



REQUEST FOR QUOTATION (RFQ 043/08)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 18 th November 2008
	REFERENCE: 043/08 Anti Corruption publications

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 043/08** - Anti Corruption publications to the following address before **24th November, 2008 (17:00h)**:

UNDP, Beogradska 24b, 81000 Podgorica
REF: RFQ 043/08,
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	Brochure on Directorate for Anti Corruption Initiative (16 pages)	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	Dimenzije – zatvorena A5 Štampa - 4/4 (full kolor) Povezivanje – 2 klamera Korice 200 gr mat kunstdruck ili svjetliji od kunstdrucka mat papir 4/4 + mat plastika 1/0 Unutrasnji dio 160 gr mat kunstdruck ili svjetliji od kunstdrucka mat papir 4/4 Za ovu publikaciju je dizajn korica i prelom teksta vec uradjen i bice prosljedjen najboljem ponudjacu		500		
	TOTAL:				



Montenegro

Item	Council of Europe- Civil Law Convention on Corruption (75 pages)	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	Dimenzije – zatvorena A5 Štampa - 4/4 (full kolor) Povezivanje – 2 klamera Korice 200 gr mat kunstdruck ili svjetliji od kunstdrucka mat papir 4/4 + mat plastika 1/0 Unutrasnji dio 160 gr mat kunstdruck ili svjetliji od kunstdrucka mat papir 4/4		500		
TOTAL:					

Item	United Nations Convention against Corruption (40 pages)	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	Dimenzije – zatvorena A5 Štampa - 4/4 (full kolor) Povezivanje – 2 klamera Korice 200 gr mat kunstdruck ili svjetliji od kunstdrucka mat papir 4/4 + mat plastika 1/0 Unutrasnji dio 160 gr mat kunstdruck ili svjetliji od kunstdrucka mat papir 4/4 Za ovu publikaciju je potrebno uraditi i: - Dizajn korica brosure - Prelom teksta		500		
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.
- DELIVERY TIME FOR ALL ITEMS SHOULD BE ONE WEEK MAXIMUM!!!



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 through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.
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.me/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.

Date:

Name and Title

Signature

(Stamp)