



REQUEST FOR QUOTATION (RFQ) (Services)

NAME & ADDRESS OF FIRM	DATE: March 14, 2017
	REFERENCE: RFQ/UNDP/SUSTAIN/027/2017

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of Meeting Package for Continuing Judicial Education (CJE) Capita Selecta of Administrative Dispute for Administrative Court 2017**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **March 16, 2017 by 14.00** and via ☒ *e-mail* to the address below:

United Nations Development Programme
E-mail Address: bids.id@undp.org
Attn: Feby Utari, cc. Marcliani Sianipar – Procurement Unit

**Ref: RFQ/UNDP/SUSTAIN/027/2017 - Provision of Meeting Package for Continuing Judicial Education ,
(CJE) Capita Selecta of Administrative Dispute for Administrative Court 2017**

Quotations submitted by email must be limited to a maximum of four (4) MB, virus-free and no more than four (4) email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the services being procured]*

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> Other [DDP]	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Pusdiklat Mahkamah Agung Ciawi Megamendung	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Please refer to Annex I	
Delivery Schedule	<input type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER (N/A)
Preferred Currency of Quotation ³	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : IDR	
Value Added Tax on Price Quotation ⁴	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others [Full support as required in Annex I of this tender document]
Deadline for the Submission of Quotation	Thursday, March 16, 2017 by 14.00
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others [pls. specify, including dialects, if needed]
Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted, [Bid is divided into 2 Lots, bidders may quote for single or all lots, but in any case must quote for all items and quantities specified in each lot. Partial Quotes will not be accepted.]
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of services <input type="checkbox"/> Others [pls. specify]
Liquidated Damages	N/A

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸ <input checked="" type="checkbox"/> Others [Please see Annex I]
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <i>[UNDP will award the contract to one or more bidders on LOT basis]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed beyond the agreed date <input checked="" type="checkbox"/> Others [The issued PO will be cancelled if the selected contractor does not meet the requirement of this RFQ]
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of service <input checked="" type="checkbox"/> Others [submission of original invoice]
Annexes to this RFQ ⁹	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ¹⁰	<i>Feby Utari (feby.utari@undp.org)</i> <i>cc. Marcliani Sianipar (marcliani.sianipar@undp.org)</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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Services 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 UNDP 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 UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the services in the event that the transportation cost (freight and insurance) is found to be higher than UNDP'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 UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or services, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, 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.

Please be advised that UNDP'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

¹⁰ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



John Benjamin
Procurement Specialist
March 14, 2017

Annex 1

Catering Requirements

ANNEX:

Catering Details:

- Meeting Package Dinner 1x on 19 March 2017 = 61 Pax x 1 day
- Fullday meeting package 20 - 24 March 2017 (Breakfast, 2 Coffee Break, 1 Lunch, 1 Dinner) = 61 Pax x 5 days
- Fullday meeting package 25 March 2017 (Breakfast, 1 Coffee Break, 1 Lunch, 1 Dinner) = 61 pax x 1 day
- Meeting Package Breakfast 1x on 26 March 2017 = 30 pax x 1 day
- Meeting package should be in buffet style for Breakfast, Lunch, and Dinner
- Refil Mineral Water x 56 units/galon (dispenser not included)

Breakfast

Full set buffet menu such as :

Teh, Kopi, Gula &
Creamer

Roti Tawar & Aneka
Selai

Buah Potong (Semangka, Melon,
Pepaya)

Rice Menu

Porridge Menu

Omelet or Meat menu

Vegetables Menu

Meat or other menu (lauk/sayur)

Soup Menu

Mineral Water free flow

Coffee Break #1 (09.30 – 10.00)

Teh, Kopi, Gula &
Creamer

3 types of sweet and salty snacks

Chips

Air Mineral Botol (Aqua 600ml)

Lunch:

Full set buffet menu such as (this is only
an example) but the variations are as
follow

Rice

Ayam Bumbu Bali

Sate Ayam

Telur Bumbu Bali

Urap

Sup

Sambal

Kerupuk

Buah Potong

Puding

Mineral Water free flow

Coffee Break #2 (15.00 – 15.30)

Teh, Kopi, Gula &
Creamer

3 types of sweet and salty snacks

Chips

Air Mineral Botol (Aqua 600ml)

Dinner

Rice

Daging Sapi Lada Hitam

Ikan Bawal Goreng

Capcay Sawi

Brocoli Bawang Putih

Sup Jagung

Sambal

Kerupuk

Buah Potong

Puding

Mineral Water free flow

Venue

Pusat Diklat Mahkamah Agung

Jl. Cikopo Selatan No.57, Gadog, Megamendung, Bogor, Jawa Barat 16770

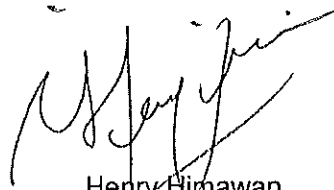
Prepared by,



Tyas Purbasari

Project Assistant SUSTAIN

Reviewed by,



Henry Himawan

Operation Manager SUSTAIN

Catering Details:

