August 2007
	REFERENCE: RFQ 020/07 Photocopier

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 020/07 Photocopier** to the following address before 17:00 h, on **3rd September 2007**:

UNDP, Beogradska 24b, 81000 Podgorica
REF: RFQ 020/07,
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.
- 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	Photocopier (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	Digital; format: A4 – A3; 16 A4/min; 10 A3/min; Capacity paper storage cassette: 250 ; Zoom: 50%-200%; Resolution: 1200x600dpi.		5		

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 Niksic, Bar, Berane Bidders are requested to include this delivery arrangement in their offered prices
Currency of Quotations/offers	Euro
Payment Terms	Goods purchased will be paid through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.
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 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 .



OFFEROR'S REMARKS

I hereby accept all terms and conditions stated above.

Date:

Name and Title

Signature

(Stamp)