REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: November 8, 2017
	REFERENCE: UNDP-SYR-RFQ-146-17

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Maintenance and repair of Cleanliness Vehicles in Lot 1, and Repairing the carts, containers, and maintenance equipment in Lot 2**, 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 November 22, 2017at 2.00 pm and via *e-mail, or by hand or courier mail* to the address below:

United Nations Development Programme
Mezzeh ,West Villas,Gazawi street No. 8
Attn :Shouaib Al Khuder, Procurement Assistant
E-mail: Syria.bids@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 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:

Delivery Terms [INCOTERMS 2010]	☑DAP
Customs clearance, if needed, shall be done by:	☑Supplier/Offer
Exact Address/es of Delivery Location/s (identify all, if multiple)	**Der Ezzor for Lots 1 & 2**
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents *(if using freight forwarder)*	N/A
Latest Expected Delivery Date and Time	☑45 days from the issuance of the Purchase Order (PO) for LOT 1. ☑30 days from the issuance of the Purchase Order (PO) for LOT 2.
Delivery Schedule	☑Not Required
Packing Requirements	N/A
Mode of Transport	☑LAND
Preferred Currency of Quotation	☑United States Dollars However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice
Value Added Tax on Price Quotation	☑Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Lot 1: Warranty period is 12 months (One Year) Operation and efficiency warranty period of all parts imported and maintained by the vendor and installed in the cars included in maintenance by virtue of this contract, is no less than one year; starting the date of handing over the vehicles to the beneficiary authority. During the warranty period, the vendor is committed to implement maintenance to any emerging fault to the installed parts or the ones to which maintenance is implemented on, excluding the faults resulting of misusing or stolen parts, and according to duly records. Warranty does not include any faults of parts that have been imported and not stated in the repair statements in contract, and the vendor has to present a written statement of commitment to this item.
Deadline for the Submission of Quotation	*Wednesday, November 22, 2017and at 2.00 pm*
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☑English or ☑Arabic
Documents to be submitted	☑Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☑ Company Profile;

	☑Latest Business Registration Certificate; ☑Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; ☑List of all executed similar projects. ☑Vendor Form (Annex 4)
Period of Validity of Quotes starting the Submission Date	☑60 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	☑ Permitted Per Lots
Payment Terms	☑Upon complete delivery of Required Maintenance and as follows: Lot 1: Payment issuance is set on two installments, and according to the vehicles implementation and repair statements; The first payment is within 25 working days and the implementation percentage should be no less than 50% of the work statement. The final accrued payment is not issued for payment until the concerned authorities "the Municipality of Deir Ez-zour" receive the vehicles, equipment included in the maintenance. Lot 2: As for the maintenance of containers, 100% payment is set on one installment upon the final receiving of containers and carts by the concerned authorities "The Municipality of /Deir Ez-zour.
Liquidated Damages	Will be imposed under the following conditions: Percentage of contract price per day of delay:0.5 % Max. no. of days of delay:15 days Next course of action: UNDP may terminate the contract.
Evaluation Criteria	☑Technical responsiveness/Full compliance to requirements and lowest price, Comprehensiveness of after-sales services ☑Full acceptance of the PO/Contract General Terms and Conditions ☑ **List of Similar projects for each lot with supporting documents (at least 2 projects).** ☑**The vendor should provide a Certificate of Implementation for the similar works that he has conducted stating all details: Quantity, type of work, value, and providing detailed data to the beneficiary party.**

Site Visit	Mandatory Site visit for both Lot + Lot 2 in Der Ezzor municipality garage will be held on 15/11/2017 at 11.00 am The UNDP focal point for the arrangement is: Mr. Hasan Abboudi Mobile: 0953333830 Email: hasan_eng@hotmail.com In case not attending the site visit the offer will not be considered. The purpose of site survey is to give the supplier the opportunity to assess the status of the requirements and to understand the required services. Any non-technical clarification shall be sent by email to:Shouaib.alkhuder@undp.org.
UNDP will award to:	☑One Supplier or more than one supplier
Type of Contract to be Signed	☑Purchase Order
Performance security	**For Lot 1** : 10% of the contract value to cover the guarantee of LOT 1
Special conditions of Contract	☑Cancellation of PO/Contract if the delivery/completion is delayed by 15 days.
Conditions for Release of Payment	☑Written Acceptance of Goods and executed works based on full compliance with RFQ requirements
Annexes to this RFQ	☑Specifications of the Goods Required (Annex 1) ☑Form for Submission of Quotation (Annex 2) ☑General Terms and Conditions / Special Conditions (Annex 3). ☑Vendor Form (Annex 4) Non-acceptance of the terms of the General Terms and Conditions(GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	*Shouaib Al Khuder* *Procurement Assistant* *Shouaib.alkhuder@undp.org* *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.*

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/procurement/protest.shtml.

