



REQUEST FOR QUOTATION (RFQ 06/09)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 2nd March 2009
	REFERENCE: 06/09 Printing materials on recycled paper with the visual identity of the Western Balkans Environmental Programme

Dear Sir/Madam,

Please, would you be so kind to send your offers by mail, e-mail or fax marked **RFQ 06/09 Printing materials on recycled paper with the visual identity of the Western Balkans Environmental Programme** to the following address before 17:00 p.m., on **12th March 2009**:

UNDP, Beogradska 24b, 81000 Podgorica
REF: RFQ 06/09,
Fax: +382 20 231 993
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 materials on recycled paper with the visual identity of the Western Balkans Environmental Programme ¹	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) – 1.000 pcs				
2	Notebooks (B5) with logo of the Programme on front page – 1.000 pcs				
3	Notepad (10x10 cm) with logo of the Programme – 1.000 pcs				
4	Pens – with the Programme web site address/logo – 1.000 pcs				
5	Envelopes with the logo of the Programme – - American – 1.000 pcs - A4 – 1000 pcs				

¹ Visual Identity of the Western Balkans Environmental Programme (logo, slogan) can be looked at the Programme web site: www.westernbalkansenvironment.net



Montenegro

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6	Mouse pads with the logo /slogan/web site address – 100 pcs				
7	Paper A4 with the logo of the Programme – 35 packs				
8	Lanyards for the ID cards – 150 pcs				
9	Mugs with the logo of the Programme				
10	Flash drives (4GB) – with the logo and the web site address of the Programme – 150 pcs				
11	Lap top bags, with the logo/slogan of the Programme (two colours) – 30 pcs				
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>April 15th 2009</u>

IMPORTANT INFORMATION	
Delivery Term (INCOTERMS 2000) & Place	N/A



Currency of Quotations/offers	Euro
Payment Terms	Goods/Services purchased will be paid <u>through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.</u>
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



Montenegro

(Stamp)