

REQUEST FOR QUOTATION (RFQ)

**PROJECT N° 88324 Musical Education Program of the FUNDAMUSICAL-Phase II
COMPONENT: 58656 SIMON BOLIVAR SOCIAL ACTION FOR THE MUSIC**

RFQ/012/FUNDAMUSICAL/2017

**"ACQUISITION OF MATERIALS AND ACCESSORIES FOR MUSICAL STRING
INSTRUMENTS"**

Date: April 6, 2017

Dear Sir / Madam:

We kindly request you to submit your quotation for "**MATERIALS AND ACCESSORIES FOR MUSICAL STRING INSTRUMENTS**", 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 May 2, 2017 at 02:00 p.m. official Time of the Bolivarian Republic of Venezuela (GMT: -4 Hrs.) to the following address specified below:

**United Nations Development Programme (UNDP)
SERVICE CENTER UNIT
Av. Francisco de Miranda, HP Tower, 6th Floor, Office 6-A, Los Palos Grandes, Caracas,
Bolivarian Republic of Venezuela
Phone Number: +58 212-208-4444
Email: licitaciones.ven@undp.org**

Quotations submitted by email must be limited to a maximum of 08 MB, virus-free and no more than 05 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:

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Delivery Terms [INCOTERMS 2010]	CIP (Carriage and Insurance Paid To) Final destination or Delivery Location https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-rules-2010/
Customs clearance, if needed, shall be done by:	✓ UNDP through the broker designated by the project. UNDP through the broker designated by the project.
Exact Address/es of Delivery Location/s (identify all, if multiple)	Place of destination: ✓ For maritime cargo: Port of the Maritime Customs of La Guaira, Venezuela. ✓ For air cargo: Simón Bolívar International Airport, Maiquetía Air Customs, Venezuela.
UNDP Preferred Freight Forwarder, if any¹	Customs agent designated by the destination project (Venezuela) for customs formalities.
Distribution of shipping documents (if using freight forwarder)	UNDP should receive the shipping documents specified below, at least two (2) weeks prior to the arrival of the goods at the destination port or airport, and if not received, the Supplier shall bear all expenses resulting from it. Indicate as the consignee of the goods: UNITED NATIONS DEVELOPMENT PROGRAM (UNDP) . <ul style="list-style-type: none"> •Original and two (2) Copy of BL or Airway Bill which must indicate the number of packages and the gross weight in Kg; •Two (2) original of the invoice from the supplier that indicates the description, quantity, unit price and total amount of the goods (This should be in the Spanish language); •Original and copy of the packing list with indication of the contents of each package (This should be in the Spanish language); •Certificate of insurance (110% of the total value of the load); •Original and copy of the certificate of warranty of the goods from the manufacturer or provider; •Copy of the certificate of origin of goods or export of goods.
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	60 days from the issuance of the Purchase Order (PO) Time Zone: Caracas, Venezuela (GMT-04: 00 hours)
Delivery Schedule	Required/Compulsory: Please include in your listing on schedule delivery of goods quoted.
Packing Requirements	Primary and secondary packaging from manufacturer in sealed cardboard boxes and properly identified. In any case, the supplier must warrant that the goods are contained or packaged adequately to be protected from damages or loss.

¹Depends 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.

Mode of Transport	<ul style="list-style-type: none"> ✓ Sea (preferably) ✓ Air
Preferred Currency of Quotation²	<ul style="list-style-type: none"> ✓ United States Dollars ✓ Euros ✓ Or other hard currency <p>Alternatively, if the goods have been previously imported to or manufactured in Venezuela, quotations will be accepted in local currency: Bolivar (VEF). In this case, the reference date used to determine the UN operational rate of exchange will be the deadline for submission of quotations. https://treasury.un.org/operationalrates/OperationalRates.php</p>
Value Added Tax on Price Quotation³	Goods must be exclusive of VAT and other applicable indirect taxes, in case the goods are imported to Venezuela.
After-sales services required	Replacing it with a new unit if the unit purchased is defective.
Deadline for the Submission of Quotation	<p>Quotations are to be submitted by May 2, 2017 at 02:00 p.m. Official Time of the Bolivarian Republic of Venezuela, (GMT: - 04:00 hours).</p> <p>They will be received in electronic quotations according to the following instructions:</p> <ul style="list-style-type: none"> • Format: PDF files only. • Maximum file size per email: [8 MB] • Maximum number of emails: five [5] • Title / Mandatory email subject: SDC/012/FUNDAMUSICAL/2017 - (COMPANY NAME)
Documents to be submitted⁴	<ul style="list-style-type: none"> ✓ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ✓ A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; ✓ Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; ✓ Quality Certificates (ISO, etc.); ✓ Latest Business Registration Certificate ; ✓ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) or Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);

² 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.

³ 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.

⁴ First 2 items in this list are mandatory for the supply of imported goods

	<ul style="list-style-type: none"> ✓ Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; ✓ Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". ✓ Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); ✓ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; ✓ References of similar contracts to at least three (3); indicate e-mail and telephone number for validation. ✓ Self-declaration in writing that the company accepts the General Terms and Conditions of the Purchase Order and the Contract.
Period of Validity of Quotes starting the Submission Date	90 days In exceptional circumstances, UNDP may request the Supplier 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	Allowed: Bidders can partially quote, that is, quote for each lot complete containing all items described herein. We do not accept quotes per item
Payment Terms⁵	<p>1. In the case of payment of imported goods: Payments shall be made in dollars of the United States of America (USD) or other hard currency only when the goods are imported to Venezuela, and upon the following conditions:</p> <p>(i) At shipment: Seventy percent (70%) of the total price of the goods stipulated in the purchase order shall be paid by means of a transfer into the account of the supplier, upon presentation of the shipping documents specified below:</p> <ul style="list-style-type: none"> • Original and two (2) Copy of BL or Airway Bill which must indicate the number of packages and the gross weight in Kg; • Two (2) original of the invoice from the supplier that indicates the description, quantity, unit price and total amount of the goods (This should be in the Spanish language); • Original and copy of the packing list with indication of the contents of each package (This should be in the Spanish language); • Certificate of insurance (110% of the total value of the load);

⁵ 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.

