

Annex 1

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> DDP
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> Ministry <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	Public Enterprise for National Parks of Montenegro Trg vojvode Bećir-bega Osmanagića 16, 81000 Podgorica, Montenegro
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by Ministry)</i>	<input checked="" type="checkbox"/> 30 days from the signing of contract <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time : Time Zone of Reference :
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	N/A
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of at least two years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
Deadline for the Submission of Quotation	COB, <i>Tuesday, May 14th, 2024 and GMT+1</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others and Montenegrin
Documents to be submitted ¹	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;

¹ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Company Profile, which should include a short description of the company and other relevant information; <input checked="" type="checkbox"/> Income Statement and Balance Sheet (bilans uspjeha i bilans stanja) for 2021 and 2022; Required minimum turnover for a bidder is 100.000,00 EUR per each of the above-mentioned years. <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, Ministry may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
Payment Terms ²	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 1% Max. no. of days of delay: 30 days Next course of action: Ministry may cancel the Contract.

² Ministry preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, Ministry shall require the vendor to submit a bank guarantee or bank cheque payable to Ministry, in the same amount as the advanced payment made by Ministry to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁴ <input type="checkbox"/> Others
Ministry will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Service contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only) ⁵	<p><i>Irena Krivokapic</i> Financial and administrative assistant irena.krivokapic@mepg.gov.me or irenakrivokapic@gmail.com</p> <p>Any delay in Ministry's response shall be not used as a reason for extending the deadline for submission, unless Ministry determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

³ Ministry reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁴ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁵ This contact person and address is officially designated by Ministry. If inquiries are sent to other person/s or address/es, even if they are Ministry staff, Ministry shall have no obligation to respond nor can Ministry confirm that the query was received.