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A d m i n i s t r a t i o n & F i n a n c e D e p a r t m e n t

REQUEST FOR QUOTATION (RFQ)

for the Supply of Panasonic KX-TDA600 Switchboard

1. The Mission in Serbia and Montenegro of Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites you to submit your price quotation for supply of IT equipment as specified in Annexes A and B.
2. You may quote for any or all items under this RFQ. Price quotations will be evaluated for any or all the items together and contract will be awarded to the firm offering the lowest evaluated total price of all the items.
3. Your quotation bearing RFQ No. **75107** should be addressed and submitted to:

Organization for Security and Co-operation in Europe
Mission to Serbia and Montenegro
Procurement and Contracting Unit
Cakorska No.1A, 11000 Belgrade, Serbia and Montenegro
Fax: +381 - (0) 11.3606.135
Tel: +381 - (0) 11.3606.221
E-mail: snezana.prvulovic@osce.org
Attn. to: Ms. Snezana Prvulovic

4. Your quotation should be made in the English language.
5. The deadline for receipt of quotations is: **11 November 2005 until 16.00**
6. Quotations by fax and e-mail are acceptable.
7. Your quotation should be submitted as per the following instructions.
 - (i) Please provide information as specified in the Schedule of Requirements (Annex A) in preparing your quotation.
 - (ii) Prices quoted shall be FCA Belgrade according to the current edition of INCOTERMS published by the International Chamber of Commerce, Paris (see annex B for details).
 - (iii) Prices shall be quoted in EUR and as per the Price Schedule (Annex B).
 - (iv) Prices shall be quoted excluding taxes.
 - (v) Your quotation shall be valid for a period of 30 days from the deadline for receipt of quotations.

(vi) Your quotation shall bear the RFQ Reference Number and Title.

8. Quotations determined to be substantially responsive to the requirements specified in this RFQ will be evaluated by comparison of their prices.
9. The OSCE General Conditions of Contract (to be viewed on www.osce.org/tenders/) shall apply to any contract/purchase order awarded as a result of this RFQ.
10. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected firm or firms or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.
11. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
12. Please note that the OSCE will not notify the unsuccessful firms.
13. Please address your queries or questions in writing at the address given above in paragraph 3.

Sincerely yours,

Snezana Prvulovic
Procurement Assistant

Annex A "Schedule of Requirements"
Annex B "Price Schedule"

Annex A: “Schedule of Requirements”

The Schedule of Requirements shall cover at minimum all technical specifications of the goods and description of the services and the delivery schedule. The objective of this Annex is to provide sufficient information necessary for the firms to prepare the responsive quotations.

Example:

Technical Specifications		
#	T e c h n i c a l D e s c r i p t i o n	Compliance Remarks (please put item-by-item commentary on the Technical Specifications demonstrating substantial responsiveness of the goods to those specifications (e.g. put “comply”), or a statement of deviations and exceptions to the provisions of the Technical Specifications)
1	Basic shelf, Panasonic KX-TDA600CE hybrid IP-PBX	
2	Expansion shelf, Panasonic KX-TDA620BX for TDA600	
3	Bus-Master card for Panasonic TDA620 connection, p/n KX-TDA6110XJ	
4	Expansion card, Panasonic, p/n KX TDA6105XJ	
5	Daughter card Pay/CID, Panasonic, supports 8ports, p/n KX-TDA0189	
6	Analogue trunk card, Panasonic KX-TDA6181X16-port	
7	16-channel VOIP Gateway card, Panasonic KX-TDA0490	
8	SLT extension card, Panasonic KX-TDA6174XJ 16-port	
9	Analogue trunk card, Panasonic KX-TDA0180XJ	
10	Hybrid extension card, Panasonic KX-TDA0170XJ	
11	Digital extension card, Panasonic KX- TDA0172XJ	
12	SLT extension card, Panasonic KX-TDA0174XJ 16-port	
13	L-type power supply unit, Panasonic KX- TDA0103XJ	
14	Voice mail system, Panasonic KX-TVM200	
15	ISDN modem, internal	
16	Expansion card, Panasonic KX-TVM204, 4port	

Schedule of Requirements	
Requirement	Information required (to be completed by the invited firm)
<u>Acceptance of the OSCE General Conditions of Contract.</u> <i>Please confirm acceptance.</i>	
<u>Delivery schedule.</u> The goods should be delivered within 30 days from the date of contract/purchase order signature (not later than November 30th) . <i>Please specify the offered delivery period.</i>	
<u>Warranty.</u> The goods should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the final destination. <i>Please specify the warranty period and terms in detail.</i>	
<u>After-sales service.</u> The after-sales facilities should be available in the country where the goods will be used. <i>Please provide the details of after-sales service covering the offered goods, and specify name and address of company that shall provide the services in Serbia and Montenegro.</i>	

Signature: _____

Date: _____ and stamp of Company

Annex B: “Price Schedule”

Price Schedule (to be completed by the invited firm)			
Item Description	Unit Price Ex Works (EXW) <i>EUR</i>	Quantity	Total Price Ex Works (EXW) <i>EUR</i>
Basic shelf, Panasonic KX-TDA600CE hybrid IP-PBX		1	
Expansion shelf, Panasonic KX-TDA620BX for TDA600		1	
Bus-Master card for Panasonic TDA620 connection, p/n KX-TDA6110XJ		1	
Expansion card, Panasonic, p/n KX TDA6105XJ		1	
Daughter card Pay/CID, Panasonic, supports 8ports, p/n KX-TDA0189		6	
Analogue trunk card, Panasonic KX-TDA6181X16-port		2	
16-channel VOIP Gateway card, Panasonic KX-TDA0490		1	
SLT extension card, Panasonic KX-TDA6174XJ 16-port		10	
Analogue trunk card, Panasonic KX-TDA0180XJ		1	
Hybrid extension card, Panasonic KX-TDA0170XJ		2	
Digital extension card, Panasonic KX- TDA0172XJ		2	
SLT extension card, Panasonic KX-TDA0174XJ 16-port		1	
L-type power supply unit, Panasonic KX- TDA0103XJ		1	
Voice mail system, Panasonic KX-TVM200		1	
ISDN modem, internal		1	
Expansion card, Panasonic KX-TVM204, 4port		2	

PRICE as per DELIVERY INCOTERMS [FCA Belgrade]		
Packing, haulage, etc. (where applicable)		
Insurance Airfreight (where applicable)		
Airfreight to Belgrade (where applicable)		
TOTAL PRICE FCA BELGRADE		

Signature:

Date:

Stamp of Company: