



*Empowered lives.
Resilient nations.*

INVITATION TO BID

LTA for Printer and Photocopier Toner or Cartridge

ITB No.: **ITB-BD-2019-001**

Project: UNDP Country office, All Projects and Other agency

Country: Bangladesh

Issued on: 4 March 2019

Contents

Section 1. Letter of Invitation.....	5
Section 2. Instruction to Bidders	6
GENERAL PROVISIONS	6
1. Introduction	6
2. Fraud & Corruption, Gifts and Hospitality.....	6
3. Eligibility	6
4. Conflict of Interests	7
B. PREPARATION OF BIDS	7
5. General Considerations	7
6. Cost of Preparation of Bid	8
7. Language	8
8. Documents Comprising the Bid	8
9. Documents Establishing the Eligibility and Qualifications of the Bidder	8
10. Technical Bid Format and Content	8
11. Price Schedule.....	8
12. Bid Security	8
13. Currencies	9
14. Joint Venture, Consortium or Association.....	9
15. Only One Bid	10
16. Bid Validity Period.....	10
17. Extension of Bid Validity Period	10
18. Clarification of Bid (from the Bidders).....	11
19. Amendment of Bids	11
20. Alternative Bids.....	11
21. Pre-Bid Conference.....	11
C. SUBMISSION AND OPENING OF BIDS	12
22. Submission	12
Hard copy (manual) submission.....	12
Email and eTendering submissions.....	12
23. Deadline for Submission of Bids and Late Bids	12
24. Withdrawal, Substitution, and Modification of Bids.....	13
25. Bid Opening.....	13
D. EVALUATION OF BIDS	13
26. Confidentiality.....	13
27. Evaluation of Bids	13
28. Preliminary Examination	14

29. Evaluation of Eligibility and Qualification	14
30. Evaluation of Technical Bid and prices	14
31. Due diligence	14
32. Clarification of Bids	15
33. Responsiveness of Bid	15
34. Nonconformities, Reparable Errors and Omissions.....	15
E. AWARD OF CONTRACT	16
35. Right to Accept, Reject, Any or All Bids	16
36. Award Criteria.....	16
37. Debriefing.....	16
38. Right to Vary Requirements at the Time of Award.....	16
39. Contract Signature.....	16
40. Contract Type and General Terms and Conditions.....	16
41. Performance Security	16
42. Bank Guarantee for Advanced Payment	16
43. Liquidated Damages	17
44. Payment Provisions	17
45. Vendor Protest.....	17
46. Other Provisions	17
Section 3. Bid Data Sheet.....	18
Section 4. Evaluation Criteria	22
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities.....	24
Section 5b: Other Related Requirements	38
Section 6: Returnable Bidding Forms / Checklist.....	40
Form A: Bid Submission Form	41
Form B: Bidder Information Form	42
Form C: Joint Venture/Consortium/Association Information Form	45
Form D: Eligibility and Qualification Form.....	46
Form E: Format of Technical Bid	48
FORM F: Price Schedule Form.....	51
FORM G: Form of Bid Security	57
Form H: Self Declaration that the company is not in the UN Security Council 1267/1989 List Financial Proposal Form.....	58
Form I: Contract to be Signed, including General Terms and Conditions	59
2. OBLIGATIONS OF THE CONTRACTOR:	61
4. PRICE AND PAYMENT:	62
5. ADVANCE PAYMENT:	63

6.	SUBMISSION OF INVOICES AND REPORTS:	63
7.	TIME AND MANNER OF PAYMENT:	63
9.	ASSIGNMENT:.....	65
12.	INDEMNIFICATION:	68
13.	INSURANCE AND LIABILITY:	69
16.	COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:.....	70
19.	FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:	72
20.	TERMINATION:	72
23.	SETTLEMENT OF DISPUTES:	74
25.	TAX EXEMPTION:.....	74
26.	MODIFICATIONS:.....	75
27.	AUDITS AND INVESTIGATIONS:.....	75
28.	LIMITATION ON ACTIONS:	75
35.	SEXUAL EXPLOITATION:.....	77

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule
 - Form G: Form of Bid Security
 - Form H: Self Declaration That The Company Is Not In The Un Security Council 1267/1989 List Financial Proposal Form
 - Form I: Contract to be Signed, including General Terms and Conditions

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to bd.procurement@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by

Approved by:

Name: Md Najmul Haider

Title: Procurement Cluster

Date: **March 4, 2019**

Name: Sonia Mehzabeen

Title: Operations Manager

Date: **March 4, 2019**

Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

	be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted Time: 11.00 AM (local Time) Date : March 11, 2019 11:00 AM Venue: UNDP Meeting Room, 19th Floor, IDB Building, E/8, Begum Rokeya Sharani, Sher-e-Bangla Nagor, Agargaon, Dhaka-1207, Bangladesh.</p> <p>The UNDP focal point for the arrangement is: Md. Najmul Haider, Procurement Cluster Telephone: 55667788 Ext-1920 E-mail: bd.procurement@undp.org (To participate the pre-proposal meeting The prospective bidders should carry original Passport/ original NID/valid Driving license (with photograph) to access the IDB premise and cater for their own transport.</p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 1 % Max. no. of days of delay: 20 Days After which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	12	Currency of Bid	Local Currency (BDT) or United States Dollars (US\$) Inclusive all Direct and Indirect Cost
11	31	Deadline for submitting requests for clarifications/ questions	15 days before the submission deadline Date: 11 March 2019 Time: 4.30pm (Local Time)
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Md. Najmul Haider Address: 19th Floor, UNDP Bangladesh E-mail address dedicated for this purpose: bd.procurement@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering <input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. Also will be posted on UNDP Bangladesh website: http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html
14	23	Deadline for Submission	Date and Time: March 28, 2019 4:30 PM Bangladesh Time Zone Date: 28 March 2019 (Thursday) Time: 4.30pm (Local Time) Date and Time: As specified in the system (note that time zone indicated in the system is Eastern Daylight time zone). PLEASE NOTE: - 1. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

			<p>3. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<p><u>[Insert Physical or E-mai Address]</u></p> <p>[https://etendering.partneragencies.org]</p> <p><u>BU: BGD10; Event ID: ITB-19-001</u></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: [Not exceeding 45 MB] ZIP format files allowed in case large volume of document – but not RAR formats and not to exceed 45 MB
17	25	Date, time and venue for the opening of bid	<p>Date and Time: March 28, 2019 4:30 PM Time: 4.30pm (Local Time)</p> <p>Date and Time: As specified in the system (note that time zone indicated in the system is Eastern Daylight time zone). PLEASE NOTE: -</p> <p>1.It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.</p>