	<ul style="list-style-type: none"> •Original and copy of the certificate of warranty of the goods from the manufacturer or provider; •Copy of the certificate of origin of goods or export of goods.It is compulsory to indicate as the consignee of the goods: UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP). <p>UNDP should receive the documents mentioned above at least two (2) weeks before the arrival of the goods to the port of destination. In case UNDP does not receive the documents accordingly, the Supplier shall be liable for any expenses resulting from this.</p> <p>(ii) At delivery, after inspection and final acceptance of the goods: Thirty percent (30%) of the total price of the goods stipulated in the purchase order shall be paid by means of a transfer into the account of the supplier, upon submission of a request for payment accompanied by the delivery of goods note and Acceptance Certificate, duly signed by the General Coordinator of the Project.</p> <p>2. For goods supplied from the country (Venezuela): Payments will be made in Local Currency (Bolivars) exclusively.</p> <p>(i) At delivery, after inspection and final acceptance of the goods: One hundred percent (100%) of the total price of the goods stipulated in the purchase order shall be paid by means of a transfer into the account of the supplier, upon submission of a request for payment accompanied by the delivery of goods note and Acceptance Certificate, duly signed by the General Coordinator of the Project</p>
Evaluation Criteria <i>[check as many as applicable]</i>	<p>1.Preliminary Assessment: Compliance with the presentation of the documents listed in section "Documents to be submitted" and Full acceptance of the Terms and Conditions of the Purchase Order included in Annex n° 3⁶;</p> <p>2.Technical responsiveness: full compliance with the Consumables of strings instruments required for each item is checked, as specified in Annex No 1 (technical capacity / Plenum response);</p> <p>3.Economic Assessment: the lowest price⁷ quoted in each item that fully complies with the requirements will be selected item by item.</p>
UNDP will award to:	<p>One or more suppliers, depending on the following factors: Supplier fully compliant with the requirements specified in Annex n° 1 and the lowest price in each lot will be awarded.</p>

⁶ Non-acceptance of the Terms and General and Special Conditions included in Annex 3, will be disqualified 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.

Type of Contract to be Signed	✓ Purchase Order
Special conditions of Contract	In case of delays in the delivery, they are enforced as follows: ✓ Percentage of the contract price for each week of delay: 2% per week delayed, up to 10% (5 weeks) when UNDP may consider termination of Purchase Order.
Annexes to this RFQ	<ul style="list-style-type: none"> • List of Materials and Accessories for Stringed Musical Instruments Required (Annex n° 1) • Form for Submission of Quotation (Annex n° 2) • General Terms and Conditions / Special Conditions (Annex n° 3). <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Services Center – UNDP Venezuela Reference: RFQ/012/FUNDAMUSICAL/2017 Mail: licitaciones.ven@undp.org</p> <p>link: http://procurement-notices.undp.org/view_notice.cfm?notice_id=36816</p> <p>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 Offerors.</p>

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 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 goods 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 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.

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 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,

**Services Center
UNDP Venezuela**

Annex n° 1

LIST OF MATERIALS AND ACCESSORIES FOR STRINGED MUSICAL INSTRUMENTS REQUIRED

LOT 1: WOODS FOR CONSTRUCTION OF STRINGS			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Top of spruce for violin 4/4, Quality AA	set 2 pieces
2	7	Top of spruce for viola 41 cm, Quality AA	set 2 pieces
3	3	Top of spruce for cello 4/4, Quality AA	set 2 pieces
4	40	Back of maple for violin 4/4 Quality AA	set 2 pieces
5	7	Back of maple for viola, 41 cm, Quality AA	set 2 pieces
6	3	Back of maple for cello, Quality AA	set 2 pieces
7	40	Neck of maple for violin 4/4, Quality AA	unit
8	7	Neck of maple for viola 41 cm, Quality AA	unit
9	3	Neck of maple for cello 4/4, Quality AA	unit
10	40	Ribs of maple for violin 4/4, Quality AA	set 6 pieces
11	7	Ribs of maple for viola, 41 cm Quality AA.	set 6 pieces
12	3	Ribs of maple for cello 4/4, Quality AA	set 6 pieces
13	40	Endblocks/cornerblocks of spruce for violin 4/4	set 6 pieces
14	7	Endblocks/cornerblock of spruce for viola, 41 cm.	set 6 pieces
15	3	Endblocks/cornerblock of spruce for cello 4/4.	set 6 pieces
16	40	Linings of spruce for violin 4/4	set 4 pieces
17	7	Linings of spruce for viola, 41 cm.	set 4 pieces
18	3	Linings of spruce for Cello 4/4.	set 4 pieces
19	50	Bass Bars of spruce for Violin 4/4, Quality AAA	unit
20	15	Bass Bars of spruce for viola, 41 cm, Quality AAA	unit
21	5	Bass Bar of spruce for Cello 4/4, Quality AAA	unit
22	50	Purfling for violin 4/4, Set 3 pieces measurements: 0.3/0.6/0.3 x 1.8 mm, length 800 mm.	SET 3 Pieces
23	10	Purfling for viola, 41 cm, set 3 pieces, measurements: 0.3/0.7/0.3 x 1.8 mm, length 800 mm.	SET 3 Pieces
24	5	Purfling for Cello 4/4, measurements: 0.4/1.0/0.4 x 2.2 mm, length 1000 mm.	SET 3 Pieces
25	50	Sound post sticks of spruce for violin 4/4. Measurements: diameter: 6,3mm, length 200 mm, Quality AAA	unit
26	50	Ebony fingerboards for violin 4/4. Quality AAA.	unit
27	50	Ebony saddles for violin 4/4.	unit
28	50	Ebony Blank For Lower Saddle for Violin 4/4.	unit
29	10	Sound post sticks of spruce for viola. Measurements: diameter: 7mm, length 200mm, Quality AAA	unit
30	10	Ebony fingerboards for viola, 41 cm, Quality AAA.	unit
31	10	Ebony saddles for viola, 41 cm.	unit
32	10	Ebony Blank For Lower Saddle for Viola, 41 cm.	unit
33	5	Sound post sticks of spruce for cello 4/4. Measurements: diameter: 12mm, length 200mm, Quality AAA	unit
34	5	Ebony fingerboards for cello 4/4. Quality AAA.	unit
35	5	Ebony saddles for cello 4/4.	unit
36	5	Ebony Blank For Lower Saddle for Cello 4/4.	unit
37	3	Sound post sticks of spruce for Doublebass 3/4. Measurements: diameter: 16mm, length 300mm, Quality AAA	unit
38	3	Ebony fingerboards for doublebass 3/4. Quality AAA.	unit
39	3	Ebony saddles for violin 3/4.	unit
40	3	Ebony Blank For Lower Saddle for Doublebass 3/4.	unit

