



REQUEST FOR QUOTATION (RFQ 007/07)

| | |
|----------------------------------|---|
| NAME & ADDRESS OF INVITED FIRMS: | DATE: 16 May 2007 |
| | REFERENCE: 007/07 Printing of 'Report on Environmental Policy in South East Europe' |

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 007/07 Printing Services** to the following address before 12:00p.m., on [30th May 2007](#):

UNDP, Beogradska bb, 81000 Podgorica
REF: RFQ 006/07,
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.

| | | Pcs / Copies | 6,000 |
|--------------------|--|---------------------------------|-------|
| | | Price per item – ordinary paper | |
| | | Total price – ordinary paper | |
| | | Price per item – recycled paper | |
| | | Total – recycled paper | |
| | Required specification | Offered specification | |
| Printing | In "margo" | | |
| Dimension | 210/297 mm | | |
| | Open boklet: approx. 420/297 mm | | |
| Cover pages | | | |
| Print | 4/0 CMYK | | |
| Paper | 300 gr | | |
| Inside | | | |
| Dimension | 210/297 mm | | |
| Paper | 80 gr | | |
| Print | 2/2 | | |
| No. of pages | 180 approx | | |
| Other | | | |
| | FSC certified paper or recycled paper (please indicate type of paper that you would use) | | |

NOTES:

- Please provide price for printing on recycled paper as well as printing on ordinary paper



Montenegro

- 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: | |
| Delivery Time | <u>Three weeks</u> - 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, Podgorica Bidders are requested to include this delivery arrangement in their offered prices |
| Currency of Quotations/offers | Euro |
| 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 |
| 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)