



REQUEST FOR QUOTATION (RFQ 20-08)

NAME & ADDRESS OF INVITED FIRMS:	DATE: July 30, 2008
	REFERENCE: RFQ 20-08 Health survey among Roma population

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 20/08** to the following address **before 12:00, on 13th August 2008**:

UNDP, Beogradska bb, 81000 Podgorica
REF: RFQ 20/08,
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 offer the shortest delivery period will have advantage in the selection procedure;
- **Any offer submitted without following the above recommendations could be rejected.**

	Vehicle	Pcs	1
	Health survey among Roma population	Offered Unit price	
		Offered Price for Full Quantity	
	Required specification	Offered specification	
	As per Attached ToR		
	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 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 .



Montenegro

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)