



## REQUEST FOR QUOTATION (RFQ) (Services)

TO: ALL INTERESTED BIDDERS	DATE: January 7, 2019
	REFERENCE: RFQ/UNDP/EU-BIOFIN/57946/001/2019 – Provision of Event Organizer for Bio-Economy Business Expo

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of Event Organizer for Bio-Economy Business Expo**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Proposal may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposal must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org/> using your username and password.

If you have not registered in the system before, you can register now by logging in using:

**Username: event.guest**

**Password: why2change**

and follow the registration steps as specified in the system user guide. You are kindly requested to indicate whether your company intends to submit a proposal by clicking on "Accept invitation".

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] (Pls. link this to price schedule)	N/A
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Customs clearance <sup>1</sup> , if needed, shall be done by:	N/A	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Bumi Serpong Damai (BSD) Mall, South Tangerang, West Java	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> As per Delivery Schedule attached	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Local Currency : IDR	
Value Added Tax on Price Quotation <sup>4</sup>	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	N/A	
Deadline for the Submission of Quotation	Wednesday, January 16, 2019 and 17.00 (GMT+7)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

<sup>1</sup> Must be linked to INCO Terms chosen.

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

<sup>3</sup> 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.

<sup>4</sup> 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.

Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Technical Proposal which consist of: <ol style="list-style-type: none"> <li>Company profile and track record (minimum 2 years of experience in organizing public talk show and expo and organizing international event is preferable)</li> <li>CV of proposed personnel or event management team who have experience in conducting product launching, talk show, and exhibition.</li> </ol> <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  <input checked="" type="checkbox"/> Latest Business Registration Certificate;  <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;									
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.									
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>									
Payment Terms <sup>6</sup>	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Others <table border="1" data-bbox="670 1270 1356 1461"> <thead> <tr> <th>Deliverables</th><th>Weight</th><th>Due Date</th></tr> </thead> <tbody> <tr> <td>Submission of the online hackathon report documents</td><td>50%</td><td>22 February 2019</td></tr> <tr> <td>Submission of the expo event report documents</td><td>50%</td><td>8 March 2019</td></tr> </tbody> </table>	Deliverables	Weight	Due Date	Submission of the online hackathon report documents	50%	22 February 2019	Submission of the expo event report documents	50%	8 March 2019
Deliverables	Weight	Due Date								
Submission of the online hackathon report documents	50%	22 February 2019								
Submission of the expo event report documents	50%	8 March 2019								
Liquidated Damages	N/A									

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

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

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement <sup>8</sup> and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Others <b>Written Acceptance of services based on full compliance with RFQ requirements</b>

<sup>7</sup> 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.

<sup>8</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ <sup>9</sup>	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input type="checkbox"/> Others <i>[pls. specify, if any]</i>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>10</sup>	<i>Ferdyani Putri / Yusef Millah</i> <i>ferdyani.putri@undp.org / yusef.millah@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other	A bidder conference will be held on:  Date: Thursday, 10 January 2019 Time: 10.00 (GMT+7) Location: UNDP Indonesia 7 <sup>th</sup> Floor Menara Thamrin Building Jl. MH Thamrin Kav. 3 Jakarta 10250 Note: Please bring a laptop

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

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

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

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



Yusef Millah  
Procurement Associate  
January 7, 2019

## TERMS OF REFERENCE

### ***Bio-Economy Business Expo***

#### ***Bio-economy as a New Frontier: Market-based Solutions to Environmental Challenges***

##### **A. Background**

The economic value of biodiversity in Indonesia is extremely high. Indonesian biodiversity gives a great benefit in several sectors, such as food materials, medicines, livestock and industrial materials. Meanwhile, currently Indonesia's economy highly depends on natural resources, the highly promising biodiversity-based economy can be a significant economic driver. Agriculture, Forestry and Fisheries sector has shown contribution to economic growth reaching about 3.95% in 2018. Compared to other sectors, agriculture, forestry and fisheries contributes 13.4% of the GDP (Q2-2018).

In Sustainable Fisheries Startup Forum in Manado, Frank Mars, the director of Mars Symbioscience International, explained the big potential of algae as livestock feed. Based on the current research, seaweed as livestock feed has been proven to be effective in reducing methane gas produced by the livestock. This is important because methane is a greenhouse gas which produces stronger emission than carbon dioxide. Use of seaweed for product such as livestock feed offers a big potential and a significant new market opportunity for the development of community-based seaweed production in Indonesia.