LOTE NO. 2 ACCESSORIES FOR VIOLIN 4/4			
ITEM	QTY	DESCRIPTION	MEASURE
1	160	Ebony pegs , hill model, with white pin and ring, for violin 4/4, medium measure.	unit
2	40	Ebony tailpieces, Hill model with white bone,for violin 4/4	unit
3	40	Ebony chinrest Hill guarnieri Model,for violin 4/4, with nickel-plated screws.	unit
4	40	Ebony endbuttons, Hill model,violin 4/4, medium measure.	unit
5	40	Resistant nylon tialpiece adjuster for violin 4/4	unit
6	40	Standard Fine tuners ,Black and gold for Violin 4/4.	unit
7	40	violin bridges 4/4 ,Straight,Treated, dry for 15 years, measure: 41.5 mm	unit

LOTE NO. 3 ACCESSORIES VIOLA 41CM			
ITEM	QTY	DESCRIPTION	MEASURE
1	28	Ebony pegs , hill model, with white pin and ring, for viola 41 cm, medium measure.	unit
2	7	Ebony tailpieces, Hill model with white bone,for viola 41 cm.	unit
3	7	Ebony chinrest Hill guarnieri Model,for viola nickel-plated screws.	unit
4	7	Ebony endbuttons, Hill model,viola 41 cm, medium measure.	unit
5	7	Resistant nylon Tailpiece adjuster Viola 41 cm.	unit
6	7	Standard Fine tuners ,Black and gold for Viola 41cm.	unit
7	7	viola 41 cm,bridges ,Straight,Treated, dry for 15 years, measure: 49 mm	unit

LOTE NO. 4 ACCESSORIES FOR CELLO			
ITEM	QTY	DESCRIPTION	MEASURE
1	12	Ebony pegs , hill model, with white pin and ring, for cello 4/4, medium measure.	unit
2	3	Ebony tailpieces, Hill model with white bone,for cello 4/4	unit
3	3	Ebony endpins cello 4/4, ebony and chromed steel rod. Measurements: Length 40 mm cone, cone diameter 19 mm, length 370 mm rod, Rod diameter 8 mm	unit
4	3	Resistant nylon Tailpiece adjuster cello 4/4.	unit
5	3	Standard Fine tuners ,Black and gold for cello 4/4.	unit
6	3	Cello bridges 4/4 ,Belgian model, Straight,Treated, dry for 15 years.	unit

LOTE NO. 5 ACCESSORIES FOR DOUBLE BASS 3/4			
ITEM	QTY	DESCRIPTION	MEASURE
1	3	Set 2 pieces,Bass turning machine 3/4, made in brass and steel.	SET 2 Pieces
2	3	Ebony tailpieces, Hill model with white bone,for Bajo 3/4	unit
3	3	Ebony endpins Double bass 3/4, ebony and chromed steel rod.	unit
4	3	Resistant nylon Tailpiece adjuster Double bass 3/4.	unit
5	3	DoubleBass bridges 3/4 ,French model, Straight,Treated, dry for 15 years.	unit

LOTE NO. 6 ACCESSORIES FOR VIOLIN BOWS, VIOLA, CELLO AND DOUBLEBASS			
ITEM	QTY	DESCRIPTION	MEASURE
1	20	bone bow tips violin 4/4	unit
2	20	bone bow tips,viola	unit
3	20	bone bow tips, cello 4/4	unit
4	20	bone bow tips doublebass 3/4	unit
5	5	bow lapping nickel silver 0,38mm ,250 gr	gr
6	5	Box with 170 nuts of various types of thread and measures. For violin,viola,cello and doublebass bows.	170 Pieces
7	20	bow screws with buttons violin 4/4	unit
8	20	bow screws with buttons viola	unit
9	20	bow screws with buttons cello 4/4	unit
10	20	bow screws with buttons bass 3/4	unit
11	40	Walnut Nacre tabs for Violin. 5 Piece	5 pieces
12	40	Walnut Nacre tabs for viola. 5 Piece	5 pieces
13	40	bow slides cello. 5 Piece	5 pieces
14	40	bow slides Bass. 5 Piece	5 pieces
15	20	bow frogs violin 4/4	unit
16	20	bow frogs viola 4/4	unit
17	20	bow frogs Cello 4/4	unit
18	20	bow frogs Bass 3/4	unit
18	20	bow frogs Bass 4/4	unit
20	5	bow hair mogolian fine selection 80cm, 1/2 kg	kg

