



## REQUEST FOR QUOTATION (RFQ 29/07)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 24 <sup>th</sup> October 2007.
	REFERENCE: <b>RFQ 29/07</b> Beds, mattresses and auxiliary furniture for SHLD in Brezovik

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 29/07** to the following address before 12:00p.m., on 2<sup>nd</sup> November, 2007:

**UNDP, Beogradska bb, 81000 Podgorica**  
**REF: RFQ 27/07,**  
**Fax: +381 81 231 251**  
**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.
- The companies that would have the required Equipment already available ('in stock') will have advantage in the selection procedure;
- **Any offer submitted without following the above recommendations could be rejected.**

1.	<b>Hospital bed with rubber wheels</b>		Pcs	<b>20</b>
			Offered Unit price	
			Offered Price for Full Quantity	
	<b>Required specification</b>		Offered specification	
a.	Rubber wheels (two of which with brake)	min Ø50mm		
b.	Made of steel			
c.	Adjustable back-rest			
d.	Size of platform	min 200x85cm		

2.	<b>Mattresses for hospital beds</b>		Pcs	<b>20</b>
			Offered Unit price	
			Offered Price for Full Quantity	
	<b>Required specification</b>		Offered specification	
a.	Washable			
b.	Size	195x85 cm		
c.	Foam density	30kg/mc		

3.	<b>Bedside table for hospital</b>		Pcs	<b>20</b>
			Offered Unit price	
			Offered Price for Full Quantity	
	<b>Required specification</b>		Offered specification	
a.	Made of steel			
b.	Dimensions	min 40x40x70 cm		
c.	Removable inner shelf			
d.	With drawer and door			

	<b>TOTAL</b>	<b>Offered Price for Full Quantity</b>	
--	--------------	--	--

**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	<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>30 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.

**IMPORTANT INFORMATION**

Delivery Term (INCOTERMS 2000) & Place	<b>DDU, Podgorica</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> .



**GENERAL TECHNICAL REQUIREMENTS**

Language: All documentation, including installation and operating manuals shall be in English

**Supporting technical documentation:** Bidders are required to include in their offers **full specification** of the offered equipment and necessary supporting technical documentation (i.e. technical brochures, etc.) to allow the evaluating committee to identify the quality of the equipment offered.

**OFFEROR'S REMARKS**

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

**Date:**

**Name and Title**

**Signature**

**(Stamp)**