Another example of bio-economy benefit is the reduction of plastic waste using bacteria. Indonesia and the world are generally having a problem concerning plastic waste. It has been proven that certain bacteria are able to digest plastic waste and decompose it faster. The use of bacteria in the context of waste has a big potential as a smart solution in reducing plastic waste which contaminates the ocean. There are many other examples on the benefits of bio-economy, including the use of animals and plants in medicine and food security.

However, currently bio-economy is not a priority sector for the government and the number of public investments to develop this sector is extremely small. Even so, the government has made some investments through the Indonesian Institute of Sciences (LIPI), Assessment and Application of Technology Agency (BPPT), State Universities and other agencies to explore the economic potential of this sector.

For that reason, an idea to conduct Bio-Economy Business Expo was proposed. It will be conducted to bridge the collaboration between the researchers, business groups and startups, as well as increase awareness on the new economic opportunity in this sector. This activity can also become a platform to increase investment in Indonesian biodiversity.

## B. Objectives

- Promote innovation in bioproducts from the research phase up to the business actors
- Promote bio-economy sector to the general public who can explore bio-economy potential in the future
- Bridge, create business opportunities, and facilitate the exchange of bio-economy based innovation and knowledge
- Strengthen the startup ecosystem and search for consumer potential
- As a platform to share experiences and skills from various stakeholders in implementing bio-economy based business
- Build network and strong collaboration between all stakeholders

## C. Outputs

- Collaboration between bio-economy based entrepreneurs, from upstream to downstream
- Economic knowledge and practices on bio-economy are shared between users and business practitioners
- Product prototype of technology-based bio-economy

## D. Participants

- |                                   |                  |
|-----------------------------------|------------------|
| • Research institutions           | • Donors         |
| • Departments/Agencies/Government | • Private sector |
| • Startups and entrepreneurs      | • Investors      |
| • Universities                    | • Innovators     |

## E. Format, Time, and Location

- |            |   |
|------------|---|
| • Format   | : Online and Offline  |
| • Time     | : 2-3 March 2019  |
| • Location | : Pacific Place/ Grand Indonesia/ Kuningan City (Tentative) |

## F. Main Components of Activities

### • Biodiversity Seminar

This biodiversity seminar will be held with the theme ***“Bio-economy as a New Frontier: Market-based Solutions to Environmental Challenges”***.

This seminar will be held **half-day** and will be divided into three sessions. Each session will bring in two speakers who will represent business/innovation/government with different themes.

### • Bio-Business Expo

Business expo will focus on the exhibition of bio-economy products that are run by Indonesian entrepreneurs who do innovation in fisheries, foods, waste management, farming and agriculture, as well as health and cosmetics sector.

The target participants of the expo is 30 groups that will display their products during the expo. Ten of them will be selected to do a product presentation on **Demo Day** with **General Public and Local Students** as the target audience.

### • Bio-Hack

Biodiversity Hackathon aims to bring in the best individuals from various sectors, such as technology, design, business, research, activist, journalism, to search for an innovative solution together in nature conservation and biodiversity protection. Bio-hack encourages the participants



to publish their works in open-source format so that other people can learn from it and build a prototype. Format that will be used is **online to offline** hackathon.

**On the online phase**, which will begin one month prior to the expo, the participants will register their personal data and skill background, and will be divided into a team consisting of 3-4 participants from various skills, they will be given an issue to solve along with the supporting problem background. One week before the event, the participants must submit an idea proposal that will be selected to become the offline participants.

**On the offline phase**, the participants will sit together at the expo venue to produce a prototype. The prototype target is 25% of the proposed idea. The prototype result will be judged and prize will be given to the winner.

#### G. Timeline of Preparation:

- **H-6 week (17-23 January 2018)**  
Appointment of EO, selection of venue, seminar topic, hackathon topic, and finalization of the list of parties involved: opening MC, SDGs mover, expo participants, jurors of hackathon, mentors of hackathon, speakers, moderators, and seminar participants.
- **H-5 week (24- 31 January 2018)**  
Finalization of the event brand and event promotion materials (event and registration website, social media).
- **H-4 week (31 January 2018 – 6 February 2019)**  
Promotion kickoff and opening of online registration for hackathon. Finalization and delivery of invitations to all parties involved.
- **H-3 week (7 - 14 February 2019)**  
A series of hackathon online activities, selection of startups for demo day.  
Finalization of venue design and layout, souvenir kits material, and printed material.
- **H-2 week (14 - 20 February 2019)**  
Hackathon registration deadline. Finalization of material as well as seminar and demo day schedule. Finalization of the list of parties involved including grouping of LO. Finalization of the event content.
- **H-1 week (21 - 27 February 2019)**  
Submission deadline for hackathon proposal, finalization of venue, transportation, and accomodation preparation. Confirmation on the attendance of parties involved.