LOTE NO. 7 WOODS FOR PLUCKED STRIGS			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasical Guitar top of spruce sets of two quartersawn halves, thickness-sanded to 0.125"- 0.130".Each half is approximately 7-7/8" x 20-1/2", and standart size clasical guitars, quality AAA.	SET 2 Pieces
2	20	Venezuelan Cuatro top sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", small size guitar, quality AAA.	SET 2 Pieces
3	20	Venezuelan Bandola top sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", and small size guitar, quality AAA.	SET 2 Pieces
4	20	Bandolin top sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", and small size guitar, quality AAA.	SET 2 Pieces

LOTE NO. 8 Back and side for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasical Guitar back and side , sapeli Mahogany or similar sets of two quartersawn halves, and standart size clasical guitars, quality AAA.	SET 4 Pieces
2	20	Venezuelan Cautro back and side, sapeli Mahogany or similar, sets of two quartersawn halves, and small size guitar, quality AAA.	SET 4 Pieces
3	5	Venezuelan Bandola back and side, sapeli Mahogany or similar, back sets of two quartersawn halves, and small size guitar, quality AAA.	SET 4 Pieces
4	5	Bandolin back and side,sapeli Mahogany or similar, sets of two quartersawn halves, and small size guitar , quality AAA.	SET 4 Pieces

LOTE NO. 9 Necks for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasical Guitar neck, sapeli Mahogany or similar, and standart size clasical guitars, quality AAA.	unit
2	20	Venezuelan model Cautro neck, sapeli Mahogany or similar, and small size guitar, quality AAA.	unit
3	5	Venezuelan Bandola neck,sapeli Mahogany or similar back, and small size guitar, quality AAA.	unit
4	5	Bandolin back neck,sapeli Mahogany or similar, and small size guitar , quality AAA.	unit

LOTE NO. 10 Rosettes for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasical Guitar rosettes, Measurements: 4.5" y 0.187" width, and standart size clasical guitars, quality AAA.	unit
2	20	Venezuelan Cuatro rosettes,measurements: 2.875" -0.187" width.and small size guitar, quality AAA.	unit
3	5	Venezuelan Bandola rosettes, measurements: 2.875" - 0.187" width.and small size guitar, quality AAA.	unit
4	5	Bandolin rosettes,mesurementes: 2.090" - 0.187" width,and small size guitar,quality AAA.	unit

LOTE NO. 11 Purfling for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Venezuelan Clasical Guitar lamineted purfling, set 4 pieces .measuments: .020" b/w (w=white fiber; b=black), standart size clasical guitars, quality AAA.	SET 4 Pieces
2	20	Venezuelan Cuatro lamineted purfling, set 4 pieces, measuremnts .020" b/w (w=white fiber; b=black) , and small size guitar, quality AAA.	SET 4 Pieces
3	5	Venezuelan Bandola lamineted purfling,set 4 pieces. Measurements: .020" b/w (w=white fiber; b=black), small size, quality AAA.	SET 4 Pieces
4	5	Bandolin lamineted purfling, set 4 pieces, measurements: .020" b/w (w=white fiber; b=black), and small size , quality AAA.	SET 4 Pieces

LOTE NO. 12 Bindings for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasical Guitar, wood bindings, set 4 pieces. Measurements: Unbent, 33-1/2" x 0.080" x 0.250", with 0.010"/0.020"/0.010" triple lamination at the bottom edge (w=white fiber; b=black). , standart size clasical guitars, quality AAA. Ebony wood	SET 4 Pieces
2	20	Venezuelan Cuatro wood bindings, set 4 pieces . Unbent, 33-1/2" x .080" x .250". with .010"/.020"/.010" triple lamination at the bottom edge (w=white fiber; b=black). , and small size guitar, quality AAA. Ebony wood.	SET 4 Pieces
3	5	Venezuelan Bandola wood bindings,set 4 pieces.Unbent, 33-1/2" x .080" x .250". Available with .010"/.020"/.010" triple lamination at the bottom edge (w=white fiber; b=black). and small size guitar, quality AAA.ebony wood.	SET 4 Pieces
4	5	Bandolin wood bindings, set 4 pieces. Unbent, 33-1/2" x 0.080" x 0.250". with 0.010"/0.020"/0.010" triple lamination at the bottom edge (w=white fiber; b=black). , and small size guitar , quality AAA. Ebony wood.	SET 4 Pieces

LOTE NO. 13 Ribs and linings for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Ribs and linings of spruce wood for classical guitars, set 6 pieces, Quartersawn stock, approx. 20" x 2" x 3/4", standart size, AAA quality.	SET 6 Pieces
2	20	Ribs and linings forVenezuelan Cautro of spruce wood , set 6 pieces,spruce wood, Quartersawn stock, approx. 20" x 2" x 3/4", guitar of small size, quality AAA.	SET 6 Pieces
3	5	Ribs and linings for Venezuelan Bandola of spruce wood, set 6 pieces, spruce wood,Quartersawn stock, approx. 20" x 2" x 3/4", , guitar of small size, quality AAA.	SET 6 Pieces
4	5	Ribs and linings for Venezuelan Bandolin of spruce wood, set 6 pieces, spruce wood,Quartersawn stock, approx. 20" x 2" x 3/4", , guitar of small size, quality AAA.	SET 6 Pieces

