



**REQUEST FOR QUOTATION (RFQ 034/08R)**

NAME & ADDRESS OF INVITED FIRMS:	DATE: 31 <sup>st</sup> October 2008
	REFERENCE: <b>034/08R</b> IT Equipment

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 034/08R - IT Equipment** to the following address before **7 November, 2008 (13:00h)**:

**UNDP, Beogradska 24b, 81000 Podgorica**  
**REF: RFQ 034/08R,**  
**Fax: +382 20 231 644**  
**E-mail: procurement.me@undp.org**

**IMPORTANT NOTES:**

- **Delivery time – 25 days maximum**
- **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	Desktop Computer (brand name)	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
1	Processor-Intel® Core2 Duo (2.33GHZ i 4MB L2) 2GB DDR2 800 MHz HDD 250GB SATA, 7200rpm Monitor LCD 17" DVD+/-RW Integrated Network card Ethernet 10/100/1000Mbps <b>MS Windows XP Pro or Vista Business (licensed and installed)</b>  <b>Delivery and installation: Berane 2, Bar 3</b>		7		
<b>TOTAL:</b>					



Montenegro

Item	<b>Desktop Computer (brand name) + MS Office</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
2	Processor-Intel® Core2 Duo (2.33GHZ i 4MB L2) 2GB DDR2 800 MHz HDD 250GB SATA, 7200rpm Monitor LCD 17" DVD+/-RW Integrated Network card Ethernet 10/100/1000Mbps <b>MS Windows XP Pro (licensed and installed)</b> <b>MS Office 2007SBE (licensed and installed)</b> Minimum 3 yrs warranty		2		
<b>TOTAL:</b>					

Item	<b>Notebook 15.4" (brand name)</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
3	Core 2 Duo (2GHz/667MHz/2MB L2) Display 15.4" WXGA Web camera Memory 2GB DDR2 667MHz Hard Drive 160GB Optical Drive 8xDVD+/-RW Wireless Bluetooth Modem LAN Card reader Bag <b>MS Windows XP Pro or Vista Business (licensed and installed)</b>  Minimum 3 yrs warranty  <b>Delivery and installation: Berane 1</b>		3		
<b>TOTAL:</b>					



Montenegro

Item	<b>Notebook 15.4" (brand name) + MS Office</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
4	Core 2 Duo (2GHz/667MHz/2MB L2) Display 15.4" WXGA Web camera Memory 2GB DDR2 667MHz Hard Drive 160GB Optical Drive 8xDVD+/-RW Wireless Bluetooth Modem LAN Card reader Bag <b>MS Windows XP Pro (licensed and installed)</b> <b>MS Office 2007SBE (licensed and installed)</b> Minimum 3 yrs warranty  <b>Delivery and installation: Berane 1, Bar 1</b>		4		
<b>TOTAL:</b>					

Item	<b>Notebook 12.1" (brand name) + MS Office</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
5	Processor-Intel Core 2 Duo U7700 (1.33GHz/533FSB/2MB) 2 GB (533MHz) DDR2 HDD 120 GB Display 12.1" Widescreen WXGA (1280 x 800) 8x DVD+/-RW Fingerprint Reader Bluetooth Wireless Card reader Minimum 3 yrs warranty <b>Docking station / Port replicator</b> <b>Bag</b> <b>Extra battery</b> <b>MS Windows XP Pro (licensed and installed)</b> <b>MS Office 2007SBE (licensed and installed)</b> <b>17" TFT Monitor</b> <b>USB Keyboard + USB Optical mouse</b>		1		
<b>TOTAL:</b>					



Montenegro

Item	<b>Laser Printer</b> (Minimum requirements)	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
6	A4, 600 x 600 dpi, 15 ppm <b>Delivery and installation: Berane 2, Bar 3</b>		7		

Item	<b>Color InkJet Printer</b> (Minimum requirements)	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
7	A4, up to 4800 dpi, 20bw/14color ppm <b>Delivery and installation: Berane 1, Bar 1</b>		2		

Item	<b>All in one LaserJet</b> (Minimum requirements)	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
8	printer/flatbed scanner/copier (A4, 600x600 dpi, 14 ppm)		1		

Item	<b>Scanner</b> (Minimum requirements)	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
9	A4, 2400 dpi, prev.speed 10 sec		1		

**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)**

<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:  _____
Delivery Time	<b>_____ number of days from notification of award of contract.</b> 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, Bar and Berane (as per item specification)</b> 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://www.undp.org.me/files/tenders">www.undp.org.me/files/tenders</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> .



OFFEROR'S REMARKS

**I hereby accept all terms and conditions stated above.**

**Date:**

**Name and Title**

**Signature**

**(Stamp)**