#### H. Expo Agenda

- **First Day**

Time	Description	PIC	Note
10:00 – 11:00	Event Preparation	UNDP, Ministry, EO	
11:00 – 13.00	Opening Ceremony Registration	EO	
13:00 – 13:45 13:05 – 13:15 13:15 – 13:25 13:25 – 13:45	Opening Ceremony: <ul style="list-style-type: none"> <li>● Opening remarks</li> <li>● Welcome speech</li> <li>● BIOFIN Presentation</li> </ul>	MC UNDP Indonesia Minister BIOFIN	

13:45 – 14:00	SDGs Mover Session: Run for Biodiversity launching ( <i>crowdfunding launching</i> ) Featured: <ul style="list-style-type: none"> <li>• Reza Rahardian</li> <li>• Chelsea Islan</li> </ul>	UNDP Communication	
14:00 – 14:30	Expo tour	UNDP Indonesia, EO	
14:30 – 15:00	Break and hackathon registration	EO	
15:00 – 17:00	Hackathon Kick-off <ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• <i>5 Biodiversity Issue Presentation</i></li> <li>• Logistic brief and distribution</li> <li>• Project introduction of each Hackathon team</li> </ul>	BIOFIN, EO, Sponsor	Hackathon participants move to the round table room after break ( <i>schedule tbd</i> )
17:30 – 18.30	Coffee break		
18:30 – 20:00	Biodiversity Talkshow ( <i>schedule tbd</i> )	BIOFIN and EO	Venue transformed into a seminar format

• **Second Day**

Time	Description	PIC	Note
10:00 – 11:00	Event preparation	UNDP, EO	
11:00 – 12:30	Registration for Demo Day	UNDP, EO	
12:30 – 15.00	Opening of Startup Demo Day <ul style="list-style-type: none"> <li>• Opening remarks from BIOFIN</li> <li>• Introduction of panelists</li> <li>• Demo day</li> </ul>	UNDP, EO, Sponsor  UNDP	
15.00 – 16.00	Break		
16.00 – 17.30 16.00 – 16.15 16.15 – 17.30	Pitching session <ul style="list-style-type: none"> <li>• Introduction remarks for jurors and mentors</li> <li>• Pitching sessions</li> </ul>	UNDP, Biofin  Each participant performs a demonstration on prototyping result	6 minutes for each team (5 teams total)
17.30 – 18.30	Break		
18.30 – 19.00	Jurying session	Jurors and Mentor	
13.00 – 19.00	Juror presentation <ul style="list-style-type: none"> <li>• Winner Announcement</li> <li>• Awarding</li> </ul> Closing Ceremony of the Bio Economy Expo	UNDP and Startup	

## I. Qualifications

These work qualifications are meant for vendors who provide this service:

- Event Organizer (EO)

### a. Experience

The company must have at least 2 years of experience in organizing similar event in Jakarta, especially event with international scope.

### b. Skill

The company must provide personnel who hold the roles as explained below and attach the Curriculum Vitae (CV) and experience portfolio of each member in the bid proposal.

- Minimum requirement of Event Organizer team members:
  - Team Leader (1) Person in charge who will manage personnel, running and manage the event schedule, as well as assisting UNDP on managing other vendors  
**Qualification:** Minimum bachelor degree with 7 years of experience in the area of programmer/management for manager position; Experience in handling international and national event
  - Usher (4) The ones who show and guide the VVIP / VIP guests, or guests to their seats on all events  
**Qualification:** Minimum Qualification Diploma 3 with 2-year experience; Experience in handling international and/or national event
  - Runner (2) They will be responsible as errand boy who will support all crew during the event  
**Qualification:** Minimum Qualification Diploma 3 with 2-year experience; Experience in handling international and/or national event
  - Online operator (1) The ones who will manage online hackathon and event social media  
**Qualification:** Minimum bachelor's degree in communication or have minimum of 2-year experience on managing website and social media; able to communicate in English
  - Attendant (2) They will be responsible to ensure all the participants sign the attendance list and act as the event information center  
**Qualification:** Minimum Qualification Diploma 3 with 2-year experience; Experience in handling international and/or national event
  - Liaison Officer (3) They will be in charge of ensuring the VVIP / VIP guests, or guests have access to the hotels and transportation provided by UNDP, also the one who will handle the VVIP / VIP guests, or guests' registration  
**Qualification:** Minimum bachelor degree with experience of working as a liaison officer for for a VIP guests; Experience in handling international and/or national event
  - Opening/Closing Ceremony officer (2) They will be responsible in providing opening and closing ceremony event  
**Qualification:** Minimum Qualification Diploma 3 with 2-year experience; Experience in handling international and/or national event; Able to communicate in English.
  - Graphic designer (1) The ones who will assist UNDP on creating event brand and design materials  
**Qualification:** Bachelor's Degree in design, able to demonstrate minimum of 2-year professional portfolio as a graphic designer
  - Video editor/ animator (1) The ones who will help creates graphic animation contents for publication and during the event  
**Qualification:** Bachelor's Degree in design, able to demonstrate minimum of 2-year professional portfolio as a graphic designer

The company must ensure that the nominated personnel cannot be changed without the approval from UNDP during the project.

## J. Work Scope

### 1. Event Organizer (EO)

The company that is assigned as the event organizer is needed to provide services during the event preparation, event implementation and after the event, directly coordinate with the team from UNDP, Indonesian Institute of Sciences (LIPI), National Development Planning Board (Bappenas), and the Ministry of Finance. The job description is as follow:

#### Event Preparation

- **Responsible for providing the Event Manager who will coordinate other vendors and ensure that the event preparation run smoothly and meet all UNDP criteria**
- **Assist UNDP in finding a co-sponsor for the event**
- **Assist UNDP in the implementation of event preparation in accordance with the timeline determined in point G and H**
- **In coordination with UNDP, procure and select venue** in accordance with the qualifications that have been determined by UNDP, including assisting in survey and bidding
- **Cooperate with Set Organizer in arranging the venue layout, circulation, and event equipment** in accordance with the qualifications that have been determined by UNDP
- **Production of event branding:** logo, theme, design, gimmicks, souvenirs (design materials only)
- **Production of event promotion materials:** event and registration website, content of offline promotion and social media (video and graphic) before and at the time the event takes place
- **Prepare supporting materials for the event** in the form of backdrop design for LED screen (photos/ videographic), booklet, id, and gimmicks (design materials only)
- **Organize the online Hackathon activities** which include creation of website, promotion and participant registration, grouping and introduction of fellow participants, reminding the participants' tasks, reminding the deadline, organizing proposal submission, coordinating with UNDP to determined the participants who are invited to the event, organizing the invitation and confirmation of hackathon participants.
- **Assist UNDP in inviting (through email & phone), confirming attendance , and coordinating (schedule and needs of) the parties that will be invited**, among others: opening MC, management of SDGs mover, main event MC, Moderators, Participants, and Seminar Speakers, as well as Jurors, Mentors, and Participants of Hackathon.
- **Organize the centralized list of participants** which contains: name, contact, confirmation, schedule, origin and destination, checklist of the completeness of documents needed by UNDP, from parties that will be invited to the event
- **Assist UNDP in collecting and keeping the document as mentioned above**
- **Responsible for arranging the distribution of ID card well** for the visitors as well as invitees and VIP
- **Cooperate with the hotel** to identify and ensure accommodation for the parties involved in accordance with the provisions from UNDP
- **Cooperate with the transportation facility vendor** to identify and ensure transportation for the parties involved in accordance with the provisions from UNDP
- **Responsible for organizing the mechanism of meal distribution** for participants and invitees
- **Cooperate with the venue management** for all forms of event permits, security, loading/unloading, as well as formulation of venue guides
- **Cooperate with the souvenirs and printings vendor** for the production, delivery, and storage of printing materials and souvenir/gimmick
- **Coordinate with UNDP in preparing secretariat room and facilities around the venue**

#### **Event implementation**

- **Responsible for implementing the event agenda smoothly and effectively, Event Manager will become the PIC for the needs of event implementation**
- **Responsible for ensuring the completeness of the event in coordination with the set organizer and the venue management** including, but not limited to: ensuring the arrangement of expo booth, completeness of printing and gimmick materials, stage decorations, arrangement of seminar set, arrangement of hackathon set, arrangement of registration set, props, venue cleanliness, etc.
- **Cooperate with the venue management** in preparing the supporting facilities so that they can be easily accessed by the participants during the event
- **Cooperate with the documentation team** in making the documentation process easier during the event
- **Responsible for providing meals for the participants of the expo, hackathon and seminar in accordance with what have been determined by UNDP:**
  - For expo participants :
    - Day 1: 60 pax (lunch and dinner box)
    - Day 2: 60 pax (lunch and dinner box)
  - For hackathon participants:
    - Day 1: 30 pax (lunch, dinner box, and coffee break)
    - Day 2: 30 pax (lunch, dinner box, and coffee break)
  - For executives:
    - Day 1: 30 pax (lunch and dinner in restaurant/ separated location)
    - Day 2: 20 pax (lunch and dinner in restaurant/ separated location)
- **Ensure the smooth movement of people** during the event, including VIP security and during the change of the event set
- **Responsible for providing LO for VIP** to coordinate the pickup/drop off and reception
- **Responsible for visitor registration**, verifying the ID card validity of invitees, seminar participants, hackathon participants, and expo participants
- **Responsible for the distribution of souvenir and gimmick** for every session of the event
- **Responsible for the seminar, demo day, and hackathon process**, including providing a manager for each activity
- **Responsible for providing an LO for the press/media**
- **Responsible for facilitating the hackathon activities** which take place in a separate room/venue, including organizing the permit for activity exceeding the operational hours and accompanying the participants for incidental needs

#### **After the event**

- **Responsible for accompanying every VIP participant** to return to the hotel and assisting in arranging airport transportation
- **Responsible for organizing the logistic loading and unloading needs**
- **Ensure the completeness of the documents** needed by UNDP from the participants and the invitees
- **Responsible for conducting an activity evaluation briefing with UNDP**

**K. Price**

All companies are requested to submit a price offer in the e-Tendering process, see ANNEX II in this document.

**L. Term of Payment**

Payment will be paid shortly after the submission of the following reports:

- Activity completion report, which must be submitted in two languages, English & Indonesian.
- Result of the review on the company's document completeness by UNDP

**M. Duration of Assignment**

The duration of assignment is as follow:

- Event Organizer (EO) : 1 February - 6 March 2019

**N. Report and Schedule of Payment**

Report	Time Target	Payment Stage
1. Submission of the online hackathon report documents	22 February 2019	50%
2. Submission of the expo event report documents	8 March 2019	50%

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>11</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead Stationery<sup>12</sup>)*

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. RFQ/UNDP/EU-BIOFIN/57946/001/2019 – Provision of Event Organizer for Bio-Economy Business Expo:

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

Item No.	Description/Specification of Goods	Quantity	UOM	Period of engagement	UOM	Unit Price	Total Price per Item
<b>I</b>	<b>Professional Fee</b>						
1	Event Manager	1	person				
2	Usher	4	person				
3	Runner	2	person				
4	Online operator	1	person				
5	Graphic designer	1	person				
6	Attendant	2	person				
7	Liaison Officer	3	person				
8	Opening/Closing Ceremony officer	2	person				
9	Video editor/ animator	1	person				
<b>II</b>	<b>Meals</b>						
1	Executives (lunch only in restaurant/ separated location), Day 1	30	pax	1	day		
2	Executives (lunch only in restaurant/ separated location), Day 2	20	pax	1	day		
3	Executives (lunch only in restaurant/ separated location), Day 3	30	pax	1	day		
4	Workshop participants (snack box)	30	Pax	1	day		
5	Hackathon participants (lunch, dinner box, and coffee break), Day 2	30	Pax	1	day		
6	Hackathon participants (lunch box), Day 3	30	pax	1	day		

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

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



7	Expo participants (lunch and dinner box), Day 1 and Day 2	60	Pax	2	days		
8	Expo participants (lunch box only), Day 3	60	Pax	1	day		
III	Others						
	<b>Total Prices of Goods<sup>13</sup></b>						
	Add : Cost of Transportation						
	Add : Cost of Insurance						
	Add : Other Charges (pls. specify)						
	<b>Total Final and All-Inclusive Price Quotation</b>						

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

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation: 60 days			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*

<sup>13</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**Annex 3**

**GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL (DE MINIMIS)  
CONTRACTS (FOR CONTRACTS LESS THAN US \$ 50,000)**

This Contract is between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), on the one hand, and a company or organization indicated in the Face Sheet of this Contract (hereinafter the "Contractor"), on the other hand.

- 1. LEGAL STATUS OF THE PARTIES:** UNDP and the Contractor shall be referred to as a "Party" or, collectively, "Parties" hereunder, and:
  - 1.1** Pursuant, *inter alia*, to the Charter of the United Nations and the Convention on the Privileges and Immunities of the United Nations, the United Nations, including its subsidiary organs, has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfillment of its purposes.
  - 1.2** The Contractor shall have the legal status of an independent contractor *vis-à-vis* UNDP, and nothing contained in or relating to the Contract shall be construed as establishing or creating between the Parties the relationship of employer and employee or of principal and agent. The officials, representatives, employees, or subcontractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party, and each Party shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.
- 2. OBLIGATIONS OF THE CONTRACTOR:**
  - 2.1** The Contractor shall perform and complete the services described in the Terms of Reference and Schedule of Payments (hereinafter the "Services"), with due diligence and efficiency, and in accordance with this Contract. The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
  - 2.2** The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract, in accordance with the highest industry and professional standards.
  - 2.3** All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the provision of the Services.
- 3. LONG TERM AGREEMENT:** If the Contractor is engaged by UNDP on the basis of a long-term agreement ("LTA") as indicated in the Face Sheet of this Contract, the following conditions shall apply:
  - 3.1** UNDP does not warrant that any quantity of Services shall be ordered during the term of the LTA.
  - 3.2** Any UNDP business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Centre, as well as any United Nations entity, may benefit from the retainer and order Services from the Contractor hereunder.
  - 3.3** The Contractor shall provide the Services, as and when requested by UNDP and reflected in a purchase order, which shall be subject to the terms and conditions stipulated in this Contract.

For the avoidance of doubt, UNDP shall acquire no legal obligations towards the Contractor unless and until a purchase order is issued.

- 3.4 The Services shall be at the Discount Prices annexed hereto. The prices shall remain in effect for a period of three years from the Starting Date stated in the Face Sheet of this Contract.
- 3.5 In the event of any advantageous technical changes and/or downward pricing of the Services during the term of the retainer, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the retainer.
- 3.6 The Contractor shall report semi-annually to UNDP on the Services provided, unless otherwise specified in the Contract. Each report should be submitted to the UNDP Contact Person indicated in as indicated in the Face Sheet hereto, as well as to a UNDP business unit that has placed a purchase order for the Services during the reporting period.
- 3.7 The LTA shall remain in force for the maximum period of two years and may be extended by UNDP for one additional year by mutual agreement of the Parties.

#### **4. PRICE AND PAYMENT:**

- 4.1 **FIXED PRICE:** If Fixed Price is chosen as a payment method pursuant to the Face Sheet of this Contract, in full consideration for the complete and satisfactory provision of the Services, UNDP shall pay the Contractor a fixed amount indicated in the Face Sheet of this Contract.
  - 4.1.1 The amount stated in the Face Sheet of this Contract is not subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the Contractor in the performance of the Contract.
  - 4.1.2 UNDP shall effect payments to the Contractor in the amounts and pursuant to the schedule of payments set forth in the Terms of Reference and Schedule of Payments, upon completion by the Contractor of the corresponding deliverable(s) and upon acceptance by UNDP of the original invoices submitted by the Contractor to the UNDP Contact Person indicated in the Face Sheet of this Contract, together with whatever supporting documentation that may be required by UNDP:
  - 4.1.3 Invoices shall indicate a deliverable completed and the corresponding amount payable.
  - 4.1.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's provision of the Services.
- 4.2 **COST REIMBURSEMENT:** If Cost Reimbursement is chosen as a payment method pursuant to the Face Sheet of this Contract, in full consideration for the complete and satisfactory provision of the Services under this Contract, UNDP shall pay the Contractor an amount not exceeding the total amount stated in the Face Sheet of this Contract.
  - 4.2.1 The said amount is the maximum total amount of reimbursable costs under this Contract. The breakdown of costs contained in the Financial Proposal, referred to in the Face Sheet to this Contract shall specify the maximum amount per each cost category that is reimbursable under this Contract. The Contractor shall specify in its invoices or financial reports (as required by UNDP) the amount of the actual reimbursable costs incurred in the provision of the Services.
  - 4.2.2 The Contractor shall not provide the Services or equipment, materials and supplies that may result in any costs in excess of the amount stated in the Face Sheet of this Contract, or of the maximum amount per each cost category specified in the breakdown of costs contained in the Financial Proposal, without the prior written agreement of the UNDP Contact Person.

- 4.2.3 The Contractor shall submit original invoices or financial reports (as required by UNDP) for the Services provided in accordance with the schedule set forth in the Terms of Reference and Schedule of Payments. Such invoices or financial reports shall indicate a deliverable or deliverables completed and the corresponding amount payable. They shall be submitted to the UNDP Contact Person, together with whatever supporting documentation of the actual costs incurred that is required in the Financial Proposal, or may be required by UNDP.
- 4.2.4 UNDP shall effect payments to the Contractor upon completion by the Contractor of the deliverable(s) indicated in the original invoices or financial reports (as required by UNDP) and upon acceptance of these invoices or financial reports by UNDP. Such payments shall be subject to any specific conditions for reimbursement specified in the breakdown of costs contained in the Financial Proposal.
- 4.2.5 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.

**5. ADVANCE PAYMENT:**

- 5.1 If an advance payment is due to the Contractor pursuant to the Face Sheet of this Contract, the Contractor shall submit an original invoice for the amount of that advance payment upon signature of this Contract by the Parties.
- 5.2 If an advance payment representing 20% or more of the total contract value, or amounting to US\$30,000 or more, is to be made by UNDP upon signature of the Contract by the Parties, such payment shall be contingent upon receipt and acceptance by UNDP of a bank guarantee or a certified cheque for the full amount of the advance payment, valid for the duration of the Contract, and in a form acceptable to UNDP.

**6. SUBMISSION OF INVOICES AND REPORTS:**

- 6.1 All original invoices, financial reports and any other reports and supporting documentation required under this Contract shall be submitted by mail by the Contractor to UNDP Contact Person. Upon request of the Contractor, and subject to approval by UNDP, invoices and financial reports may be submitted to UNDP by fax or email.
- 6.2 All reports and invoices shall be submitted by the Contractor to the UNDP Contact Person specified in the Face Sheet of this Contract.

**7. TIME AND MANNER OF PAYMENT:**

- 7.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.
- 7.2 Where the Services are to be provided, in addition to an invoice, the Contractor shall submit to UNDP a report, describing in detail the Services provided under the Contract during the period of time covered in each report. All reports shall be written in the English language.

**8. RESPONSIBILITY FOR EMPLOYEES:**

- 8.1 The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

- 8.2** The Contractor is responsible for and shall assume all risk and liabilities relating to its personnel and property. The Contractor shall (i) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the Services are being provided; and (ii) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth above.
- 9. ASSIGNMENT:** The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.
- 10. SUBCONTRACTING:** In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.
- 11. INDEMNIFICATION:** The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of worker's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.
- 12. INSURANCE AND LIABILITY:**
- 12.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 12.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury, disability or death in connection with this Contract.
- 12.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of Services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 12.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- 12.4.1** Name UNDP as additional insured;
- 12.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;



12.4.3 Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

12.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article 12.

**13. ENCUMBRANCES AND LIENS:** The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Contractor or that may become due for any work done or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Contractor or UNDP.

**14. EQUIPMENT FURNISHED BY UNDP TO THE CONTRACTOR:** Title to any equipment and supplies that may be furnished by UNDP to the Contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear, and the Contractor shall be liable to compensate UNDP for the actual costs of any loss of, damage to, or degradation of the equipment that is beyond normal wear and tear.

**15. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**15.1** Except as is otherwise expressly provided in writing in the Contract, UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.

**15.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**15.3** At the request of UNDP, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract.

**15.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**16. PUBLICITY, AND USE OF THE NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise without the written permission of UNDP.

**17. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**17.1** The Recipient shall:

17.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar Information that it does not wish to disclose, publish or disseminate; *and*,

17.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

**17.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 17, the Recipient may disclose Information to:

17.2.1 any other party with the Discloser's prior written consent; *and*,

17.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, *provided that*, for these purposes a controlled legal entity means:

17.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; *or*,

17.2.2.2 any entity over which the Party exercises effective managerial control; *or*,

17.2.2.3 for the United Nations, a principal or subsidiary organ of the United Nations established in accordance with the Charter of the United Nations.

**17.3** The Contractor may disclose Information *to the extent* required by law, *provided that*, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**17.4** UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, or pursuant to resolutions or regulations of the General Assembly or rules promulgated thereunder.

**17.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

- 17.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

**18. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:**

- 18.1 In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- 18.2 If the Contractor is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, UNDP shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in Article 19, "Termination," except that the period of notice shall be seven (7) days instead of thirty (30) days. In any case, UNDP shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of *force majeure* for any period in excess of ninety (90) days.
- 18.3 *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Contractor. The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas, or to any incidents of civil unrest occurring in such areas, shall not, in and of itself, constitute *force majeure* under the Contract.

**19. TERMINATION:**

- 19.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 22.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 19.2 UNDP may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of UNDP applicable to the performance of the Contract or the funding of UNDP applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance



written notice to the Contractor, UNDP may terminate the Contract without having to provide any justification therefor.

**19.3** In the event of any termination of the Contract, no payment shall be due from UNDP to the Contractor except for the Services satisfactorily provided to UNDP in accordance with the requirements of the Contract.

