

**REQUEST FOR PROPOSAL
(For Low-Valued Services)**

NAME, ADDRESS & E-MAIL ADDRESS OF FIRM/PROPOSER: _____ _____ _____	DATE: 09.02.2024
	REFERENCE: RFP 01/2024 Title: Development of the website for the project “Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro”

Dear Sir / Madam:

We kindly request you to submit your Proposal for RPF 01/2024: Provision of the following services:

Development of the website for the project “Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro”

Please be guided by the form attached hereto as Annex 1, in preparing your Proposal.

Proposals must be submitted on or before the time and date indicated under Annex 1 “Deadline for Submission of Proposal” below, via e-mail:

irena.krivokapic@mepg.gov.me; alternative email: irenakrivokapic@gmail.com

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by Ministry of Tourism, Ecology, Sustainable development and Northern Region Development (Ministry) after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Proposal should be submitted by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details about requirements of the “Biodiversity mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro” project.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by the Ministry, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on Ministry's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the Ministry after it has received the Proposal. At the time of Award of Contract or Purchase Order, the Ministry reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Please be advised that Ministry is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

Ministry's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can send your appeal to Appeals commission which is working based on the UNDP rules, and implemented by Ministry of Tourism, Ecology, Sustainable development and Northern Region Development, Government of Montenegro, you can communicate your vendor protest using the following email contact:

zalbe.gef@mert.gov.me

Ministry encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to Ministry if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

Ministry implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against Ministry, as well as third parties involved in Ministry activities.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Tamara Brajovic,
Project Director
Date 09.02.2024*