DP-DPAP-00-29 - Invitation for the offers/quotations

Project Title - Name of the investment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of invitation: \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Number and date of the IPARD Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Supplier(s),

1. You are invited to submit your offer/quotation(s) with exact prices and quantities for the supply of the following items:

(i) Name of the item;

(ii) Type of the item;

(iii)Model of the item;

(iv) Information on technical specification (minimal technical specification) for each item, which is contracted (hourse power, operational width, engine speed, bearing capacity, bill of quantities, etc.)

*Information on technical specifications and required quantities are attached.*

*Note that the contracted price (without VAT) with Directorate for payment for listed items is\_\_\_\_\_\_\_\_\_\_\_\_EUR.*

2. You must quote for all items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the company offering the lowest evaluated total cost of all the items.

Your price quotation must include the name of the purchaser to whom is submitted (name of potential purchaser), must be dated and stamped and should be submitted by post, personally or facsimile or electronically at the following address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

(Purchaser’s Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One copy of your quotation(s) may be addressed and submitted also to Directorate for payment:

E-mail: dostavljanje.ponuda@mpr.gov.me

3. Your quotation in duplicate and in \_\_\_\_\_\_\_\_\_\_\_ language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in \_\_\_\_\_\_\_\_\_ language) for each item quoted, including names and addresses of firms providing service facilities in\_\_\_\_\_\_\_\_\_\_\_\_(name of the country).

4. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in Paragraph 2 is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (at least 15 days should be given)

5. You quotation(s) should be submitted as per the following instructions:

(i) PRICES: The prices should be quoted for delivery **CIP**\_\_\_\_\_\_\_\_\_(place of destination) for imported goods or **EXW** for domestically supplied goods plus the price of delivery to the place of destination, according to INCOTERMS, 2010. Prices should be quoted in Euro.

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices.

In evaluating the quotations, the Purchaser will determine for each proposal the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include:

* All custom duties, import and any other taxes or fees applicable for goods imported in Montenegro, and

Also, each offer/quotation must clearly indicate if the Value Added Tax (VAT) is included in the price and the amount and percentage of the VAT. The VAT percentage should be indicated for the country of Supplier.

(iii) AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract with the Purchaser. The Contract has to be signed by both parties and stamped and it must include the stipulations for:

* the date of signing,
* the exact information of the name of the purchaser and the supplier,
* the name of the investment,
* the total price of the investment in figures and in the words,
* the deadline of the finalization and/or delivery of the investment,
* the warranty deadline and conditions

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for at least a period of forty five (45) days from the deadline for receipt of quotation(s).

8. Further information can be obtained from:

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,