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,
Mirvat Hammoud
Procurement Specialist and Head Of Procurement Unit
November 8, 2017

Annex 1

Technical Specifications and Required Works within the Solid Waste Management Project in the Governorate of Deir Ez-zour-2017

Technical Specifications

Annex 1

Lot: 1

Repair of Cleanliness Vehicles

NO.	Items to be Supplied*	Quantity	Unit	Description/Specifications of Goods	Latest Delivery Date
1	Maintenance of compressed air Isuzu vehicle No. 488681	1	QTY	• Replacing wheel set with the metal ring as well as rim bolts set for the vehicle • Providing a complete power circuit along with replacing silicon and lights • Replacing the hydraulic pump along with repairing the hydraulic system • Replacing the vehicles battery (accumulator) size 155 amperes; type of battery: dry • Repairing the vehicle's jacks along with replacing the necessary parts along with replacing the lifting device (it is an electric engine tied with a metal belt to lift and discharge the container within the vehicle) • Replacing the entire furniture of the cabinet along with replacing the seats set; furniture type: leather and the color is black • Replacing the glass panels of the entire vehicle along with the side mirrors • Full restoration of the engine along with replacing necessary parts • Replacing the engine lubricants 25kg, and the hydraulic oil 150kg, along with replacing the oil filter set • Repairing the tuning along with the arms • Tinsmithing and painting the entire vehicle along with replacing the damaged iron in the box; the rear bucket is to be painted with thermal white paint • Repairing the ignition and the dynamo	45 Days
2	Maintenance of a loader vehicle size 20	1	EA	• Replacing the upper track powering pump • Replacing the lower track powering pump • Total restoration of the engine along with replacing whatever necessary • Repairing the front jacks • Dry battery 155 ampere • Repairing the electricity system and replacing the necessary parts • Replacing the wheels set (wheel size 37.5/20.5) • Replacing the engine lubricant 20 kg and the hydraulic oil 80 kg • Replacing the oil fan	

				• Complete strainers set along with the air filter • Installing all glass panels in the vehicle along with installing side mirrors QTY 2 • Painting the entire vehicle along with the furniture (furniture is black leather- type of paint is thermal and the color is yellow • Repairing the loader bucket along with installing a blade and teeth for the bucket • Replacing complete high compression hydraulic hoses • Repairing the ignition and the dynamo	
3	Maintenance of a tractor vehicle No.966676	1	EA	• Tailoring the trailer sides along with replacing the side beams of the box along with replacing the along with bases of the jacks (the sides are 150cm high, iron profile division is 2-3mm, corners 3*3, sheet iron is 2mm thick) • Manufacturing a front-rear axis along with the flanges • Replacing the trailer plate • Installing a jack with the base along with replacing the trailer deck • Replacing the hydraulic hoses • Bolts set size 16 • Replacing the wheels set, wheel size 950 • Tinsmithing and painting the entire vehicle, yellow thermal paint • Replacing the lining of the wheels along with greasing • Installing 50cm high netting for the trailer sides, metal netting consisting of 2*4 channels along with beams in addition to a metal netting size 4*4	
4	Maintenance of a tractor vehicle 966674	1	EA	• Tailoring the trailer sides along with replacing the side beams of the box and replacing the axletree along with the bases of the jacks (the sides are 150cm high, iron profile division is 2-3mm, corners 3*3, sheet iron is 2mm thick) • Manufacturing a front-rear axis along with the flanges • Replacing the trailer plate • Installing a jack with the base along with replacing the trailer deck, 12mm thick iron • Replacing the hydraulic hoses • Bolts set size 16 with the nut and washer • Replacing the wheels set, wheel size 950 • Tinsmithing and painting the entire vehicle, yellow and blue thermal paint • Replacing the lining of the wheels along with greasing • Installing 50cm high netting for the trailer sides, metal netting consisting of 3*4 channels along with beams in addition to a metal netting size 4*4	