**19.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

**19.5** The provisions of this Article 19 are without prejudice to any other rights or remedies of UNDP under the Contract or otherwise.

**20. NON-WAIVER OF RIGHTS:** The failure by either Party to exercise any rights available to it, whether under the Contract or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Contract.

**21. NON-EXCLUSIVITY:** Unless otherwise specified in the Contract, UNDP shall have no obligation to purchase any minimum quantities of goods or services from the Contractor, and UNDP shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity described in the Contract, from any other source at any time.

## **22. SETTLEMENT OF DISPUTES:**

**22.1 AMICABLE SETTLEMENT:** The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract 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 Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.

**22.2 ARBITRATION:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 22.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26

("Interim measures") and Article 34 ("Form and effect of the award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless

otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

- 23. PRIVILEGES AND IMMUNITIES:** Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**24. TAX EXEMPTION:**

**24.1** Article II, 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 public utility services, and is exempt from customs restrictions, 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 the exemptions of UNDP from such taxes, restrictions, duties, or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

**24.2** The Contractor authorizes UNDP to deduct from the Contractor's invoices any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties, or charges under written protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized, and UNDP shall reimburse the Contractor for any such taxes, duties, or charges so authorized by UNDP and paid by the Contractor under written protest.

- 25. MODIFICATIONS:** No modification or change in this Contract shall be valid and enforceable against UNDP unless executed in writing by the duly authorized representatives of the Parties.

**26. AUDITS AND INVESTIGATIONS:**

**26.1** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Contract.

**26.2** UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

**26.3** The Contractor shall provide its full and timely cooperation with any such inspections, postpayment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor

shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

- 26.4** UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits or investigations to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. The Contractor also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the funding for the procurement of Goods and/or Services which are the subject of this Contract, shall have direct recourse to the Contractor for the recovery of any funds determined by UNDP to have been used in violation of or inconsistent with this Contract.

**27. LIMITATION ON ACTIONS:**

- 27.1** Except with respect to any indemnification obligations in Article 11, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 22.2, above, arising out of the Contract must be commenced within three years after the cause of action has accrued.
- 27.2** The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins.

- 28. ESSENTIAL TERMS:** The Contractor acknowledges and agrees that each of the provisions in Articles 29 to 35 hereof constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle UNDP to terminate the Contract or any other contract with UNDP immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the said essential terms to the relevant national authorities for appropriate legal action.

- 29. SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions concerning or restrictions on the Contractor's performance under the Contract, the Contractor shall promptly notify UNDP and provide all reasonable assistance required by UNDP. The Contractor shall not take any action in respect of the performance of its obligations under the Contract that may adversely affect the interests of UNDP or the United Nations, and the Contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP.

- 30. STANDARDS OF CONDUCT:** The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract, or the award thereof, to any representative, official, employee or other agent of UNDP. The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In addition, in the performance of the Contract, the Contractor shall comply with the Standards of Conduct set forth in the Secretary General's Bulletin ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat

Officials, and Expert on Mission" and ST/SGB/2006/15 of 26 December 2006 on "Post-employment restrictions", and shall also comply with and be subject to the requirements of the following:

- 30.1 The UN Supplier Code of Conduct;
- 30.2 UNDP Policy on Fraud and other Corrupt Practices ("UNDP Anti-fraud Policy");
- 30.3 UNDP Office of Audit and Investigations (OAI) Investigation Guidelines;
- 30.4 UNDP Vendor Sanctions Policy; and
- 30.5 All security directives issued by UNDP.

The Contractor acknowledges and agrees that it has read and is familiar with the requirements of the foregoing documents which are available online at [www.undp.org](http://www.undp.org) or at <http://www.undp.org/content/undp/en/home/operations/procurement/business/>. In making such acknowledgement, the Contractor represents and warrants that it is in compliance with the requirements of the foregoing, and will remain in compliance throughout the term of this Contract.

**31. OBSERVANCE OF THE LAW:** The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified vendor of goods or services to UNDP, as such obligations are set forth in UNDP vendor registration procedures.

**32. CHILD LABOR:** The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiary or affiliated entities (if any) 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.

**33. MINES:** The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**34. SEXUAL EXPLOITATION:**

**34.1** In the performance of the Contract, the Contractor shall comply with the Standards of Conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse." In particular, the Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

**34.2** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled 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 reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person.

**34.3** 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.

**35. ANTI-TERRORISM:** The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under the Contract is used to provide support to individuals or entities associated with terrorism and that recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [https://www.un.org/sc/suborg/en/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list). This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.