



REQUEST FOR QUOTATION (RFQ 09/08 R2)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 5 th August, 2008
	REFERENCE: RFQ 09/08R2 Software for patient registration (tuberculosis) and laboratory for TB Project

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked RFQ 09/08 R2 to the following address before **13:00, on 18th August, 2008**:

UNDP, Beogradska bb, 81000 Podgorica

REF: RFQ 09/08R2,

Fax: +382 20 231 251

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.
- 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.**

4.	Software for patients registration (tuberculosis)	Pcs	1
		Offered Unit price	
		Offered Price for Full Quantity	
	Required specification	Offered specification	
1.	Software specification attached		



Montenegro

5.	Software for laboratory (microbiology)	Pcs	1
		Offered Unit price	
		Offered Price for Full Quantity	
	Required specification	Offered specification	
1.	Software specification attached		

	TOTAL	Offered Price for Full Quantity	
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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, 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
Completeness of quotation	Although not a requirement, suppliers are encouraged to submit offers comprising all items requested in this RFQ in their submissions. Important: Only offers including full quantity requested for each item will be considered for evaluation purposes
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 local language.
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)