5	Maintenance of Scania vehicle No. 38	1	EA	• Full engine restoration along with replacing whatever necessary with the dismantling and installation provided • Replacing the radiator along with the tanks • Repairing the entire air system along with replacing the valves with all requirements • Repairing the front tuning system along with dismantling the dipper and replacing the CV joint, QTY 4 (it is the connecting joint between the front wheels and the CV joint) • Repairing the brakes along with dismantling the four wheels. • Tinsmithing the entire cabin of the vehicle along with painting and full furnishing of the vehicle, type of furniture: black leather, type of paint: blue and orange thermal paint • Replacing the entire glass panels of the vehicle along with the mirrors • Replacing the battery of the vehicle, size 155 ampere • Repairing the jack of the tipper along with repairing the hydraulic pump • Repairing the box of the tipper along with installing a rear door • Replacing the wheels set, QTY 6, wheel size: 1200/20 • Replacing the lubricant of the engine 20kg and the hydraulics' is 50kg along with a complete filter set • Installing air filter along with strainers • Repairing the front and rear arms along with replacing the arms joints • Replacing the gear box switch along with replacing the mirrors and the disc lining of the clutch • Repairing the electricity system and replacing the necessary parts • Replacing the front doors of the cabin along with replacing the rear door of the box.	
6	Maintenance of a Volvo loader vehicle, size 40	1	EA	• Repairing the ignition and the dynamo • Replacing the electricity silicon • Full engine restoration along with replacing whatever necessary • Repairing the front jacks along with replacing the necessary parts • Battery 155 ampere; type of battery: dry • Repairing the electricity system and replacing the necessary parts • Replacing the wheels set; size of wheel: 17.5/24 • Replacing the engine lubricant 20kg and the hydraulic oil 80kg • Replacing the oil fan • Complete strainers set along with air filter and replacing the strainers (oil-diesel- hydraulic)	

				• Installing glass panels for the vehicle along with installing side mirrors QTY 2 • Painting the entire vehicle along with the furniture; furniture is black leather; type of paint is thermal blue and orange • Repairing the loader bucket along with replacing the blades of the bucket • Replacing the damaged hoses (hydraulic) high pressure • Repairing the upper and lower track powering pump	

Lot: 2
Repairing the carts, containers, and maintenance equipment

NO.	Items to be Supplied*	Quantity	Unit	Description/Specifications of Goods	Latest Delivery Date
1	Repairing the Cleanliness containers of the City Council of Deir Ez-zour	*50*	EA	1- Tinsmithing: Mercury infused sheet iron panels are to be installed, thickness no less than 2.5mm to replace the worn-out sheet iron along with welding and all requirements 2- Providing and installing wheels: Providing and installing 4 cast wheels, 4 inches, for each container along with the bolts, inclination and all requirements. 3- Providing and installing iron channels: Providing and installing iron channels of profile division (4*2) cm to be emplaced on the edges of the container and underneath. 4- Providing and installing a grip (loop) at the bottom part of the container, of wrought iron no less than 1.5cm thickness along with welding and all requirements, to enable the cleanliness truck/refuse truck (compressed air system) lifting the container and discharging the contents. 5- Painting works: Implementing works of oil based paint on two layers along with scrubbing, priming and all requirements; the color is to be specified according to the advice of the City Council and the Local Committee of the Project. 6- Numbering works: Implementing numbering the containers with paint according to the directions of the City Council and the Local Committee of the Project, and the emblem " The Cleanliness of	30 days

				Our Country Is Our duty" is to be imprinted on each container.	
2	Repairing the waste transporting carts of the City Council of Deir Ez-zour	*50*	EA	1- Tinsmithing along with replacing the missing parts: The worn out and missing sheet iron panels are to be replaced with mercury infused sheet iron of 2.5-3mm along with welding and all requirements. 2- Providing and installing the basic beam of wheels to be implemented by using wrought iron of (25-30) mm along with paint, welding, polishing, fit joints and all requirements. 3- Providing and installing wheels: Three 6-inch cast wheels are to be installed for each container along with bolts and all requirements, provided that the one wheel is based on the front side of the cart and two wheels on the rear side 4- Providing and installing a handle: Providing and installing a grip (handle) of circular division 1/2-3/4 to enable the sanitation workers push and drag the cart and control it. 5- Painting works: Implementing works of oil based paint on two layers along with scrubbing, priming and all requirements; the color is to be specified according to the advice of the City Council and the Local Committee of the Project. 6- Numbering works: Implementing numbering the containers with paint according to the directions of the City Council and the Local Committee of the Project, and the emblem " The Cleanliness of Our Country Is Our duty" is to be imprinted on each container.	30 days

The vendor is stipulated to commit to the following:

1- The applicant vendor should have a commercial, occupational, or industrial register, and in this case, he should be engaged in a contract with one or two professionals in the required maintenance field; and should have implemented at least two projects in the field of repair and maintenance of vehicles, and at least two projects in the field of manufacturing or maintenance of containers.
2- The vendor should provide a Certificate of Implementation for the similar works that he has conducted stating all details: Quantity, type of work, value, and providing detailed data to the beneficiary party.
3- Period of implementation: Maintenance of vehicles is 45 days starting the date of receiving the vehicles; carts maintenance is 30 days starting the date of receiving (provided that receiving should be performed within a period that does not exceed one week from the date of the contract).
4- There would be a fifty per thousand deduction from the contract value upon each day of delay, granting that the delay period does not exceed fifteen days.
5- The vendors have the right to quote for both Lots, or one Lot in case they have the experience and the required documentations.
6- Operation and efficiency warranty period of all parts imported and maintained by the vendor and installed in the cars included in maintenance by virtue of this contract, is no less than one year; starting the date of handing over the vehicles to the beneficiary authority. During the warranty period, the vendor is committed to implement maintenance to any emerging fault to the installed parts or the ones to which maintenance is implemented on, excluding the faults resulting of misusing or stolen parts, and according to duly records. Warranty does not include any faults of parts that have been imported and not stated in the repair statements in contract, and the vendor has to present a written statement of commitment to this item.
7- The vendor should check and preview the vehicles, equipment on which the maintenance process is to be implemented for within the City of Deir Ez-zour, the municipality garage, and match the required works according to the mentioned in the table and the work statement stated above, along with the requirements of each vehicle and the opinion of the Supervising Authority of the project, and has to provide his offer accordingly; the previewing and checking term is obligatory and offers that have not fulfilled this term would not be accepted.
8- Commitment to the conditions regarding implementing the abovementioned repair works according to the standard criteria and specifications.
9- During the process of vehicle maintenance, some faults that have not been stated in the technical statements might emerge, as detection was not possible; in this case, the technical committee has the right, with the approval of the beneficiary authorities, to modify any of the work items within the specified sums and according to the work exigencies, "without any additional budget to the contract"
10- The beneficiary authority should receive the vehicles according documented receiving reports signed by the technical committee in which it is mentioned that the required works have been implemented according to the repair statements and that the vehicles or materials and equipment have been handed over duly "documented repair reports- warehouse admittance notices by the municipality of the new and old parts that have been replaced", to be authenticated duly, and is considered payment issuance documentation.
11- Calculations of executed work statements are set according to the completed works, and signed by the Director and Supervisors of the project, the accountant of the Project, and the representative of the beneficiary authority. Payment would be according to these statements and within the price stated in the offer and as per the approved and completed quantities in the table above.
12- Payment issuance is set on two installments, and according to the vehicles implementation and repair statements; the first payment is within 25 working days and the implementation percentage should be no less than 50% of the work statement. The final accrued payment is not issued for payment until the concerned authorities "the Municipality of Deir Ez-zour" receive the vehicles, equipment included in the maintenance. As for the maintenance of

containers, it is set on one installment upon the final receiving of containers and carts by the concerned authorities "The Municipality of /Deir Ez-zour.

13- All Vehicles and containers are to be handed over to the City Council of Deir Ez-zour/Directorate of Vehicles and Cleanliness, after implementing the maintenance process upon, according to duly Delivery records. Delivery to the beneficiary authority should not performed before conducting the experimenting and operating tests for each vehicle to check and ensure excellent technical condition, (provided that the vendor bears all requirements of operation and experiments including greases, oils, fuel.)

14- All maintenance works are performed under the supervision and following up of a supervising body employed by the Program staff in the City of Deir Ez-zour with the participation of technicians from the City councils of Deir Ez-zour city; and the Records are to be signed according to the stated in item No.10.

15- The vendor should hand over all the dismantled and pieces and parts which are unsuitable for work to the concerned authorities in the Municipality Garage, duly.

16- In coordination with the City Council of Deir Ez-zour, a date for the garage visit is specified to preview the vehicles and containers defined for maintenance.

المواصـــفات الفنيـــة والأعمـــال المطلوبـــة ضـــمن مشـــروع إدارة النفايـــات الصـــلبة فـــي محافظـــة ديـــر الـــزور (مدينـــة ديـر الزور) -2017م:

Lot: 1
اصلاح آليات النظافة

NO.	Items to be Supplied*	Quantity	Unit	Description/Specifications of Goods	Latest Delivery Date
1	صيانة آلية نوع سوزي ضاغط قمامة رقم 488681	1	عدد	• ابدال طقم دواليب مع الكمر مع طقم براغي جنط للألية • تجهيز دارة الكهرباء كاملة مع ابدال السليسيوم والاضواء • ابدال طرمبة الهيدروليك مع اصلاح دارة الهيدروليك • ابدال البطارية الالية (المدخرة)قياس 155 امبير نوع البطارية جاف • اصلاح جكات الالية مع ابدال ما يلزم من قطع مع ابدال الكركر (هو محرك كهربائي مربوط بكبل معدني لرفع الحاوية وافراغها ضمن الضاغطة) • ابدال فرش الكبين بالكامل مع ابدال طقم الكراسي الفرش نوع جلد ولون الفرش اسود • ابدال البلور بشكل كامل للألية مع المرايا الجانبية • عمرة المحرك كامل مع ابدال ما يلزم من قطع • ابدال زيوت المحرك 25 كغ وزيت الهيدروليك 150 كغ مع ابدال طقم مصافي • اصلاح الدوزان مع المقصات • تصويج ودهان الالية بالكامل مع ابدال الحديد التالف من الصندوق السطل الخلفي دهان حراري لون ابيض • اصلاح المرش والدينامو	45 يوم
2	صيانة آلية نوع تركس قياس 20	1	عدد	• ابدال طرمبة المسير العليا • ابدال طرمبة المسير السفلي • عمرة المحرك كامل مع ابدال ما يزم • اصلاح الجكات الامامية • بطارية 155 امبير جافة • اصلاح شبكة الكهرباء وتبديل ما يلزم من قطع • ابدال طقم دواليب (قياس الدولاب 20.5/37.5) • ابدال زيت محرك 20 كغ وزيت هيدروليك 80 كغ • ابدال مروحة تبديل الزيت • طقم مصافي كامل مع فلتر هواء • تركيب بلور كامل للألية مع تركيب مرايا جانبية عدد 2 • دهان الالية بالكامل مع الفرش (نوع الفرش جلد لون اسود – نوع الدهان حراري واللون اصفر) • اصلاح سطل التركس مع تركيب شفرة وسنون للسطل • ابدال خراطيم كاملة هيدروليك ضاغط عالي • اصلاح المرش والدينامو	
3	صيانة آلية نوع جرار رقم 966676	1	عدد	• تفصيل جوانب التريلة مع استبدال عوارض جوانب الصندوق مع ابدال العريش مع قواعد الجك (الجوانب بارتفاع 150 سم سماكة الحديد البروفيل مقاطع 2-3 مم زوايا 3*3 سم الصاج سماكة 2 مم) • تصنيع دنكل (محور)امامي خلفي مع الفلنجات • استبدال صينية التريلة • تركيب جك مع القاعدة مع استبدال أرضية التريلة • ابدال خراطيم هيدروليك • طقم براغي قياس 16 • ابدال طقم دواليب قياس الدولاب 950 • تصويج ودهان الالية بالكامل دهان حراري لون اصفر • ابدال بيليات الدواليب مع التشحيم	

	• تركيب شبك لجوانب التريلة بارتفاع 50 سم شبك معدني مؤلف من مجاري 2*4 مع عوارض بالإضافة الى شبك معدني قياس 4*4				
	• تفصيل جوانب التريلة مع استبدال عوارض جوانب الصندوق مع ابدال العريش مع قواعد الجك (الجوانب بارتفاع 150 سم سماكة الحديد البروفيل مقاطع 2-3 مم زوايا 3*3 سم الصاج سماكة 2 مم) • تصنيع دنكل(محور) امامي خلفي مع الفلنجات • استبدال صينية التريلة • تركيب جك مع القاعدة مع استبدال أرضية التريلة حديد سماكة 12 مم • ابدال خراطيم هيدروليك • طقم براغي قياس البرغي 16 مع صمونة • ابدال طقم دواليب قياس الدولاب 950 • تصويج ودهان الالية بالكامل دهان حراري لون اصفر وازرق • ابدال بيليات الدواليب مع التشحيم • تركيب شبك لجوانب التريلة بارتفاع 50 سم شبك معدني مؤلف من مجاري 3*4 مع عوارض بالإضافة الى شبك معدني 4*4	عدد	1	صيانة آلية نوع تريلة جرار رقم 966674	4
	• عمرة محرك كاملة مع استبدال كل ما يلزم من فك وتركيب • ابدال المبرد مع الخزانات • اصلاح شبكة الهواء بالكامل مع ابدال الصبابات ومايلزم • اصلاح الدوزان الامامي مع فك الدنكل وابدال راس روط عدد 4 (هو المفصل الرابط بين الدواليب الامامية وراس الروط) • اصلاح الفرامل مع فك الدواليب الأربعة • تصويج كمين الالية بالكامل مع الدهان وفرش الالية بالكامل نوع الفرش جلد لون اسود نوع الدهان حراري لون ازرق وبرتقالي • ابدال بلور الالية بالكامل مع المرايا • ابدال بطارية الالية قياس 155 امبير • اصلاح جك القلاب مع اصلاح طرمبة الهيدروليك • اصلاح صندوق القلاب مع تركيب باب خلفي • ابدال طقم إطارات عدد 6 قياس الدولاب 1200/ 20 • ابدال زيت المحرك 20 كغ والهيدروليك 50 كغ مع طقم مصافي كامل • تركيب فلتر هواء مع مصافي • اصلاح المقصات الامامية والخلفية مع ابدال ديلات المقص • اصلاح فقسة الشنجمان مع ابدال المرايا والدسك بيلية الدبرياج • اصلاح شبكة الكهرباء وتبديل ما يلزم من قطع • ابدال الأبواب الامامية للكبين مع ابدال باب الصندوق الخلفي	عدد	1	صيانة آلية نوع سكانية رقم 38	5
	• اصلاح المرش والدينمو • ابدال سيليسيون الكهرباء • عمرة محرك كاملة مع استبدال كل ما يلزم • اصلاح الجكات الامامية مع ابدال ما يلزم من قطع • بطارية 155 امبير نوع البطارية جاف • اصلاح شبكة الكهرباء وتبديل ما يلزم من قطع • ابدال طقم دواليب قياس الدولاب 24/17.5 • ابدال زيت محرك 20 كغ وزيت هيدروليك 80 كغ • ابدال مروحة تبديل الزيت • طقم مصافي كامل مع فلتر هواء ابدال مصافي (زيت – مازوت – هيدروليك) • تركيب بلور كامل للالية مع تركيب مرايا جانبية عدد 2 • دهان الالية بالكامل مع الفرش نوع الفرش جلد لون اسود نوع الدهان حراري لون ازرق وبرتقالي • اصلاح سطل التركس مع تبديل شفرات للسطل • ابدال الخراطيم التالفة (الهيدروليك) ضغط عالي • اصلاح طرمبة المسير العلوية والسفلية	عدد	1	صيانة آلية نوع تركس نوع فولفو قياس 40	6