LOTE NO. 14 Bridge for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	60	Clasical Guitar fingerboard, ROSEWOOD, and standart size clasical guitars, quality AAA.	unit
2	10	Cuatro BRIDGE, ROSEWOOD, for small size guitar, quality AAA.	unit
3	5	Bandola BRIDGE, ebony, for small size guitar, quality AAA.	unit
4	5	Bandolin BRIDGE ROSE WOOD, for small size guitar, quality AAA.	unit

LOTE NO. 15 Fingerboard for plucked strings			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasical Guitar fingerboard, ebony, and standart size clasical guitars, quality AAA.	unit
2	20	Cuatro fingerboard, ebony, for small size guitar, quality AAA.	unit
3	5	Bandola fingerboard, ebony, for small size guitar, quality AAA.	unit
4	5	Bandolin fingerboard ebony, for small size guitar, quality AAA.	unit

LOTE NO. 16 CLASSICAL SPANISH GUITAR ACCESSORIES TYPE			
ITEM	QTY	DESCRIPTION	MEASURE
1	40	Clasic Guitar tuners, set 2 pieces, 14:1 for nylon-string,with ornate lyra-style baseplates and plastic knobs, with slotted peghead and 35mm (1-3/8") string roller spacing. The string roller sleeves are durable 3/8"-diameter white plastic. Mounting screws are included with each set.	SET 2 Pieces
2	40	Guitar Frets Medium widths Width .084" Crown 0.039" Tang 0.055". 1 lib.	unit
3	40	Guitar strings is the string for concert guitars. Made with nylon and steel. It emphasizes the tone's clarity.	unit

LOTE NO. 17 VENEZUELAN CUATRO ACCESSORIES			
ITEM	QTY	DESCRIPTION	MEASURE
1	20	Tuners for venezuelan cuatro. Set of 4, with screws, fit 5/16"-diameter pegholes. 14:1 ratio; white plastic knobs. Mounting screws and press-fit bushings included,Chrome. Single guitar turners.	SET 4 Pieces
2	20	Frets for venezuelan cuatro, Medium widths niker silver made. Mesurements: Width 0.053" Crown 0.037" Tang 0.054. 1 lib.	unit
3	20	nylon sitrngs for venezuelan cuatro,made in high strength nylon and clear tone. Set of 4 pieces.	SET 4 Pieces

LOTE NO. 18			
ITEM	QTY	DESCRIPTION	MEASURE
1	5	Turners for venezuelan bandola. Set of 4 (with screws), fit 5/16"-diameter pegholes. 14:1 ratio; white plastic knobs. Mounting screws and press-fit bushings included. Chrome. Single guitar turners.	SET 4 Pieces
2	5	Frets for venezuelan bandola, Medium widths . Measurements: Width; 0.053" Crown; 0.037" Tang; 0.054". 1 lib.	unit
3	5	Guitar strings is the string for concert guitars. Made with nylon and steel. It emphasizes the tone's clarity.(for venezuelan bandola)	SET 4 Pieces

LOTE NO. 19 MANDOLIN ACCESSORIES			
ITEM	QTY	DESCRIPTION	MEASURE
1	5	Turners for Mandolin, two pieces, Engraved die-cast baseplates, 18:1 gear ratio. Complete sets of 4-left/4-right tuners, with equal-length knob shafts and removable pearloid plastic knobs.	SET 2 Pieces
2	5	Mandolin Traditional nickel/silver fretwire. Measurements:Width; 0.053" Crown; 0.037" Tang; 0.054".1 LIB.	unit
3	5	Bandolin Strings. Made with steel core wire coated with tin and bronze wound.	unit
4	5	Mandolin tailpiece. one-piece nickel-plated steel tailpiece for loop-end strings, this model is for A-style mandolins. Mounting screws are included.	unit

*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed.
Specify delivery locations if goods multiple destinations.

[Enter name of authorized
staff]
[Designation]
[Click here to enter a date]

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)

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 N° **RFQ/012/FUNDAMUSICAL/2017**

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

LOT	ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE PER ITEM
		Shipping, insurance, carrier			
		Shipping, insurance, carrier			
		Shipping, insurance, carrier			
Total price of goods					
Total price of freight, transport, insurance and customs (include all costs related to shipping)					
Total Final and All-Inclusive Price Quotation					

TABLE 2 : Estimated Operating Costs (if applicable)

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Time: Maximum 60 days			
Estimated weight/volume/dimension of the Consignment:			
Mode of Transportation: Sea or Air (indicate)			
Warranty and After-Sales Requirements			
a) Replacing it with a new unit if the unit purchased is defective.			
Validity of Quotation: 90 Days			
All Provisions of the UNDP General Terms and Conditions			

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

LOT	ITEM	DESCRIPTION	QTY	Country/ies of Origin	Delivery Time

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]
[Designation]
[Date]

2a. Compliance Table – Documents

Documents to be supplied ¹⁰	Compliant	Not Compliant	Not Applicable
Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;			
A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;			
Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;			
Quality Certificates (ISO, etc.);			
Latest Business Registration Certificate ;			
Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) or Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);			
Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ;			
Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".			
Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;			
References of similar contracts to at least three (3): indicate e-mail and telephone number for validation.			
Self-declaration in writing that the company accepts the General Terms and Conditions of the Purchase Order and the Contract.			