18	27, 36	Evaluation Method for the Award of Contract	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest priced technically responsive, eligible and qualified bid. <input checked="" type="checkbox"/> Lot by Lot Basis
19		Expected date for commencement of Contract	<i>April 15, 2019</i>
20		Maximum expected duration of contract	Long Term Agreement for a period of one year with the possibility of annual renewal for an additional two years subject to satisfactory performance on yearly basis
21	35	UNDP will award the contract to:	One Proposer for LOT-01 and Another Proposal for LOT-02
22	39	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html PO will be issued in every single order.
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	UNDP will establish LTA for cartridges and toners. The purpose of establishing LTA is to get the goods in right time, in right place, in right quantity, right quality with in right manner. UNDP reserves the right to vary the quantity of the goods up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions UNDP Bangladesh represents the total consumption for a period of last three years.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security (if required) submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Export/Import Licenses, if applicable 	Form B: Bidder Information Form
	<ul style="list-style-type: none"> ▪ Mandatory Eligibility Criteria 	Form B: Bidder Information Form
QUALIFICATION		

History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum years of relevant experience.	Form D: Qualification Form
	Minimum contracts of similar value, nature and complexity implemented over the last years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form
	Any additional criteria if required	

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

Specifications/Bill of Quantities

LOT-01

LOT-01 (Description of Photocopier Toners/ Cartridge Specifications)									
SI No	Categories of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	Approx. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
1	Photocopier	Canon	Canon photocopier 4235i	Canon photocopier 4235i	NPG-57	EA	6	3~4-week after Issuing the PO	
2	Photocopier	Canon	LBP623DN	LBP623DN	326Starter	EA	2	2~3-week after Issuing the PO	
3	Photocopier	TOSHIBA	e-studio 257	e-studio 257	TOSHIBA e-studio 257; Toshiba T-5070U	EA	3	2~3-week after Issuing the PO	
4	Photocopier	Sharp	MX – M453U	MX – M453U	MX – 500 AT	EA	25	2~3-week after Issuing the PO	
5	Photocopier	Sharp	MX – M450U	MX – M450U	MX – 455 ST	EA	2	2~3 week after Issuing the PO	
6	Photocopier	Sharp	MX-M453U	MX-M453U	Sharp MX-M453U (Photo Copy Toner); MX500GT)	EA	7	2~3 week after Issuing the PO	
7	Photocopier	Sharp	MX-M265N	MX-M265N	Sharp A3MX 315AT	EA	7	2~3 week after Issuing the PO	
8	Photocopier	Sharp	Sharp AR-5620V	Sharp AR-5620V	Sharp MX-235NT OEM black toner cartridge	EA	6	2~3 week after Issuing the PO	
9	Photocopier	Sharp	Sharp 500AT- (admin Room)	MX-500AT	MX-500AT	EA	25	2~3 week after Issuing the PO	
10	Photocopier	Canon	Canon Image Runner 2545i	Canon Image Runner 2545i	Canon Image Runner 2545i Photocopier Cartridge C-EXV32	EA	3	3~4 week after Issuing the PO	
11	Photocopier	Canon	Canon Image Runner 2545i	NPG-50 (Black)	NPG-50 (Black); C-EXV32	EA	7	2~3 week after Issuing the PO	

LOT-01 (Description of Photocopier Toners/ Cartridge Specifications)									
SI No	Categories of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	Approx. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
12	Photocopier	Canon	Canon Image Runner Advance 6255i	Canon Image Runner Advance 6255i	Toner Black C-EXV 36	EA	2	4~6-week after Issuing the PO	
13	Photocopier	Canon	LBP-3300	LBP-3300	LBP-3300	EA	8	2~3-week after Issuing the PO	