Lot: 2
اصلاح العربات والحاويات ومعدات للصيانة

NO.	Items to be Supplied*	Quantity	Unit	Description/Specifications of Goods	Latest Delivery Date
1	اصلاح حاويات النظافة لدى مجلس مدينة دير الزور	*50*	عدد	1- التصويج: يتم تركيب الواح من الصاج المزيبق سماكة لا تقل عن 2.5 مم بدلاً من الصاج المهترئ مع اللحام وكل ما يلزم. 2- تقديم وتركيب عجلات: يتم تقديم وتركيب 4 عجلات سكب قطر 4 انش وذلك لكل حاوية على حدا مع البراغي والاميال وكل ما يلزم. 3- تقديم وتركيب مجاري حديد: يتم تقديم وتركيب مجاري حديد من البروفيل مقطع (4*2) سم تتموضع على حواف الحاوية ومن اسفلها. 4- تقديم وتركيب قبضة(حلقة): يتم تقديم وتركيب قبضة (حلقة) في الجزء السفلي من الحاوية من الحديد المشغول سماكة لا تقل عن 1.5 سم مع اللحام وكل ما يلزم، تتمكن بواسطتها الية النظافة (الضاغطة) من رفع الحاوية وتفريغ داخلها. 5- اعمال الدهان: يتم تنفيذ اعمال الدهان زياتي على وجهين مع الحف والتأسيس وكل ما يلزم ويحدد اللون وفق رغبة مجلس المدينة واللجنة المحلية للمشروع. 6- اعمال الترقيم: يتم تنفيذ ترقيم الحاويات بالدهان وفق توجيهات مجلس المدينة واللجنة المحلية للمشروع ويتم طباعة شعار "نظافة بلدنا حق علينا" على كل حاوية.	30 يوم
2	اصلاح عربات نقل النفايات لدى مجلس مدينة دير الزور	*50*	عدد	1- التصويج مع استبدال الأجزاء الناقصة: يتم استبدال الواح الصاج المهترئة والصاج الناقص بألواح صاج مزيبق سماكة 205-3 مم مع اللحام وكل ما يلزم. 2- تقديم وتركيب ميل للعجلات: يتم تقديم وتركيب الميل الأساسي الحامل للعجلات وينفذ من الحديد المشغول قطر (30-25) مم مع الدهان واللحام والبرشيم وكل ما يلزم. 3- تقديم وتركيب العجلات: لكل عربة يتم تركيب ثلاث عجلات سكب قطر 6 انش مع براغي وكل ما يلزم بحيث تتركز عجلة من الجهة الامامية للعربة وعجلتين في الجهة الخلفية منها. 4- تقديم وتركيب قبضة يدوية: يتم تقديم وتركيب قبضة يدوية (مسكة) مقطع دائري قطر 1/2-3/4 انش ليتمكن من خلالها عامل النظافة بدفع وجر العربة والتحكم بها. 5- اعمال الدهان: يتم تنفيذ اعمال الدهان زياتي على وجهين مع الحف والتأسيس وكل ما يلزم ويحدد اللون وفق رغبة مجلس المدينة واللجنة المحلية للمشروع. 6- اعمال الترقيم: يتم تنفيذ ترقيم الحاويات بالدهان وفق توجيهات مجلس المدينة واللجنة المحلية للمشروع ويتم طباعة شعار "نظافة بلدنا حق علينا" على كل عربة.	30 يوم

يشترط على العارض الالتزام بما يلي:

1- يجب على العارض أن يمتلك سجل صناعي أو مهني أو تجاري وفي هذه الحالة عليه ان يكون متعاقد مع مهني او مهنيين في مجال الصيانات المطلوبة وأن يكون قد نفذ مشروعين على الأقل في مجال إصلاح وصيانة آليات ومشروعين على الاقل في مجال تصنيع او صيانة حاويات
2- يجب على العارض تقديم شهادة حسن تنفيذ للاعمال المشابهة التي قام به وذكر كافة التفاصيل: الكمية ،ماهية العمل والقيمة وإعطاء البيانات التفصيلية للجهة المستفيدة .
3- مدة التنفيذ : صيانة الاليات 45 يوم تبدأ من تاريخ استلام الآليات صيانة العربات 30 يوم تبدأ من تاريخ الإستلام (على ان يكون الاستلام خلال مدة لا تتجاوز اسبوع من تاريخ بدء العقد).
4- يتم خصم خمسين بالألف عن كل يوم تأخير من قيمة العقد على ألا تتجاوز مدة التأخير أكثر من 15 يوم.
5- يحق للعارضين التقدم لكلا المجموعتين، أو التقدم على مجموعة واحدة ، في حال توفرت لديهم الخبرة والوثائق المطلوبة.
6- مدة ضمان عمل وكفاءة كافة القطع الموردة والمصانة من قبل العارض والمركبة للسيارات المشمولة بالصيانة في مضمون هذا العقد لا تقل عن سنة تبدأ بعد تسليم السيارات للجهة المستفيدة، ويكون العارض خلال مدة الضمان ملزم بتنفيذ الصيانة لأي عطل طارئ على القطع المركبة أو المنفذ لها الصيانة ويستثنى من ذلك الأعطال الناتجة عن سوء الأستخدام أو سرقة القطع وبموجب محاضر أصولية، والضمان لايشمل أي عطل أو قطع تم توريدها غير واردة في كشوف الاصلاح التي تم التعاقد عليها وعلى العارض تقديم تصريح خطي بالالتزام بهذا الشرط .
7- على العارض معاينة والاطلاع على السيارات والمعدات المراد تنفيذ عملية الصيانة لها ضمن مدينة دير الزور كراج البلدية ومطابقة الأعمال المطلوبة وفق المذكور في جدول وكشف الأعمال المبين أعلاه مع احتياجات كل سيارة ورأي الجهة المشرفة على المشروع وعليه أن يقدم عرضه بناءً على ذلك . شرط المعاينة إلزامي ولن تقبل العروض التي لم تحقق هذا الشرط .
8- التقيد بالشروط المتعلقة بتنفيذ أعمال الصيانة المذكورة أعلاه وفق المعايير والمواصفات القياسية.
9- أثناء عملية صيانة الآليات يمكن ظهور بعض الأعطال الغير ملحوظة بالكشوف الفنية نتيجة عدم امكانية كشفها، بهذه الحالة يحق للجنة الفنية وبموافقة الجهات المستفيدة تعديل أي بند من بنود الأعمال ضمن المبالغ المحددة ووفق مقتضيات العمل، " بدون ميزانية إضافية على العقد
10- يتم استلام الآليات من قبل الجهة المستفيدة بموجب محاضر استلام موقعة من اللجنة الفنية تذكر فيها أنه تم تنفيذ الأعمال المطلوبة وفق كشوف الأصلاح وسلمت الآليات أو المواد والمعدات وفق الأصول " محاضر أصلاح -مذكرات أدخال مستودعي من قبل البلدية للقطع الجديدة والقديمة التي تم استبدالها "ويصدق أصولاً ويعتبر وثيقة صرف.
11- يتم حساب كشف الأعمال المنفذة وفق الأعمال المنجزة ويوقع على الكشوف مدير ومشرفي المشروع ومحاسب المشروع ومندوب الجهة المستفيدة، ويتم الصرف وفق هذه الكشوف وذلك بالسعر المقدم بالعرض وحسب الكميات المقررة والمنفذة وفق الجدول أعلاه.
12- يتم الصرف على دفعتين، ووفق كشوف تنفيذ وإصلاح الآليات الدفعة الأولى خلال 25 يوم عمل ويجب ألا تقل نسبة التنفيذ عن 50% من كشف الأعمال، ولا يتم صرف الدفعة المستحقة الأخيرة إلا بعد استلام الجهات المعنية " بلدية دير الزور " السيارات والمعدات المشمولة بعملية الصيانة.أما صيانة الحاويات فتتم على دفعة واحدة بعد الاستلام النهائي من قبل الجهات المعنية " بلدية دير الزور" للحاويات والعربات
13- يتم تسليم مجلس مدينة دير الزور / مديرية الآليات والنظافة كافة السيارات والحاويات بعد تنفيذ عملية الصيانة لها وفق محاضر تسليم أصولية، ولا يتم التسليم للجهة المستفيدة إلا بعد إجراء اختبارات تجريب وتشغيل لكل سيارة للتحقق والتأكد من أنها بحالة فنية ممتازة، (علما أن مستلزمات التشغيل والتجريب شحوم، زيوت، وقود ... تقع على عاتق المتعهد).
14- كافة أعمال الصيانة تتم تحت رقابة ومتابعة جهاز إشرافي معين من قبل كادر البرنامج في مدينة دير الزور وبمشاركة فنيين من مجالس مدينة دير الزور ويتم التوقيع على المحاضر وفق ما ذكر بالبند رقم 10.
15- على العارض تسليم كافة القطع والأجزاء المفكوكة وغير الصالحة للعمل للجهات المعنية في مرآب البلدية أصولاً.
16- يتم بالتنسيق مع مجلس مدينة دير الزور تحديد موعد لزيارة المراب للاطلاع على الاليات والحاويات المحددة للصيانة.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION[1]

