



**REQUEST FOR QUOTATION (RFQ 036/08)**

NAME & ADDRESS OF INVITED FIRMS:	DATE: 27 October 2008
	REFERENCE: <b>RFQ 036/08</b> Medical equipment for HIV/ AIDS Project

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 036/08** to the following address before **3:00p.m., on 10<sup>th</sup> Nov 2008**:

**UNDP, Beogradska 24b, 81000 Podgorica**  
**REF: RFQ 036/08,**  
**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 have the required condoms already available ('in stock') will have advantage in the selection procedure;
- **Any offer submitted without following the above recommendations could be rejected.**

1	<b>Condoms</b>	Pcs	<b>108000</b>
	<b>Male latex condom (in compliance with guidelines of World Health Organization - WHO)</b>	Offered Unit price	
		Offered Price for Full Quantity	
		<b>Required specification</b>	Offered specification
a.	<b>Size:</b> width between 48 and 56 mm		
b.	Shelf life of condoms should be between <b>3 and 5 years</b> and expiry date must be <b>earliest January 2012.</b>		
c.	Condoms must be in compliance with following standards: ISO 4074:2002 ISO 10993 CE European marking		



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2	<b>Syringes</b> <b>Size:</b> 2 mL	Pcs	12000
		Offered Unit price	
		Offered Price for Full Quantity	
		<b>Required specification:</b> 2-part without piston	Offered specification
a.			

3	<b>Syringes</b> <b>Size:</b> 5 mL	Pcs	4000
		Offered Unit price	
		Offered Price for Full Quantity	
		<b>Required specification:</b> 3-part syringes with standard piston	Offered specification
a.			

4	<b>Needles</b> <b>Size:</b> 0.46*12 mm	Pcs	8000
		Offered Unit price	
		Offered Price for Full Quantity	
		<b>Required specification</b>	Offered specification
a.			

5	<b>Needles</b> <b>Size:</b> 0.7*30 mm	Pcs	4000
		Offered Unit price	
		Offered Price for Full Quantity	
		<b>Required specification</b>	Offered specification
a.			

6	<b>Needles</b> <b>Size:</b> 0.6*30 mm	Pcs	4000
		Offered Unit price	
		Offered Price for Full Quantity	
		<b>Required specification</b>	Offered specification
a.			
	<b>TOTAL</b>	<b>Offered Price for Full Quantity</b>	



**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</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. 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 <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.



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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>
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<b>OFFEROR'S REMARKS</b>

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

**Date:**

**Name and Title**

**Signature**

**(Stamp)**