¹ Bid Evaluation Criteria: Stage 1. Preliminary examination - Verification / Acceptance of documents submitted

2b. Compliance Table - Requirements and Technical Specifications

LOT 1: WOODS FOR CONSTRUCTION OF STRINGS						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Top of spruce for violin 4/4, Quality AA	set 2 pieces			
2	7	Top of spruce for viola 41 cm, Quality AA	set 2 pieces			
3	3	Top of spruce for cello 4/4, Quality AA	set 2 pieces			
4	40	Back of maple for violin 4/4 Quality AA	set 2 pieces			
5	7	Back of maple for viola, 41 cm, Quality AA	set 2 pieces			
6	3	Back of maple for cello, Quality AA	set 2 pieces			
7	40	Neck of maple for violin 4/4, Quality AA	unit			
8	7	Neck of maple for viola 41 cm, Quality AA	unit			
9	3	Neck of maple for cello 4/4, Quality AA	unit			
10	40	Ribs of maple for violin 4/4, Quality AA	set 6 pieces			
11	7	Ribs of maple for viola, 41 cm Quality AA.	set 6 pieces			
12	3	Ribs of maple for cello 4/4, Quality AA	set 6 pieces			
13	40	Endblocks/cornerblocks of spruce for violin 4/4	set 6 pieces			
14	7	Endblocks/cornerblock of spruce for viola, 41 cm.	set 6 pieces			
15	3	Endblocks/cornerblock of spruce for cello 4/4.	set 6 pieces			
16	40	Linings of spruce for violin 4/4	set 4 pieces			
17	7	Linings of spruce for viola, 41 cm.	set 4 pieces			
18	3	Linings of spruce for Cello 4/4.	set 4 pieces			
19	50	Bass Bars of spruce for Violin 4/4, Quality AAA	unit			
20	15	Bass Bars of spruce for viola, 41 cm, Quality AAA	unit			
21	5	Bass Bar of spruce for Cello 4/4, Quality AAA	unit			
22	50	Purfling for violin 4/4. Set 3 pieces measurements: 0.3/0.6/0.3 x 1.8 mm, length 800 mm.	SET 3 Pieces			
23	10	Purfling for viola, 41 cm, set 3 pieces, measurements: 0.3/0.7/0.3 x 1.8 mm, length 800 mm.	SET 3 Pieces			
24	5	Purfling for Cello 4/4, measurements: 0.4/1.0/0.4 x 2.2 mm, length 1000 mm.	SET 3 Pieces			
25	50	Sound post sticks of spruce for violin 4/4. Measurements: diameter: 6,3mm, length 200 mm, Quality AAA	unit			
26	50	Ebony fingerboards for violin 4/4. Quality AAA.	unit			
27	50	Ebony saddles for violin 4/4.	unit			
28	50	Ebony Blank For Lower Saddle for Violin 4/4.	unit			
29	10	Sound post sticks of spruce for viola. Measurements: diameter: 7mm, length 200mm, Quality AAA	unit			
30	10	Ebony fingerboards for viola, 41 cm, Quality AAA.	unit			
31	10	Ebony saddles for viola, 41 cm.	unit			
32	10	Ebony Blank For Lower Saddle for Viola, 41cm.	unit			
33	5	Sound post sticks of spruce for cello 4/4. Measurements: diameter: 12mm, length 200mm, Quality AAA	unit			
34	5	Ebony fingerboards for cello 4/4. Quality AAA.	unit			
35	5	Ebony saddles for cello 4/4.	unit			
36	5	Ebony Blank For Lower Saddle for Cello 4/4.	unit			
37	3	Sound post sticks of spruce for Doublebass 3/4. Measurements: diameter: 16mm, length 300mm, Quality AAA	unit			
38	3	Ebony fingerboards for doublebass 3/4. Quality AAA.	unit			
39	3	Ebony saddles for violin 3/4.	unit			
40	3	Ebony Blank For Lower Saddle for Doublebass 3/4.	unit			

LOTE NO. 2 ACCESSORIES FOR VIOLIN 4/4						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	160	Ebony pegs , hill model, with white pin and ring, for violin 4/4, medium measure.	unit			
2	40	Ebony tailpieces, Hill model with white bone,for violin 4/4	unit			
3	40	Ebony chinrest Hill guarneri Model,for violin 4/4, with nickel-plated screws.	unit			
4	40	Ebony endbuttons, Hill model,violin 4/4, medium measure.	unit			
5	40	Resistant nylon tialpiece adjuster for violin 4/4	unit			
6	40	Standard Fine tuners ,Black and gold for Violin 4/4.	unit			
7	40	violin bridges 4/4 ,Straight,Treated, dry for 15 years, measure: 41.5 mm	unit			

LOTE NO. 3 ACCESSORIES VIOLA 41CM						
ITEM	QTY	DESCRIPTION	MEASURE			
1	28	Ebony pegs , hill model, with white pin and ring, for viola 41 cm, medium measure.	unit			
2	7	Ebony tailpieces, Hill model with white bone,for viola 41 cm.	unit			
3	7	Ebony chinrest Hill guarneri Model,for viola nickel-plated screws.	unit			
4	7	Ebony endbuttons, Hill model,viola 41 cm, medium measure.	unit			
5	7	Resistant nylon Tailpiece adjuster Viola 41 cm.	unit			
6	7	Standard Fine tuners ,Black and gold for Viola 41cm.	unit			
7	7	viola 41 cm,bridges ,Straight,Treated, dry for 15 years, measure: 49 mm	unit			

LOTE NO. 4 ACCESSORIES FOR CELLO						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	12	Ebony pegs , hill model, with white pin and ring, for cello 4/4, medium measure.	unit			
2	3	Ebony tailpieces, Hill model with white bone,for cello 4/4	unit			
3	3	Ebony endpins cello 4/4, ebony and chromed steel rod. Measurements: Length 40 mm cone, cone diameter 19 mm, length 370 mm rod, Rod diameter 8 mm	unit			
4	3	Resistant nylon Tailpiece adjuster cello 4/4.	unit			
5	3	Standard Fine tuners ,Black and gold for cello 4/4.	unit			
6	3	Cello bridges 4/4 ,Belgian model, Straight,Treated, dry for 15 years.	unit			