Specifications/Bill of Quantities

LOT-02

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI No	Categories of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
1	Printer	HP	Laser jet Pro M402 dn	M-402dw; MFP-M426	HP 26A Black Original LaserJet Toner Cartridge; (CF226A)	EA	49	2~3-week after Issuing the PO	
2	Printer	HP	Color LaserJet-Pro M452dn (CYMK)	Color LaserJet-Pro M452dn (CYMK)	HP 410A Black Original LaserJet Toner Cartridge	EA	5	4~6 Weeks after issue the PO	
3	Printer	HP	Color LaserJet-Pro M452dn (CYMK)	Color LaserJet-Pro M452dn (CYMK)	CF411A- Cyan	EA	7	4~6 Weeks after issue the PO	
4	Printer	HP	Color LaserJet-Pro M452dn (CYMK)	Color LaserJet-Pro M452dn (CYMK)	CF412A- Yellow	EA	5	4~6 Weeks after issue the PO	
5	Printer	HP	Color LaserJet-Pro M452dn (CYMK)	Color LaserJet-Pro M452dn (CYMK)	CF413A- Magenta	EA	5	4~6 Weeks after issue the PO	
6	Printer	HP	P2035, P2035n, P2055, P2055d, P2055dn, P2055x	P2035, P2035n, P2055, P2055d, P2055dn, P2055x	Cartridge for Printer-Model: HP Laser Jet - 05A; CE505A	EA	67	2~3 week after Issuing the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
7	Printer	HP	HP LaserJet Pro P1102, P1102w, P1566, MFP M1212nf, M1214nfh, M1216nfh, M1217nfw, M1213nf, M1132, M1132s, M1136	HP LaserJet Pro P1102, P1102w, P1566, MFP M1212nf, M1214nfh, M1216nfh, M1217nfw, M1213nf, M1132, M1132s, M1136	Model - HP 85A Printing Color - Black Printing Technology - Laser	EA	3	2~3 week after Issuing the PO	
8	Printer	HP	HP LaserJet P4015	HP LaserJet P4014, P4014n, P4014dn, P4015n, P4015dn, P4015tn, P4015x, P4515n, P4515tn, P4515x	HP 64A Black Original LaserJet Toner Cartridge	EA	16	2~3 week after Issuing the PO	
9	Printer	HP	Model: Office Jet 7110	Model: Office Jet 7110	HP 932XL High Yield Black Original Ink Cartridge	EA	2	2~3 week after Issuing the PO	
10	Printer	HP	Model: Office Jet 7110	Model: Office Jet 7110	HP 933XL High Yield Magenta Original Ink Cartridge	EA	2	2~3 week after Issuing the PO	
11	Printer	HP	Model: Office Jet 7110	Model: Office Jet 7110	HP 933XL High Yield Cyan Original Ink Cartridge	EA	2	2~3 week after Issuing the PO	
12	Printer	HP	Model: Office Jet 7110	Model: Office Jet 7110	HP 933XL High Yield Yellow Original Ink Cartridge	EA	2	2~3 week after Issuing the PO	
13	Printer	HP	HP Laser jet P1005	HP LaserJet P1005	HP 35A Black Original LaserJet Toner Cartridge	EA	7	2~3 week after Issuing the PO	
14	Printer	HP	HP Laser Jet P2015D	HP Laser Jet P2015D	53A (Q7553A)	EA	1	2~3 week after Issuing the PO	
15	Printer	HP	HP Color Laser Jet 5550dn	HP Color Laser Jet 5550dn	C9730A(Black); Product Code- 645A Black	EA	2	4~6 Weeks after issue the PO	
16	Printer	HP	HP Color Laser Jet 5550dn	HP Color Laser Jet 5550dn	C9731A (Cyan); Product Code- 645A Cyan	EA	2	4~6 Weeks after issue the PO	
17	Printer	HP	HP Color Laser Jet 5550dn	HP Color Laser Jet 5550dn	C9732A (Yellow); Product Code- 645A Yellow	EA	2	4~6 Weeks after issue the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
18	Printer	HP	HP Color Laser Jet 5550dn	HP Color Laser Jet 5550dn	C9733A (Magenta); Product Code- 645A Magenta	EA	2	4~6 Weeks after issue the PO	
19	Printer	HP	HP laser jet Enterprise 700 MFP M775 dn	HP laser jet Enterprise 700 MFP M775 dn	HP 651A Cyan Original LaserJet Toner Cartridge	EA	4	4~6 Weeks after issue the PO	
20	Printer	HP	HP laser jet Enterprise 700 MFP M775 dn	HP laser jet Enterprise 700 MFP M775 dn	HP 651A Magenta Original LaserJet Toner Cartridge	EA	4	4~6 Weeks after issue the PO	
21	Printer	HP	HP laser jet Enterprise 700 MFP M775 dn	HP laser jet Enterprise 700 MFP M775 dn	HP 651A Yellow Original LaserJet Toner Cartridge	EA	4	4~6 Weeks after issue the PO	
22	Printer	HP	HP laser jet Enterprise 700 MFP M775 dn	HP laser jet Enterprise 700 MFP M775 dn	HP 651A Black Original LaserJet Toner Cartridge	EA	4	4~6 Weeks after issue the PO	
23	Printer	HP	P-3015	P-3015	HP 55A Black Original LaserJet Toner Cartridge; (CE255A)	EA	25	2~3 week after Issuing the PO	
24	Printer	HP	P-2055	P2035, P2035n, P2055, P2055d, P2055dn, P2055x	Cartridge for Printer- Model: HP Laser Jet - 05A; CE505A	EA	67	2~3 week after Issuing the PO	
25	Printer	HP	M605	M604, M605, M606; M630	Laser Jet Enterprise M605; CF-281A	EA	4	2~3 week after Issuing the PO	
26	Printer	HP	Color Laser Jet Pro MFP M277dw	PRO; M-252; MFP: M277dw	HP 201A Black Original LaserJet Toner Cartridge (CF400A)	EA	7	4~6 Weeks after issue the PO	
27	Printer	HP	Color Laser Jet Pro MFP M277dw	PRO; M-252; MFP: M277dw	HP 201A Cyan Original LaserJet Toner (CF401A) Colour: Cyan	EA	5	4~6 Weeks after issue the PO	
28	Printer	HP	Color Laser Jet Pro MFP M277dw	PRO; M-252; MFP: M277dw	HP 201A Magenta Original LaserJet Toner Cartridge (CF403A)	EA	5	4~6 Weeks after issue the PO	
29	Printer	HP	Color Laser Jet Pro MFP M277dw	PRO; M-252; MFP: M277dw	HP 201A Yellow Original LaserJet Toner Cartridge (CF402A)	EA	5	4~6 Weeks after issue the PO	
30	Printer	HP	LaserJet Enterprise MFP M632h	LaserJet Enterprise MFP M632h	HP 37Y Extra High Yield; CF237Y	EA	40	2~3 week after Issuing the PO	
31	Printer	HP	Color LaserJet MFP M577	Color LaserJet MFP M577	CF362A; HP 508A Yellow Original LaserJet Toner (CF362A)	EA	48	4~6 Weeks after issue the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
32	Printer	HP	Color LaserJet M551	Color LaserJet M551	HP 507A Black Original ; CE400X	EA	8	4~6 Weeks after issue the PO	
33	Printer	HP	Color LaserJet M551	Color LaserJet M551	HP 507A Cyan Original LaserJet Toner (CE401A); CE401A	EA	8	4~6 Weeks after issue the PO	
34	Printer	HP	Color LaserJet M551	Color LaserJet M551	HP 507A Magenta Original LaserJet Toner (CE403A); CE403A	EA	8	4~6 Weeks after issue the PO	
35	Printer	HP	Color LaserJet M551	Color LaserJet M551	HP 507A Yellow Original LaserJet Toner (CE402A); CE402A	EA	8	4~6 Weeks after issue the PO	
36	Printer	HP	Color LaserJet CP4525	CP4525; CP- 4025	CE260X/ 260A Toner Name: HP 647A Black	EA	5	4~6 Weeks after issue the PO	
37	Printer	HP	Color LaserJet CP4525	CP4525; CP- 4025	CE261A; Toner Name: HP 648A CYAN	EA	5	4~6 Weeks after issue the PO	
38	Printer	HP	Color LaserJet CP4525	CP4525; CP- 4025	CE263A; Toner Name: HP 648A Magenta	EA	5	4~6 Weeks after issue the PO	
39	Printer	HP	Color LaserJet CP4525	CP4525; CP- 4025	CE262A; Toner Name: HP 648A Yellow	EA	5	4~6 Weeks after issue the PO	
40	Printer	HP	LaserJet P4015X	P-4015; P-4515	CC364X; HP 64X High Yield Black	EA	20	2~3 week after Issuing the PO	
41	Printer	HP	HP LaserJet Pro M501dn	M506, M527	HP 87X High Yield Black Original LaserJet Toner Cartridge (CF287X)	EA	15	2~3 week after Issuing the PO	
42	Printer	HP	M-4555 mfp; LaserJet 600 M602	M-4555 mfp; LaserJet 600 M602	HP 90A Black Original LaserJet Toner Cartridge; CE 390A	EA	46	2~3 week after Issuing the PO	
43	Printer	HP	M425dn; Laser Jet Pro 400; M401dn	M425dn; Laser Jet Pro 400 M401dn	HP 80A Black Original LaserJet Toner Cartridge; CF280A	EA	23	2~3 week after Issuing the PO	
44	Printer	HP	P1606	P1606	HP 78A Black Original LaserJet Toner Cartridge	EA	2	2~3 week after Issuing the PO	
45	Printer	HP	M-4555 mfp; LaserJet 600 M602	M-4555 mfp; LaserJet 600 M602	HP 90A Black Original LaserJet Toner Cartridge; CE 390A	EA	48	2~3 week after Issuing the PO	
46	Printer	HP	Pro M201 dw	M201; M-125, M-127; M-225	HP 83A Black Original LaserJet Toner Cartridge; CF283A	EA	2	2~3 week after Issuing the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
47	Printer	HP	LaserJet-4350dtn	HP LaserJet 4250 / 4350 / P4240/ P4350	HP 42A Black Original LaserJet Toner Cartridge, Q5942A	EA	12	2~3 week after Issuing the PO	
48	Printer	HP	HP CP1525 N	HP CP1525 N; CM-1415	HP 128A Toner Cartridge Multipack - (CE320A & CF371AM); Contains 1 x Black, 1 x Cyan, 1 x Magenta, 1 x Yellow Cartridge	SET	2	2~3 week after Issuing the PO	
49	Printer	HP	M176; MFP M177	M176; MFP M177	HP 130A Black Original LaserJet Toner (CF350A)	EA	6	4~6 Weeks after issue the PO	
50	Printer	HP	M176; MFP M177	M176; MFP M177	HP 130A Magenta Original LaserJet Toner (CF353A)	EA	6	4~6 Weeks after issue the PO	
51	Printer	HP	M176; MFP M177	M176; MFP M177	HP 201A Cyan Original LaserJet Toner (CF401A)	EA	6	4~6 Weeks after issue the PO	
52	Printer	HP	M176; MFP M177	M176; MFP M177	HP 130A Yellow Original LaserJet Toner (CF350A)	EA	6	4~6 Weeks after issue the PO	
53	Printer	HP	700 M712	700 M712	HP LaserJet 700 M712 (14X) (Black & White Toner)	EA	6	2~3 week after Issuing the PO	
54	Printer	HP	CP5525	CP5525	HP Laser Jet CP5525 (650A) 04 Color toner; (CE271A)	SET	3	2~3 week after Issuing the PO	
55	Printer	HP	LASER JET MFP 436NDA	LASER JET MFP 436NDA	CF257A HP 57A	EA	10	2~3 week after Issuing the PO	
56	Printer	HP	Model: 711	HP DesignJet T520 36-in Printer Ink Cartridges	HP 711 80-ml Black DesignJet Ink Cartridge	EA	3	2~3 week after Issuing the PO	
57	Printer	HP	Model: 711	HP DesignJet T520 36-in Printer Ink Cartridges	HP 711 29-ml Magenta DesignJet Ink Cartridge	EA	2	2~3 week after Issuing the PO	
58	Printer	HP	Model: 711	HP DesignJet T520 36-in Printer Ink Cartridges	HP 711 29-ml Yellow DesignJet Ink Cartridge	EA	5	2~3 week after Issuing the PO	
59	Printer	HP	Model: 711	HP DesignJet T520 36-in Printer Ink Cartridges	HP 711 29-ml Cyan DesignJet Ink Cartridge	EA	5	2~3 week after Issuing the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
60	Printer	HP	Laser Jet Enterprise M608	HP 37A Black Original LaserJet Toner Cartridge (E60055, E60065, E60075, M607, M608, M609; please see NOTE below)	HP LaserJet print cartridge 37A CF 237A	EA	8	2~3 week after Issuing the PO	
61	Printer	HP	Color Laser Jet Pro M252n	Color Laser Jet Pro M252n	Color Laser Jet Pro M252n 201 A; (CF400A/CF401A/CF402 A/CF403A)	SET	4	4~6 Weeks after issue the PO	
62	Printer	HP	Color Laser Jet Pro M252n	Color Laser Jet Pro M252n	Color Laser Jet Pro M252n 201 ABlack: 1	EA	1	4~6 Weeks after issue the PO	
63	Printer	HP	Color Laser Jet Pro M252n	Color Laser Jet Pro M252n	Color Laser Jet Pro M252n 201 AMagenta: 1	EA	1	4~6 Weeks after issue the PO	
64	Printer	HP	HP LaserJet- 400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	HP LaserJet-400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	Black; HP CE410A Black Toner Cartridge (305A)	EA	3	2~3 week after Issuing the PO	
65	Printer	HP	HP LaserJet- 400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	HP LaserJet-400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	Cyan: Model: HP CE411A (HP 305A) CYAN	EA	2	2~3 week after Issuing the PO	
66	Printer	HP	HP LaserJet- 400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	HP LaserJet-400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	Yellow: Model: CE412A	EA	2	2~3 week after Issuing the PO	
67	Printer	HP	HP LaserJet- 400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	HP LaserJet-400 color M45Inw; HP 305A C/M/Y Color Toner Cartridges	Magenta; Model: CE413A	EA	2	2~3 week after Issuing the PO	
68	Printer	HP	HP-Color- 750dn	HP Color LaserJet Enterprise M750dn Toner Cartridges	HP 650A Black Original LaserJet Toner Cartridge	EA	1	4~6 Weeks after issue the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
69	Printer	HP	HP-Color-750dn	HP Color LaserJet Enterprise M750dn Toner Cartridges	HP 650A Cyan Original LaserJet Toner Cartridge	EA	1	4~6 Weeks after issue the PO	
70	Printer	HP	HP-Color-750dn	HP Color LaserJet Enterprise M750dn Toner Cartridges	HP 650A Yellow Original LaserJet Toner Cartridge	EA	1	4~6 Weeks after issue the PO	
71	Printer	HP	HP-Color-750dn	HP Color LaserJet Enterprise M750dn Toner Cartridges	HP 650A Magenta Original LaserJet Toner Cartridge	EA	1	4~6 Weeks after issue the PO	
72	Printer	HP	M606dn	M606dn	HP 81X (CF281X)Black Original LaserJet Toner Cartridge	EA	3	2~3 week after Issuing the PO	
73	Printer	HP	M806dn	M806dn	HP 25X (CF325X)Black Original LaserJet Toner Cartridge	EA	3	2~3 week after Issuing the PO	
74	Printer	HP	M806dn	M806dn	HP 25X (CF325X)Black Original LaserJet Toner Cartridge	EA	3	2~3 week after Issuing the PO	
75	Printer	HP	M402dn	M402dn	HP 26X (CF226X)Black Original LaserJet Toner Cartridge	EA	54	2~3 week after Issuing the PO	
76	Printer	HP	M402dn	M402dn	HP 26X (CF226X)Black Original LaserJet Toner Cartridge	EA	2	2~3 week after Issuing the PO	
77	Printer	HP	M651dn	M651dn	HP 652X (CF320X)Black Original LaserJet Toner Cartridge for color printer	EA	2	2~3 week after Issuing the PO	
78	Printer	HP	M651dn	M651dn	HP 654A (CF331A)Cyan Original LaserJet Toner Cartridge for color printer	EA	1	2~3 week after Issuing the PO	
79	Printer	HP	M651dn	M651dn	HP 654A (CF333A)Magenta Original LaserJet Toner Cartridge for color printer	EA	1	2~3 week after Issuing the PO	
80	Printer	HP	M651dn	M651dn	HP 654A (CF332A)Yellow Original LaserJet Toner Cartridge for color printer	EA	1	2~3 week after Issuing the PO	
81	Printer	HP	MX560N	MX560N	Black Toner for MX560N photocopier	EA	3	2~3 week after Issuing the PO	

LOT-02 (Description of Cartridges/ Toner for Printer)									
SI N o	Categori es of Items	Brand	Model	Compatible Printer	Toner / Cartridge Name	Uo M	App rox. Qty	Approx. Delivery Required Date	Comments from Supplier (Compliant or Not Compliant)
82	Printer	HP	MX565N	MX565N	Black Toner for MX565N photocopier	EA	2	2~3 week after Issuing the PO	
83	Printer	HP	pro 2000 color	pro 2000 color	HP LaserJet pro 2000 color	EA	2	2~3 week after Issuing the PO	

Special Note:

- UNDP will establish LTA for cartridges and toners. The purpose of establishing LTA is to get the goods in right time, right place, right quantity with right manner. UNDP reserves the right to vary the quantity of the goods up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions UNDP Bangladesh represents the total consumption for a period of last three years. This figure is just statistical information and does not entail any commitment for future purchases. The contract shall not impose a minimum guarantee on volume on the part of the UNDP.
- Under the provision of scope of works and detailed specification, UNDP Bangladesh reserves the right to inset any new items of toner and cartridge for future demand during the contractual period with LTA holders. However, price of new requirements will be adjusted by doing market survey or assessment in a competitive manner, in existing LTA with having consent from both parties through e-mail and amend the existing contract quarterly/ Half yearly.

Demand Analysis:

Demand Analysis for toner and Cartridge	
Yearly Demand	Amount in USD
2019	84,589.89
2020	84,589.89
2021	84,589.89
Total Amount USD	253,769.67

Note: This figure is just statistical information and does not entail any commitment for future purchases. The contract shall not impose a minimum guarantee on volume on the part of the UNDP.

LOT-01- Yearly Photocopier Demand

Yearly Photocopier Demand					
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty
1	Photocopier	Canon	NPG-57	EA	6
2	Photocopier	Canon	326Starter	EA	2
3	Photocopier	TOSHIBA	TOSHIBA e-studio 257; Toshiba T-5070U	EA	3
4	Photocopier	Sharp	MX – 500 AT	EA	25
5	Photocopier	Sharp	MX – 455 ST	EA	2
6	Photocopier	Sharp	Sharp MX-M453U (Photo Copy Toner); MX500GT)	EA	7
7	Photocopier	Sharp	Sharp A3MX 315AT	EA	7
8	Photocopier	Sharp	Sharp MX-235NT OEM black toner cartridge	EA	6
9	Photocopier	Sharp	MX-500AT	EA	25
10	Photocopier	Canon	Canon Image Runner 2545i Photocopier Cartridge C-EXV32	EA	3
11	Photocopier	Canon	NPG-50 (Black); C-EXV32	EA	7
12	Photocopier	Canon	Toner Black C-EXV 36	EA	2
13	Photocopier	Canon	LBP-3300	EA	8
Total Approx. Yearly Demand					103

LOT-02- Yearly Photocopier Demand

Yearly Printer Demand					
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty
1	Printer	HP	HP 26A Black Original LaserJet Toner Cartridge; (CF226A)	EA	49
2	Printer	HP	HP 410A Black Original LaserJet Toner Cartridge	EA	5
3	Printer	HP	CF411A- Cyan	EA	7
4	Printer	HP	CF412A- Yellow	EA	5
5	Printer	HP	CF413A- Magenta	EA	5
6	Printer	HP	Cartridge for Printer-Model: HP Laser Jet - 05A; CE505A	EA	67
7	Printer	HP	Model - HP 85A Printing Color - Black Printing Technology - Laser	EA	3
8	Printer	HP	HP 64A Black Original LaserJet Toner Cartridge	EA	16
9	Printer	HP	HP 932XL High Yield Black Original Ink Cartridge	EA	2
10	Printer	HP	HP 933XL High Yield Magenta Original Ink Cartridge	EA	2
11	Printer	HP	HP 933XL High Yield Cyan Original Ink Cartridge	EA	2
12	Printer	HP	HP 933XL High Yield Yellow Original Ink Cartridge	EA	2
13	Printer	HP	HP 35A Black Original LaserJet Toner Cartridge	EA	7
14	Printer	HP	53A (Q7553A)	EA	1
15	Printer	HP	C9730A(Black); Product Code- 645A Black	EA	2
16	Printer	HP	C9731A (Cyan); Product Code- 645A Cyan	EA	2
17	Printer	HP	C9732A (Yellow); Product Code- 645A Yellow	EA	2
18	Printer	HP	C9733A (Magenta); Product Code- 645A Magenta	EA	2
19	Printer	HP	HP 651A Cyan Original LaserJet Toner Cartridge	EA	4
20	Printer	HP	HP 651A Magenta Original LaserJet Toner Cartridge	EA	4
21	Printer	HP	HP 651A Yellow Original LaserJet Toner Cartridge	EA	4
22	Printer	HP	HP 651A Black Original LaserJet Toner Cartridge	EA	4
23	Printer	HP	HP 55A Black Original LaserJet Toner Cartridge; (CE255A)	EA	25

Yearly Printer Demand					
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty
24	Printer	HP	Cartridge for Printer-Model: HP Laser Jet - 05A; CE505A	EA	67
25	Printer	HP	Laser Jet Enterprise M605; CF-281A	EA	4
26	Printer	HP	HP 201A Black Original LaserJet Toner Cartridge (CF400A)	EA	7
27	Printer	HP	HP 201A Cyan Original LaserJet Toner (CF401A) Colour: Cyan	EA	5
28	Printer	HP	HP 201A Magenta Original LaserJet Toner Cartridge (CF403A)	EA	5
29	Printer	HP	HP 201A Yellow Original LaserJet Toner Cartridge (CF402A)	EA	5
30	Printer	HP	HP 37Y Extra High Yield; CF237Y	EA	40
31	Printer	HP	CF362A; HP 508A Yellow Original LaserJet Toner (CF362A)	EA	48
32	Printer	HP	HP 507A Black Original ; CE400X	EA	8
33	Printer	HP	HP 507A Cyan Original LaserJet Toner (CE401A); CE401A	EA	8
34	Printer	HP	HP 507A Magenta Original LaserJet Toner (CE403A); CE403A	EA	8
35	Printer	HP	HP 507A Yellow Original LaserJet Toner (CE402A); CE402A	EA	8
36	Printer	HP	CE260X/ 260A Toner Name: HP 647A Black	EA	5
37	Printer	HP	CE261A; Toner Name: HP 648A CYAN	EA	5
38	Printer	HP	CE263A; Toner Name: HP 648A Magenta	EA	5
39	Printer	HP	CE262A; Toner Name: HP 648A Yellow	EA	5
40	Printer	HP	CC364X; HP 64X High Yield Black	EA	20
41	Printer	HP	HP 87X High Yield Black Original LaserJet Toner Cartridge (CF287X)	EA	15
42	Printer	HP	HP 90A Black Original LaserJet Toner Cartridge; CE 390A	EA	46
43	Printer	HP	HP 80A Black Original LaserJet Toner Cartridge; CF280A	EA	23
44	Printer	HP	HP 78A Black Original LaserJet Toner Cartridge	EA	2
45	Printer	HP	HP 90A Black Original LaserJet Toner Cartridge; CE 390A	EA	48

Yearly Printer Demand					
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty
46	Printer	HP	HP 83A Black Original LaserJet Toner Cartridge; CF283A	EA	2
47	Printer	HP	HP 42A Black Original LaserJet Toner Cartridge, Q5942A	EA	12
48	Printer	HP	HP 128A Toner Cartridge Multipack - (CE320A & CF371AM); Contains 1 x Black, 1 x Cyan, 1 x Magenta, 1 x Yellow Cartridge	SET	2
49	Printer	HP	HP 130A Black Original LaserJet Toner (CF350A)	EA	6
50	Printer	HP	HP 130A Magenta Original LaserJet Toner (CF353A)	EA	6
51	Printer	HP	HP 201A Cyan Original LaserJet Toner (CF401A)	EA	6
52	Printer	HP	HP 130A Yellow Original LaserJet Toner (CF350A)	EA	6
53	Printer	HP	HP LaserJet 700 M712 (14X) (Black & White Toner)	EA	6
54	Printer	HP	HP Laser Jet CP5525 (650A) 04 Color toner; (CE271A)	SET	3
55	Printer	HP	CF257A HP 57A	EA	10
56	Printer	HP	HP 711 80-ml Black DesignJet Ink Cartridge	EA	3
57	Printer	HP	HP 711 29-ml Magenta DesignJet Ink Cartridge	EA	2
58	Printer	HP	HP 711 29-ml Yellow DesignJet Ink Cartridge	EA	5
59	Printer	HP	HP 711 29-ml Cyan DesignJet Ink Cartridge	EA	5
60	Printer	HP	HP LaserJet print cartridge 37A CF 237A	EA	8
61	Printer	HP	Color Laser Jet Pro M252n 201 A; (CF400A/CF401A/CF402A/CF403A)	SET	4
62	Printer	HP	Color Laser Jet Pro M252n 201 ABlack: 1	EA	1
63	Printer	HP	Color Laser Jet Pro M252n 201 AMagenta: 1	EA	1
64	Printer	HP	Black; HP CE410A Black Toner Cartridge (305A)	EA	3
65	Printer	HP	Cyan: Model: HP CE411A (HP 305A) CYAN	EA	2
66	Printer	HP	Yellow: Model: CE412A	EA	2
67	Printer	HP	Magenta; Model: CE413A	EA	2

Yearly Printer Demand					
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty
68	Printer	HP	HP 650A Black Original LaserJet Toner Cartridge	EA	1
69	Printer	HP	HP 650A Cyan Original LaserJet Toner Cartridge	EA	1
70	Printer	HP	HP 650A Yellow Original LaserJet Toner Cartridge	EA	1
71	Printer	HP	HP 650A Magenta Original LaserJet Toner Cartridge	EA	1
72	Printer	HP	HP 81X (CF281X)Black Original LaserJet Toner Cartridge	EA	3
73	Printer	HP	HP 25X (CF325X)Black Original LaserJet Toner Cartridge	EA	3
74	Printer	HP	HP 25X (CF325X) Black Original LaserJet Toner Cartridge	EA	3
75	Printer	HP	HP 26X (CF226X) Black Original LaserJet Toner Cartridge	EA	54
76	Printer	HP	HP 26X (CF226X) Black Original LaserJet Toner Cartridge	EA	2
77	Printer	HP	HP 652X (CF320X) Black Original LaserJet Toner Cartridge for color printer	EA	2
78	Printer	HP	HP 654A (CF331A)Cyan Original LaserJet Toner Cartridge for color printer	EA	1
79	Printer	HP	HP 654A (CF333A)Magenta Original LaserJet Toner Cartridge for color printer	EA	1
80	Printer	HP	HP 654A (CF332A)Yellow Original LaserJet Toner Cartridge for color printer	EA	1
81	Printer	HP	Black Toner for MX560N photocopier	EA	3
82	Printer	HP	Black Toner for MX565N photocopier	EA	2
83	Printer	HP	HP LaserJet pro 2000 color	EA	2
Total Approx. Yearly Demand					787

Note: This figure is just statistical information and does not entail any commitment for future purchases. The contract shall not impose a minimum guarantee on volume on the part of the UNDP.

Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	DDP
Exact Address of Delivery/Installation Location	UNDP Bangladesh Country Office and All Projects within Dhaka City and partially Cox's bazar Office
Mode of Transport Preferred	Land
UNDP Preferred Freight Forwarder, if any ²	N/A
Distribution of shipping documents (if using freight forwarder)	Not Required
Customs, if required, clearing shall be done by:	Supplier
Ex-factory / Pre-shipment inspection	Not Required
Inspection upon delivery	Required
Installation Requirements	Required
Testing Requirements	Required
Scope of Training on Operation and Maintenance	Not Required
Commissioning	Required
Warranty Period	Required; Warranty for a minimum period of six months or manufacturer warranty whichever is more.
Local Service Support	Required
Technical Support Requirements	Required
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 06 months <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair
Payment Terms (max. advanced payment is 20% as per UNDP policy)	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Installation

²A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

	<input checked="" type="checkbox"/> Testing <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements (LOT 01 & LOT 02)
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input checked="" type="checkbox"/>
▪ Form B: Bidder Information Form	<input checked="" type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input checked="" type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input checked="" type="checkbox"/>
▪ Form G: Form of Bid Security	
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input checked="" type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input checked="" type="checkbox"/>
-------------------------------	-------------------------------------

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-BD-2019-001		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may	Name and Title: [Complete]

<p>contact for requests for clarifications during Bid evaluation</p>	<p>Telephone numbers: [Complete] Email: [Complete]</p>
<p>Please attach the following documents:</p>	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured- -(Must be attached) for LOT 01 & 02 ▪ Certificate of Incorporation/ Business Registration or Trade license (Updated Trade License 2018-2019) - -(Must be attached) for LOT 01 & 02 ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder- -(Must be attached) for LOT 01 & 02 ▪ Certificate or Evidence of of VAT or BIN by Regulatory authority (Must be attached) for LOT 01 & 02 ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any for LOT 01 & 02 ▪ Certification or authorization to act as Agent/Reseller/ dealer on behalf of the Manufacturer, or Power of Attorney. (Must be attached)- Only LOT-02 ▪ Dealer or Distribution or Reseller certification from local agent or Manufacture- Only for LOT-01 (Photocopier) <i>(This criterion would not be considered in LOT-02)</i> ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country- (Must be attached) for LOT 01 & 02 ▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past two (2) years (2017-2018) and (2016-2017) (Must be attached) for LOT 01 & 02 ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past five (5) years (Must attached relevant Purchase order/ Work Order with bidding proposal). - (Must be attached) for LOT 01 & 02

- Minimum three (05) years of experience as a firm to deal with same nature of business. (Must attached relevant Purchase order/ Work Order with bidding proposal)- (Must be attached) for **LOT 01 & 02**
- Full compliance of Bid to the Technical Requirements **Section 5a-** - (Must be attached) for **LOT 01 & 02**
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.- -(Must be attached) for **LOT 01 & 02**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-BD-2019-001		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-BD-2019-001		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Full compliance of Bid to the Technical Requirements- Section 5a (LOT-01)					
Full compliance of Bid to the Technical Requirements- Section 5a (LOT-02)					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Warranty for a minimum period of six months or manufacturer warranty whichever is more.			
Local Service Support- Required			
Bid Validity-90 Days			
Delivery Terms- DDP (Delivered Duty Paid)			
Place of delivery- With in Dhaka City and partially Cox's Bazar			

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-BD-2019-001		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: BDT

LOT-01;

Price Schedule- Including all direct and Indirect cost (VAT and Taxes)

LOT 01 (Photocopier) - Price Schedule							
SI No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
1	Photocopier	Canon	NPG-57	EA	6		
2	Photocopier	Canon	326Starter	EA	2		
3	Photocopier	TOSHIBA	TOSHIBA e-studio 257; Toshiba T-5070U	EA	3		
4	Photocopier	Sharp	MX – 500 AT	EA	25		
5	Photocopier	Sharp	MX – 455 ST	EA	2		
6	Photocopier	Sharp	Sharp MX-M453U (Photo Copy Toner); MX500GT)	EA	7		
7	Photocopier	Sharp	Sharp A3MX 315AT	EA	7		
8	Photocopier	Sharp	Sharp MX-235NT OEM black toner cartridge	EA	6		
9	Photocopier	Sharp	MX-500AT	EA	25		
10	Photocopier	Canon	Canon Image Runner 2545i Photocopier Cartridge C-EXV32	EA	3		

LOT 01 (Photocopier) - Price Schedule							
SI No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
11	Photocopier	Canon	NPG-50 (Black); C-EXV32	EA	7		
12	Photocopier	Canon	Toner Black C-EXV 36	EA	2		
13	Photocopier	Canon	LBP-3300	EA	8		
LOT-01; Total Amount in BDT inclusive All (Tax and VAT) and Direct and Indirect Cost - DDP incoterms apply							

LOT-02;

Price Schedule- Including all direct and Indirect cost (VAT and Taxes)

LOT-2 (Printers Toner) Price Schedule							
SI No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
1	Printer	HP	HP 26A Black Original LaserJet Toner Cartridge; (CF226A)	EA	49		
2	Printer	HP	HP 410A Black Original LaserJet Toner Cartridge	EA	5		
3	Printer	HP	CF411A- Cyan	EA	7		
4	Printer	HP	CF412A- Yellow	EA	5		
5	Printer	HP	CF413A- Magenta	EA	5		
6	Printer	HP	Cartridge for Printer-Model: HP Laser Jet - 05A; CE505A	EA	67		
7	Printer	HP	Model - HP 85A Printing Color - Black Printing Technology - Laser	EA	3		
8	Printer	HP	HP 64A Black Original LaserJet Toner Cartridge	EA	16		
9	Printer	HP	HP 932XL High Yield Black Original Ink Cartridge	EA	2		
10	Printer	HP	HP 933XL High Yield Magenta Original Ink Cartridge	EA	2		
11	Printer	HP	HP 933XL High Yield Cyan Original Ink Cartridge	EA	2		
12	Printer	HP	HP 933XL High Yield Yellow Original Ink Cartridge	EA	2		

