



### REQUEST FOR QUOTATION (RFQ 025/07)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 11 October 2007
	REFERENCE: <b>RFQ 025/07</b> IT Equipment

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 025/07 IT Equipment** to the following address before 16:00, on **26<sup>th</sup> October 2007**:

**UNDP, Beogradska 24b, 81000 Podgorica**  
**REF: RFQ 025/07,**  
**Fax: +382 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.

Item	Brand Name Desktop Computer – Config 1 (Minimum requirements)	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	Intel® Core® 2 Duo® E6300 (1.86GHz/1066MHz/2MB) 1024MB DDR2 667 MHz 160GB SATA HD DVD +/-RW 10/100/1000 Ethernet USB Keyboard USB Optical Mouse 17" TFT Monitor MS Windows XP Pro English (licensed)  <b>Note: 10PCs are to be delivered and installed in Brezovik</b>		14		



Item	<b>Brand Name Desktop Computer – Config 1 + MS Office SBE</b> (Minimum requirements)	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
2	Intel® Core® 2 Duo® E6300 (1.86GHz/1066MHz/2MB) 1024MB DDR2 667 MHz 160GB SATA HD DVD +/-RW 10/100/1000 Ethernet USB Keyboard USB Optical Mouse 17" TFT Monitor MS Windows XP Pro English (licensed) MS Office Small Business (licensed)		1		

Item	<b>Brand Name Desktop Computer – Config 2</b> (Minimum requirements)	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
3	Intel Celeron 430 (1.83Ghz/800MHz/512KB) 512MB DDR2 667 MHz 80GB SATA HD DVD +/-RW 10/100/1000 Ethernet USB Keyboard USB Optical Mouse 17" TFT Monitor MS Windows XP Home English (licensed)  <b>Note: All 14 PCs are to be delivered and installed in Bar(4), Berane(5) and Niksic(5)</b>		14		

Item	<b>PC Notebook 15.4" - Brand Name – Config 1</b> (Minimum requirements)	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
4	Core 2 Duo T7100 1.80GHz/800MHz/2MB L2 1024MB 667MHz DDR2 120GB SATA HD DVD+/-RW 15,4" WXGA Display		2		



Item	<b>PC Notebook 15.4" - Brand Name – Config 1</b> (Minimum requirements)	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
	Wireless, Bluetooth, IR, LAN Modem, VGA out, card reader MS Windows XP Pro English (licensed) Max weight <b>3 kg</b> Bag				

Item	<b>PC Notebook 15.4" - Brand Name – Config 1 + MS Office SBE</b> (Minimum requirements)	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
5	Core 2 Duo T7100 1.80GHz/800MHz/2MB L2 1024MB 667MHz DDR2 120GB SATA HD DVD+/-RW 15,4" WXGA Display Wireless, Bluetooth, LAN Modem, VGA out, card reader MS Windows XP Pro English (licensed) MS Office Small Business (licensed) Max weight <b>3 kg</b> Bag		6		

Item	<b>Light PC Notebook 12" - Brand Name - Config 2 + MS Office SBE + 17" TFT ext monitor</b> (Minimum requirements)	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	Intel Core 2 Duo U7600 (1.2 GHz) ULV 1GB DDR2 533MHZ 80GB HD DVD+/-RW 12.1" WXGA Display Wireless, Bluetooth, LAN Modem, VGA out, card reader Docking station/port replicator - if not included with notebook MS Windows XP Pro English (licensed) MS Office Small Business (licensed) Max weight <b>1.3 kg</b> Bag  USB Keyboard		5		



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Item	<b>Light PC Notebook 12" - Brand Name - Config 2 + MS Office SBE +17" TFT ext monitor</b> (Minimum requirements)	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
	USB Optical Mouse 17" TFT Monitor - external				

Item	<b>Laser Printer</b> (Minimum requirements)	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
7	Duplex+Network A4 1200 x 1200 dpi 28ppm 32MB		9		

Item	<b>Laser Printer</b> (Minimum requirements)	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
8	A4 600 x 600 dpi 12 ppm		2		

Item	<b>Digital Projector</b> (Minimum requirements)	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
9	800x600		4		



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Item	<b>Projection Screen</b> (Minimum requirements)	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
10	Projection screen with stand, 180 x 180 cm		1		

Item	<b>Projection Screen</b> (Minimum requirements)	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
11	Projection screen with stand, 150 x 150 cm		1		

Item	<b>Scanner</b> (Minimum requirements)	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
12	A4, 2400 dpi		1		

**NOTE:**

- **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:



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	_____
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: Podgorica, Niksic, Brezovik, 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)**