LOTE NO. 5 ACCESSORIES FOR DOUBLE BASS 3/4						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	3	Set 2 pieces,Bass turning machine 3/4, made in brass and steel.	SET 2 Pieces			
2	3	Ebony tailpieces, Hill model with white bone,for Bajo 3/4	unit			
3	3	Ebony endpins Double bass 3/4, ebony and chromed steel rod.	unit			
4	3	Resistant nylon Tailpiece adjuster Double bass 3/4.	unit			
5	3	DoubleBass bridges 3/4 ,French model, Straight,Treated, dry for 15 years.	unit			

LOTE NO. 6 ACCESSORIES FOR VIOLIN BOWS, VIOLA, CELLO AND DOUBLEBASS						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	20	bone bow tips violin 4/4	unit			
2	20	bone bow tips,viola	unit			
3	20	bone bow tips, cello 4/4	unit			
4	20	bone bow tips doublebass 3/4	unit			
5	5	bow lapping nickel silver 0,38mm ,250 gr	gr			
6	5	Box with 170 nuts of various types of thread and measures. For violin,viola,cello and doublebass bows.	170 Pieces			
7	20	bow screws with buttons violin 4/4	unit			
8	20	bow screws with buttons viola	unit			
9	20	bow screws with buttons cello 4/4	unit			
10	20	bow screws with buttons bass 3/4	unit			
11	40	Walnut Nacre tabs for Violin. 5 Piece	5 pieces			
12	40	Walnut Nacre tabs for viola. 5 Piece	5 pieces			
13	40	bow slides cello. 5 Piece	5 pieces			
14	40	bow slides Bass. 5 Piece	5 pieces			
15	20	bow frogs violin 4/4	unit			
16	20	bow frogs viola 4/4	unit			
17	20	bow frogs Cello 4/4	unit			
18	20	bow frogs Bass 3/4	unit			
18	20	bow frogs Bass 4/4	unit			
20	5	bow hair mogolian fine selection 80cm, 1/2 kg	kg			

LOTE NO. 7 WOODS FOR PLUCKED STRIGS						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasical Guitar top of spruce sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", and standart size clasical guitars, quality AAA.	SET 2 Pieces			
2	20	Venezuelan Cuatro top sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", small size guitar, quality AAA.	SET 2 Pieces			
3	20	Venezuelan Bandola top sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", and small size guitar, quality AAA.	SET 2 Pieces			
4	20	Bandolin top sets of two quartersawn halves, thickness-sanded to 0.125"-0.130".Each half is approximately 7-7/8" x 20-1/2", and small size guitar, quality AAA.	SET 2 Pieces			

LOTE NO. 8 Back and side for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasical Guitar back and side , sapeli Mahogany or similar sets of two quartersawn halves, and standart size clasical guitars, quality AAA.	SET 4 Pieces			
2	20	Venezuelan Cautro back and side, sapeli Mahogany or similar, sets of two quartersawn halves, and small size guitar, quality AAA.	SET 4 Pieces			
3	5	Venezuelan Bandola back and side, sapeli Mahogany or similar, back sets of two quartersawn halves, and small size guitar, quality AAA.	SET 4 Pieces			
4	5	Bandolin back and side,sapeli Mahogany or similar, sets of two quartersawn halves, and small size guitar , quality AAA.	SET 4 Pieces			

LOTE NO. 9 Necks for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasical Guitar neck, sapeli Mahogany or similar, and standart size clasical guitars, quality AAA.	unit			
2	20	Venezuelan model Cautro neck, sapeli Mahogany or similar, and small size guitar, quality AAA.	unit			
3	5	Venezuelan Bandola neck,sapeli Mahogany or similar back, and small size guitar, quality AAA.	unit			
4	5	Bandolin back neck,sapeli Mahogany or similar, and small size guitar , quality AAA.	unit			

LOTE NO. 10 Rosettes for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasical Guitar rosettes, Measurements: 4.5" y 0.187" width, and standart size clasical guitars, quality AAA.	unit			
2	20	Venezuelan Cuatro rosettes,measurements: 2.875" - 0.187" width,and small size guitar, quality AAA.	unit			
3	5	Venezuelan Bandola rosettes, measurements: 2.875" - 0.187" width.and small size guitar, quality AAA.	unit			
4	5	Bandolin rosettes,mesurementes: 2.090" - 0.187" width,and small size guitar,quality AAA.	unit			

LOTE NO. 11 Purfling for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Venezuelan Clasical Guitar lamineted purfling, set 4 pieces .measuments: .020" b/w (w=white fiber; b=black), standart size clasical guitars, quality AAA.	SET 4 Pieces			
2	20	Venezuelan Cuatro lamineted purfling, set 4 pieces, measuremnts .020" b/w (w=white fiber; b=black) , and small size guitar, quality AAA.	SET 4 Pieces			
3	5	Venezuelan Bandola lamineted purfling,set 4 pieces. Measurements: .020" b/w (w=white fiber; b=black), small size, quality AAA.	SET 4 Pieces			
4	5	Bandolin lamineted purfling, set 4 pieces, measurements: .020" b/w (w=white fiber; b=black), and small size , quality AAA.	SET 4 Pieces			

