



**REQUEST FOR QUOTATION (RFQ 028/08)**

|                                  |   |
|----------------------------------|---|
| NAME & ADDRESS OF INVITED FIRMS: | DATE:<br>18 <sup>th</sup> September 2008        |
|                                  | REFERENCE: 028/08<br>8 TVs for SHLD in Brezovik |

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 028/08 8 TVs for SHLD in Brezovik** to the following address before 12:00p.m., on 30<sup>th</sup> September 2008:

**UNDP, Beogradska bb, 81000 Podgorica**  
**REF: RFQ 028/08,**  
**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.

|                               |                  |           |                                 |          |
|-------------------------------|------------------|-----------|---------------------------------|----------|
| 1.                            | <b>TV LCD</b>    |           | Pcs                             | <b>8</b> |
|                               |                  |           | Offered Unit price              |          |
|                               |                  |           | Offered Price for Full Quantity |          |
| <b>Required specification</b> |                  |           | Offered specification           |          |
| a.                            | Voltage          | 220V/A    |                                 |          |
| b.                            | Screen dimension | min 50 cm |                                 |          |

|                               |                                |  |                                 |          |
|-------------------------------|--------------------------------|--|---------------------------------|----------|
| 1.                            | <b>TV holder</b>               |  | Pcs                             | <b>8</b> |
|                               |                                |  | Offered Unit price              |          |
|                               |                                |  | Offered Price for Full Quantity |          |
| <b>Required specification</b> |                                |  | Offered specification           |          |
| a.                            | Compatible with offered LCD TV |  |                                 |          |

**Part 2: Conditions**



**All prices must be stated excluding taxes (and custom tax where applicable)**

| <b>IMPORTANT!</b>   |  |
|---|--|
| <b>In order to be considered for evaluation purposes, your offer shall include the following information:</b> |  |
| Warranty and after sale support   | <b>Required warranty period should be included in offered prices and provided at the end user's premises.</b>  |
| After sale support  | <b>Please indicate name, address and contact person</b> of officially appointed company (yourselves or other) who will be responsible for providing maintenance and after sales support through the requested period:<br><br>_____ |
| Delivery Time   | _____ <b>number of days from notification of award of contract.</b><br>Penalties in amount of 0.5 % of the total contract amount will apply for every day of delay.  |

| <b>IMPORTANT INFORMATION</b>           |  |
|--|--|
| Delivery Term (INCOTERMS 2000) & Place | <b>DDU, Podgorica</b><br>Bidders are requested to include this delivery arrangement in their offered prices  |
| Currency of Quotations/offers          | <b>Euro</b>  |
| Payment Terms                          | Goods purchased will be paid <b><u>through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.</u></b>  |
| 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 <a href="mailto:procurement.me@undp.org">procurement.me@undp.org</a> . 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 <a href="http://www2.undp.org.yu/montenegro/files/tenders/index.html">http://www2.undp.org.yu/montenegro/files/tenders/index.html</a> .Please visit this site regularly. |
| General Terms and Conditions           | This RFQ is subject to UN General Terms and Conditions available at <a href="http://www.undp.org">www.undp.org</a> .   |

**GENERAL TECHNICAL REQUIREMENTS**

Language: All documentation shall be in English



Electricity: Volt: 220 Hz: 50 phase AC: Standard applicable in Montenegro

**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)**