



REQUEST FOR QUOTATION (RFQ 035/07)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 30 th November 2007
	REFERENCE: RFQ 035/07 Vehicle for project implementation needs in Western Balkan Countries. Project name: "Strengthening capacities in the Western Balkans countries to address environmental problems through remediation of high priority hot spots"

Dear Sir/Madam,
Please, send your offers by mail, e-mail or fax marked **RFQ 035/07** to the following address before 3:00p.m., on 10th December 2007:

UNDP, Beogradska 24 b, 81000 Podgorica
REF: RFQ 035/07,
Phone :+382 81 231 992
Fax: +382 81 231 993
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/or stamped before submission.
- **The companies that would offer the shortest delivery period will have advantage in the selection procedure;**
- Any offer submitted without following the above recommendations could be rejected.

	Vehicle 4x4 / hybrid engine	Pcs	1
		Offered Unit price	
		Offered Price for Full Quantity	
	Required specification	Offered specification	
1.	Driver and front-passenger airbags		
2.	Hybrid motor vehicle	4x4 (AWD)	
3.	CD player		
4.	Engine power	Not less than 150KW	
5.	Electronic Brake force Distribution (ABS)		
6.	5 doors		
7.	Air Conditioner	Automatic	
8.	Power steering wheel		
9.	Preferred Colors	White, Blue or Silver	
	TOTAL	Offered Price for Full Quantity	



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 (minimum 3 years or 100,000km)	Required warranty period should be included in offer and provided within Balkan Region.
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	Bidders are requested to include this delivery arrangement in their offer. Option 1:UNDP Office Podgorica (DDU Podgorica) Option 2:RBEC UNDP Office New York (DDU New York)
Currency of Quotations/offers	Euro or USD
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	Suppliers are encouraged to submit more offers / if applicable / as per requirements of this RFQ.
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 .



GENERAL TECHNICAL REQUIREMENTS
<u>Language:</u> All documentation, including installation and operating manuals shall be in English
Supporting technical documentation: Bidders are required to include in their offers full technical 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 if applicable)