

## REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: 29/04/2024
REFERENCE: RFQ 01/2024
<b>Digitization of forest areas (NFC technology)</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for software, equipment, installation of the system and training for usage of the system for the digitization of forest areas (NFC technology), as detailed in Annex 2 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Minimum requirements for bidders:

- The bidder should attach a list of at least five (5) contracts for the delivery of the same or similar application solutions executed in the previous five years, with the amount, date of delivery, name of the ordering party and the name of the responsible person, of which at least three are contracts with the public sector;
- Local support/partner is a MUST;
- Minimum three (3) contracts of similar value, nature and complexity implemented over the last five (5) years;
- Contracts of similar nature and complexity stands for development of the web based portal or software in public institutions that includes architecture for manipulation of large datasets, secure access, transaction logs, development of web services for data exchange between public institutions and any analysis/utilization of registers, data sets. Experience with GIS geoportals is highly valuable;
- Minimum three (3) contracts of similar value, nature and complexity implemented over the last five (5) years, with a total minimum value of EUR 150,000;
- Annual turnover of minimum value of EUR 150,000 in average, over last 3 years.

*(For JV/Consortium/Association, all Parties cumulatively should meet requirement)*

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of Ministry requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by Ministry. The unit price shall prevail and the total price shall be

corrected. If the supplier does not accept the final price based on Ministry's re-computation and correction of errors, its quotation will be rejected.

After Ministry has identified the lowest price offer, Ministry reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than Ministry's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Ministry after it has received the quotation. At the time of award of Contract, 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.

Ministry is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, 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 and, Government of Montenegro, you can communicate your vendor protest using the following email contact:

[zalbe.gef@mert.gov.me](mailto:zalbe.gef@mert.gov.me)

**Ministry encourages every prospective Vendor to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.**

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 quotation.**



**Sincerely yours,**

*Tamara Brajevic*  
Project Director  
April 29, 2024