LOTE NO. 12 Bindings for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasical Guitar, wood bindings, set 4 pieces. Measurements: Unbent, 33-1/2" x 0.080" x 0.250", with 0.010"/0.020"/0.010" triple lamination at the bottom edge (w=white fiber; b=black). , standart size clasical guitars, quality AAA. Ebony wood	SET 4 Pieces			
2	20	Venezuelan Cuatro wood bindings, set 4 pieces . Unbent, 33-1/2" x .080" x .250". with .010"/.020"/.010" triple lamination at the bottom edge (w=white fiber; b=black). , and small size guitar, quality AAA. Ebony wood.	SET 4 Pieces			
3	5	Venezuelan Bandola wood bindings,set 4 pieces.Unbent, 33-1/2" x .080" x .250". Available with .010"/.020"/.010" triple lamination at the bottom edge (w=white fiber; b=black). and small size guitar, quality AAA.ebony wood.	SET 4 Pieces			
4	5	Bandolin wood bindings, set 4 pieces. Unbent, 33-1/2" x 0.080" x 0.250". with 0.010"/0.020"/0.010" triple lamination at the bottom edge (w=white fiber; b=black). , and small size guitar , quality AAA. Ebony wood.	SET 4 Pieces			

LOTE NO. 13 Ribs and linings for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Ribs and linings of spruce wood for classical guitars, set 6 pieces, Quartersawn stock, approx. 20" x 2" x 3/4", standart size, AAA quality.	SET 6 Pieces			
2	20	Ribs and linings for Venezuelan Cauto of spruce wood , set 6 pieces, spruce wood, Quartersawn stock, approx. 20" x 2" x 3/4", guitar of small size, quality AAA.	SET 6 Pieces			
3	5	Ribs and linings for Venezuelan Bandola of spruce wood, set 6 pieces, spruce wood, Quartersawn stock, approx. 20" x 2" x 3/4", , guitar of small size, quality AAA.	SET 6 Pieces			
4	5	Ribs and linings for Venezuelan Bandolin of spruce wood, set 6 pieces, spruce wood, Quartersawn stock, approx. 20" x 2" x 3/4", , guitar of small size, quality AAA.	SET 6 Pieces			

LOTE NO. 14 Bridge for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	60	Clasical Guitar fingerboard, ROSEWOOD, and standart size clasical guitars, quality AAA.	unit			
2	10	Cuatro BRIDGE, ROSEWOOD, for small size guitar, quality AAA.	unit			
3	5	Bandola BRIDGE, ebony, for small size guitar, quality AAA.	unit			
4	5	Bandolin BRIDGE ROSE WOOD, for small size guitar, quality AAA.	unit			

LOTE NO. 15 Fingerboard for plucked strings						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasical Guitar fingerboard, ebony, and standart size clasical guitars, quality AAA.	unit			
2	20	Cuatro fingerboard, ebony, for small size guitar, quality AAA.	unit			
3	5	Bandola fingerboard, ebony, for small size guitar, quality AAA.	unit			
4	5	Bandolin fingerboard ebony, for small size guitar, quality AAA.	unit			

LOTE NO. 16 CLASSICAL SPANISH GUITAR ACCESSORIES TYPE						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	40	Clasic Guitar tuners, set 2 pieces, 14:1 for nylon-string,with ornate lyra-style baseplates and plastic knobs, with slotted peghead and 35mm (1-3/8") string roller spacing. The string roller sleeves are durable 3/8"-diameter white plastic. Mounting screws are included with each set.	SET 2 Pieces			
2	40	Guitar Frets Medium widths Width .084" Crown 0.039" Tang 0.055". 1 lib.	unit			
3	40	Guitar strings is the string for concert guitars. Made with nylon and steel. It emphasizes the tone's clarity.	unit			

LOTE NO. 17 VENEZUELAN CUATRO ACCESSORIES						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	20	Tuners for venezuelan cuatro. Set of 4, with screws, fit 5/16"-diameter pegholes. 14:1 ratio; white plastic knobs. Mounting screws and press-fit bushings included,Chrome. Single guitar turners.	SET 4 Pieces			
2	20	Frets for venezuelan cuatro, Medium widths niker silver made. Mesurements: Width 0.053" Crown 0.037" Tang 0.054. 1 lib.	unit			
3	20	nylon sitrngs for venezuelan cuatro,made in high strength nylon and clear tone. Set of 4 pieces.	SET 4 Pieces			

LOTE NO. 18						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	5	Turners for venezuelan bandola. Set of 4 (with screws), fit 5/16"-diameter pegholes. 14:1 ratio; white plastic knobs. Mounting screws and press-fit bushings included. Chrome. Single guitar turners.	SET 4 Pieces			
2	5	Frets for venezuelan bandola, Medium widths . Mesurements: Width; 0.053" Crown; 0.037" Tang; 0.054". 1 lib.	unit			
3	5	Guitar strings is the string for concert guitars. Made with nylon and steel. It emphasizes the tone's clarity.(for venezuelan bandola)	SET 4 Pieces			

LOTE NO. 19 MANDOLIN ACCESSORIES						
ITEM	QTY	DESCRIPTION	MEASURE	COMPLIANT	NOT COMPLIANT	OBSERVATION
1	5	Turners for Mandolin, two pieces, Engraved die-cast baseplates, 18:1 gear ratio. Complete sets of 4-left/4-right tuners, with equal-length knob shafts and removable pearloid plastic knobs.	SET 2 Pieces			
2	5	Mandolin Traditional nickel/silver fretwire. Measurements:Width; 0.053" Crown; 0.037" Tang; 0.054".1 LIB.	unit			
3	5	Bandolin Strings. Made with steel core wire coated with tin and bronze wound.	unit			
4	5	Mandolin tailpiece. one-piece nickel-plated steel tailpiece for loop-end strings, this model is for A-style mandolins. Mounting screws are included.	unit			

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 goods 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 goods 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 goods 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 goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods 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 goods are contained or packaged adequately to protect the goods.

7. INSPECTION

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

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 goods 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 goods 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 goods 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 goods 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 goods.

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 goods 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 goods 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 goods 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, goods, 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.