Buffet Meeting Package Dinner 1x on 28 March 2017 = 20 Pax

Buffet Oneday meeting package 29-30 March 2017 (Breakfast, 2 Coffee Break, 1 Lunch, 1 Dinner) = 20 Pax x 2 days

Full day package 31 March 2017 (Breakfast, 2 Coffee Break, 1 Lunch) = 20 pax x 1 day

Refil Mineral Water x 20 units (dispenser not included)

- Types of snacks: jajan pasar/ makanan rebusan, NO CAKE, fried snacks
- Coffee and Tea include sugar, creamer, low calorie sugar
- Mineral water bottle 600ml : 2 x per day

Breakfast

Full set buffet menu such as :

Teh, Kopi, Gula & Creamer

Roti Tawar & Aneka Selai

Buah Potong (Semangka, Melon, Pepaya)

Rice Menu

Porridge Menu

Omelet or Meat menu

Vegetables Menu

Meat or other menu (lauk/sayur)

Soup Menu

Mineral Water free flow

Coffee Break #1 (09.30 – 10.00)

Teh, Kopi, Gula & Creamer

Risoles Rosa

Kue Mangkok

Singkong Thailand

Kacang atau Keripik

Air Mineral Botol (Aqua 600ml)

Lunch:

Full set buffet menu such as (this is only an example) but the variations are as follow

Rice

Sate Daging Maranggi

Ayam Bakar Bumbu Rujak

Tahu Kemul

Sayur Gado-gado

Sup Segar Baso Ikan Mutiara

Sambal

Kerupuk

Buah Potong

Puding

Air Mineral Gelas Goblet

Coffee Break #2 (15.00 – 15.30)

Teh, Kopi, Gula & Creamer

3 types of sweet and salty snacks

Chips

Air Mineral Botol (Aqua 600ml)

Dinner

Nasi Hainan

Ayam Hainan

Udang Goreng Tepung

Tanahun Jamur

Pokcoy Bawang Putih

Sup Tahu Putih Kaldu Hainan

Sambal

Kerupuk

Buah Potong

Puding

Air Mineral Gelas Goblet

Venue

Pusat Diklat Mahkamah Agung

Jl. Cikopo Selatan No.57, Gadog, Megamendung, Bogor, Jawa Barat 16770

Notes:

Meeting package should be in buffet style for Breakfast, Lunch, and Dinner

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 :

LOT No. 1.1

Item No.	Description/Specification of Services	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Meeting Package (Dinner 1x)*	61 pax	19 March 2017		
2	Fullday meeting package (Breakfast 1x; Coffee Break 2x; lunch 1x; Dinner 1x)*	61 pax	20-24 March 2017		
3	Fullday meeting package (Breakfast 1x; Coffee Break 1x; lunch 1x; Dinner 1x)*	61 pax	25 March 2017		
4	Meeting package (breakfast 1x)*	30 pax	26 March 2017		
	*Meeting package should be in buffet style for breakfast, lunch and dinner				
	Total Prices of Services¹³				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

LOT No. 1.2

Item No.	Description/Specification of Services	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Meeting Package (Dinner 1x)*	20 pax	28 March 2017		
2	Fullday meeting package (Breakfast 1x; Coffee Break 2x; lunch 1x; Dinner 1x)*	20 pax	29-30 March 2017		
3	Fullday meeting package (Breakfast 1x; Coffee Break 1x; lunch 1x)*	20 pax	31 March 2017		

¹¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

	*Meeting package should be in buffet style for breakfast, lunch and dinner				
	Total Prices of Services¹⁴				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

LOT No. 2

Item No.	Description/Specification of Services	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Refill Mineral Water	56 gallons	19 March 2017		
	Total Prices of Services¹⁵				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 :

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Comply to meet the requirement stated in the RFQ document			
Validity of Quotation: 60 days			
Comply to meet all Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

¹⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

¹⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 3

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the services in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the services and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the services shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the services.

6. FITNESS OF SERVICES/PACKAGING

The Supplier warrants that the services, including packaging, conform to the specifications for the services ordered under this Purchase Order and are fit for the purposes for which such services are ordinarily used and for

purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the services are contained or packaged adequately to protect the services.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the services to inspect them and to reject and refuse acceptance of services not conforming to this Purchase Order; payment for services pursuant to this Purchase Order shall not be deemed an acceptance of the services.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the services sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the services sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the services by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the services from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the services.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the services by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing services or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and

abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, services, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.