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery[2])

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 1 Offer for vehicle maintenance Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Delivery Time	Unit Price	Total Price per Item
1	Maintenance of compressed air Isuzu vehicle No. 488681 صيانة آلية نوع إسوزي ضاغط قمامة رقم488681	1			
2	Maintenance of a loader vehicle size 20 صيانة آلية نوع تركس قياس	1			
3	Maintenance of a tractor vehicle No.966676 صيانة آلية نوع جرار رقم 966676	1			
4	Maintenance of a tractor vehicle صيانة آلية نوع تريلة جرار رقم 966674	1			
5	Maintenance of Scania vehicle No. 38 صيانة آلية نوع سكانية رقم 38	1			
6	Maintenance of a Volvo loader vehicle, size 40 صيانة آلية نوع تركس نوع فولفو قياس 40	1			
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

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 Lead Time			
Validity of Quotation			
Validity of Quotation			

[1] *This serves as a guide to the Supplier in preparing the quotation and price schedule.*

[2] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

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]
[Designation]
[Date]

TABLE 1 : Lot 2 Offer for Repairing the carts, containers, and maintenance equipment.

Item No.	Description/Specification of Goods	Quantity	Delivery Time	Unit Price	Total Price per Item
1	اصلاح حاويات النظافة لدى مجلس مدينة دير الزور Repairing the Cleanliness containers of the City Council of Deir Ez-zour	50			
2	اصلاح عربات نقل النفايات لدى مجلس مدينة دير الزور Repairing the waste transporting carts of the City Council of Deir Ez-zour	50			
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

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 Lead Time			
Confirm that the vehicle will be ready to use			
Warranty and After-Sales Requirements			
a) Minimum 12 months' warranty on parts.			
Validity of Quotation			
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]
[Designation]
[Date]

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 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.

Vendor Form *Annex 4*

SECTION 1 (For Internal Use only)	**UN INFORMATION**	
Requesting Person:	**Date:**	**Atlas Vendor No:**
First Name / Last Name/Extension		**UN Index No:**

VENDOR TYPE: ☐ **Staff** ☐ **SSA** ☐ **Service Contract** ☐ **Meeting Participant** ☐ **NGO** ☐ **Supplier** ☐ **Other**

VENDOR APPROVER SIGNATURE: _____ **DATE:** _____

Complete either Section 2 or Section 3 (not both)

SECTION 2 **PERSON INFORMATION (FOR INDIVIDUALS ONLY)**

Last Name	*First Name*	*Middle Name*

Nationality	Date of Birth	Place of Birth	Sex: Male ☐ Female ☐

Address

City,	State/Province/County	Postal Code (ZIP)	Country

E-mail Address	Telephone Number	Fax Number

SECTION 3 **SUPPLIER INFORMATION (FOR COMPANIES ONLY)**

Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)

Street Address

City	State/Province/County	Postal Code	Country

Contact Person (MAIN ADDRESS)	**Telephone**	**Fax**	**E-mail Address**
Name: Title:			

SECTION 4 **BENEFICIARY BANKING INFORMATION**

Bank Name

Bank ID:	**For US banks only use whether: (9 digits)** ACH ☐☐ Fed wire	**SWIFT code 8 or 11 characters (required for overboard payments)**

Branch ID: (**for Canadian Banks only**) 9 digits routing no.	Branch Name:

Street Address:

City State/Province Postal Code Country

SECTION 5 **BENEFICIARY BANK ACCOUNT DETAILS**

Account Name: (name as it appears on bank account)

Bank Account Currency
☐ US$ ☐ Other (PLEASE INDICATE) _____

Bank Account No. : (ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES) Account Type: ☐ Checking ☐ Savings

IBAN (European Banks)

Transit Code (5 digit) Canadian Banks	Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks

Bank Information for Intermediary/Correspondent Bank (if applicable)

Name of Bank :	Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)	SWIFT Code:	**FEDWIRE NO. (US BANKS ONLY)**

I, _____, in my capacity as _____, hereby authorize the agency to direct

payments for goods and services to the above account. **Signature:** _____