



REQUEST FOR QUOTATION (RFQ 010-09)

NAME & ADDRESS OF INVITED FIRMS:	DATE: 24 th March 2009
	REFERENCE: RFQ 010-09 IT Equipment for INC

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 010-09 - IT Equipment for INC** to the following address before **2nd April, 2009 (17:00h)**:

UNDP, Beogradska 24b, 81000 Podgorica
REF: RFQ 010-09,
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	Notebook computer (HP, Dell, Toshiba, Fujitsu Siemens, Sony, IBM Lenovo)	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	Maximum display size 14" Intel Core 2 Duo 2 Ghz Microsoft Windows XP Pro (installed) MS Office 2007 SBE 3 GB RAM memory 250GB Hard drive DL DVD±RW/CD-RW drive Integrated camera Integrated fingerprint reader Bluetooth Lan/Wlan Battery: 6 cell battery Bag		2		
TOTAL:					



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Item	Notebook computer (brand name)	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	Maximum display size (diagonal) 15,4" Intel Dual Core 2Ghz Microsoft Windows XP Pro (installed) MS Office 2007 SBE 2 GB RAM memory 250GB Hard drive DL DVD±RW/CD-RW drive Integrated camera Bluetooth Lan/Wlan Battery: 6 cell battery Bag		1		
TOTAL:					

Item	Desktop computer	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	Maximum display size (diagonal) 19" TFT LCD Intel Dual Core 2,5Ghz Microsoft Windows XP 1 GB RAM memory 160 GB Hard drive DL DVD±RW/CD-RW drive Keyboard Speakers Optical mouse		2		
TOTAL:					

Item	Printer	Offered service description NOTE: bidders are required to clearly indicate service / materials offered	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
4	B/W - duplex - laser - A4 - 1200 dpi x 1200 dpi - up to 35 ppm - capacity: 250 sheets - Parallel, USB, 10/100Base-TX		1		
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 2 WEEKS 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 <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



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	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)