SPECIAL NOTES

Invitation to bid LITB 2020-9162403

Procurement of Tablets

UNICEF Office in Montenegro is inviting you to submit bids for procurement of Tablets.

Bidders should submit sealed bids (1 original and 2 copies). Bids must be securely closed in a suitable envelope.

Tendering documentation is consisting of:

A) Signed and stamped UNICEF Invitation to Bid form LITB 2020-9162403

B) Bid should be prepared on company memorandum indicating offered item brand and unit prices without VAT. Warranty statements and delivery time of tablets.

C) Scanned, signed and stamped UNICEF Supplier Profile Form which can be found here https://www.unicef.org/montenegro/en/tenders

D) Scanned company registration and PDV registration documentation

E) Selected company will submit Scanned, signed and stamped UNICEF Vendor Master form along with bank statement signed and stamped by issuing bank as verification of account holder (or copy of contract with bank)

F) UNICEF is part of the United Nations Global Market place (UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: www.ungm.org

The following tendering documentation is attached: UNICEF Invitation to Bid form - LITB 2020-9162403 with detailed specifications for item, link for UNICEF Supplier Profile Form and UNICEF Vendor information with detailed instructions on how to prepare documents.

Bid should be submitted at UNICEF, UN Eco Building, Stanka Dragojevica bb, Podgorica, Montenegro by November 2, 2020 by 12:00 hrs. Bids should be dispatched to arrive at the UNICEF office no later than the closing time and date. Bids received in any other manner will be invalidated.

Bid should be submitted in sealed envelope with following remarks:

- Clearly indicated Company name;
- LITB 2020-9162403 Procurement of Tablets and
- DO NOT OPEN (NE OTVARAJ) remark.
Important:

Prices must be given in EUR and without tax, as UN agencies are TAX exempt for the purchasing of goods and services. Short lead-delivery time is highly recommended due to an emergency.

Should you have any questions related to the specifications please send it to e-mail apopivoda@unicef.org and/or fdzafic@unicef.org. Answers will not be provided individually: all questions and all answers will be published every day until October 30, 2020 at 12.00 hrs on UNICEF website: https://www.unicef.org/montenegro/en/tenders.

Name of the company that sent question will not be indicated.

The public opening of submissions will be held on November 6, 2020 via skype or zoom.

All bidders will be informed by e-mail of the exact timing of the public opening and will be invited to attend the public opening through the link that will be provided in e-mail notification.

All bidders will be informed in writing on the outcome of ITB.

The invitation for submission of proposals does not obligate signing of the contract with bidders, nor does it assume the obligation to pay the costs of preparing the bids. UNICEF accepts no responsibility for undelivered bids and will not accept proposals after the closing date and time.

In accordance with UNICEF Rules and Regulations the award and the reasons for making the award are UNICEF’s internal decision and information about other bidders or their bids must not be divulged.