



REQUEST FOR QUOTATION (RFQ 044/08)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 18 November 2008
	REFERENCE: 044/08 Printing material for the regional team meeting & National Programme for Integration – recycled paper

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 044/08 Printing material for the regional team meeting and National Programme for Integration – recycled paper** to the following address before 17:00p.m., on 25th November 2008:

UNDP, Beogradska 24b, 81000 Podgorica
REF: RFQ 044/08,
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	Printing material for the regional team meeting – Recycled paper required	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	Hard bound notebooks (A5), with logo of the Programme on front page (two colours) and every page inside (one colour) – 250 pcs		250 pcs		
2	Pens – with the Programme web site address – 250 pcs		250 pcs		
3	Flash drives – with the logo and the web site address of the Programme – 50 pcs		50 pcs		
4	Lap top bags, with the logo of the Programme (two colours) – 30 pcs		30 pcs		



Montenegro

Item	Book “ National Programme for Integration (NPI)” – <u>recycled paper required</u>	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	Printing of NPI (210x280mm), interior slog: 730 pages, recycled paper 80 gr/m2, printing of interior slog 1/1; covers: mat kunstdruck 250 gr, print 4/0 & mat plastic 1/0; hard bounded		500 copies		
	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	N/A
After sale support	N/A
Delivery Time	<u>December 4th 2008</u>

IMPORTANT INFORMATION	
Delivery Term (INCOTERMS 2000) & Place	N/A
Currency of Quotations/offers	Euro
Payment Terms	Goods/Services 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 considered. 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)