



REQUEST FOR QUOTATION (RFQ 021/08)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 29 July 2008
	REFERENCE: 021/08 IT Equipment

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 021/08 IT Equipment** to the following address before 12:00p.m., on 15th August 2008:

UNDP, Beogradska bb, 81000 Podgorica
REF: RFQ 021/08,
Fax: +382 20 231 644
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.

Item	Lap Top (brand name)	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
1	Core2 Duo Processor, min 1,6 Ghz, 1 GB RAM, 160 GB HDD, 15,4" LCD TFT, wireless, bluetooth ; Vista Home Premium ;		4		
TOTAL:					

Item	PC (brand name)	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
2	Core2 Duo Processor, min 1,6 Ghz, 1GB RAM, 160 GB HDD, DVD writer, 17" LCD TFT, Vista Home Premium		1		
TOTAL:					



Item	PDA Smartphone	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
3	OS Windows Mobile® 6 Professional, 128 MB SDRAM, 256 MB flash ROM, Processor 520MHz, GPS, 3G, Tri-band HSDPA, Quad-band GSM/GPRS/EDGE, Wireless LAN, Bluetooth 2.0 with EDR1, 2.8-inch diagonal 240x320 TFT color touch screen display, 3 Mp camera, Expansion Micro-SD card slot + 8 GB Micro SD card		4		
	TOTAL:				

NOTES:

- 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:	
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.
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.



Montenegro

Date:

Name and Title

Signature

(Stamp)