LOT-2 (Printers Toner) Price Schedule							
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
13	Printer	HP	HP 35A Black Original LaserJet Toner Cartridge	EA	7		
14	Printer	HP	53A (Q7553A)	EA	1		
15	Printer	HP	C9730A(Black); Product Code-645A Black	EA	2		
16	Printer	HP	C9731A (Cyan); Product Code-645A Cyan	EA	2		
17	Printer	HP	C9732A (Yellow); Product Code-645A Yellow	EA	2		
18	Printer	HP	C9733A (Magenta); Product Code-645A Magenta	EA	2		
19	Printer	HP	HP 651A Cyan Original LaserJet Toner Cartridge	EA	4		
20	Printer	HP	HP 651A Magenta Original LaserJet Toner Cartridge	EA	4		
21	Printer	HP	HP 651A Yellow Original LaserJet Toner Cartridge	EA	4		
22	Printer	HP	HP 651A Black Original LaserJet Toner Cartridge	EA	4		
23	Printer	HP	HP 55A Black Original LaserJet Toner Cartridge; (CE255A)	EA	25		
24	Printer	HP	Cartridge for Printer-Model: HP Laser Jet - 05A; CE505A	EA	67		
25	Printer	HP	Laser Jet Enterprise M605; CF-281A	EA	4		
26	Printer	HP	HP 201A Black Original LaserJet Toner Cartridge (CF400A)	EA	7		
27	Printer	HP	HP 201A Cyan Original LaserJet Toner (CF401A) Colour: Cyan	EA	5		
28	Printer	HP	HP 201A Magenta Original LaserJet Toner Cartridge (CF403A)	EA	5		
29	Printer	HP	HP 201A Yellow Original LaserJet Toner Cartridge (CF402A)	EA	5		
30	Printer	HP	HP 37Y Extra High Yield; CF237Y	EA	40		
31	Printer	HP	CF362A; HP 508A Yellow Original LaserJet Toner (CF362A)	EA	48		
32	Printer	HP	HP 507A Black Original ; CE400X	EA	8		
33	Printer	HP	HP 507A Cyan Original LaserJet Toner (CE401A); CE401A	EA	8		
34	Printer	HP	HP 507A Magenta Original LaserJet Toner (CE403A); CE403A	EA	8		

LOT-2 (Printers Toner) Price Schedule							
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
35	Printer	HP	HP 507A Yellow Original LaserJet Toner (CE402A); CE402A	EA	8		
36	Printer	HP	CE260X/ 260A Toner Name: HP 647A Black	EA	5		
37	Printer	HP	CE261A; Toner Name: HP 648A CYAN	EA	5		
38	Printer	HP	CE263A; Toner Name: HP 648A Magenta	EA	5		
39	Printer	HP	CE262A; Toner Name: HP 648A Yellow	EA	5		
40	Printer	HP	CC364X; HP 64X High Yield Black	EA	20		
41	Printer	HP	HP 87X High Yield Black Original LaserJet Toner Cartridge (CF287X)	EA	15		
42	Printer	HP	HP 90A Black Original LaserJet Toner Cartridge; CE 390A	EA	46		
43	Printer	HP	HP 80A Black Original LaserJet Toner Cartridge; CF280A	EA	23		
44	Printer	HP	HP 78A Black Original LaserJet Toner Cartridge	EA	2		
45	Printer	HP	HP 90A Black Original LaserJet Toner Cartridge; CE 390A	EA	48		
46	Printer	HP	HP 83A Black Original LaserJet Toner Cartridge; CF283A	EA	2		
47	Printer	HP	HP 42A Black Original LaserJet Toner Cartridge, Q5942A	EA	12		
48	Printer	HP	HP 128A Toner Cartridge Multipack - (CE320A & CF371AM); Contains 1 x Black, 1 x Cyan, 1 x Magenta, 1 x Yellow Cartridge	SET	2		
49	Printer	HP	HP 130A Black Original LaserJet Toner (CF350A)	EA	6		
50	Printer	HP	HP 130A Magenta Original LaserJet Toner (CF353A)	EA	6		
51	Printer	HP	HP 201A Cyan Original LaserJet Toner (CF401A)	EA	6		
52	Printer	HP	HP 130A Yellow Original LaserJet Toner (CF350A)	EA	6		
53	Printer	HP	HP LaserJet 700 M712 (14X) (Black & White Toner)	EA	6		
54	Printer	HP	HP Laser Jet CP5525 (650A) 04 Color toner; (CE271A)	SET	3		
55	Printer	HP	CF257A HP 57A	EA	10		
56	Printer	HP	HP 711 80-ml Black DesignJet Ink Cartridge	EA	3		

LOT-2 (Printers Toner) Price Schedule							
Sl No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
57	Printer	HP	HP 711 29-ml Magenta DesignJet Ink Cartridge	EA	2		
58	Printer	HP	HP 711 29-ml Yellow DesignJet Ink Cartridge	EA	5		
59	Printer	HP	HP 711 29-ml Cyan DesignJet Ink Cartridge	EA	5		
60	Printer	HP	HP LaserJet print cartridge 37A CF 237A	EA	8		
61	Printer	HP	Color Laser Jet Pro M252n 201 A; (CF400A/CF401A/CF402A/CF403A)	SET	4		
62	Printer	HP	Color Laser Jet Pro M252n 201 ABlack: 1	EA	1		
63	Printer	HP	Color Laser Jet Pro M252n 201 AMagenta: 1	EA	1		
64	Printer	HP	Black; HP CE410A Black Toner Cartridge (305A)	EA	3		
65	Printer	HP	Cyan: Model: HP CE411A (HP 305A) CYAN	EA	2		
66	Printer	HP	Yellow: Model: CE412A	EA	2		
67	Printer	HP	Magenta; Model: CE413A	EA	2		
68	Printer	HP	HP 650A Black Original LaserJet Toner Cartridge	EA	1		
69	Printer	HP	HP 650A Cyan Original LaserJet Toner Cartridge	EA	1		
70	Printer	HP	HP 650A Yellow Original LaserJet Toner Cartridge	EA	1		
71	Printer	HP	HP 650A Magenta Original LaserJet Toner Cartridge	EA	1		
72	Printer	HP	HP 81X (CF281X)Black Original LaserJet Toner Cartridge	EA	3		
73	Printer	HP	HP 25X (CF325X)Black Original LaserJet Toner Cartridge	EA	3		
74	Printer	HP	HP 25X (CF325X)Black Original LaserJet Toner Cartridge	EA	3		
75	Printer	HP	HP 26X (CF226X)Black Original LaserJet Toner Cartridge	EA	54		
76	Printer	HP	HP 26X (CF226X)Black Original LaserJet Toner Cartridge	EA	2		
77	Printer	HP	HP 652X (CF320X)Black Original LaserJet Toner Cartridge for color printer	EA	2		
78	Printer	HP	HP 654A (CF331A)Cyan Original LaserJet Toner Cartridge for color printer	EA	1		

LOT-2 (Printers Toner) Price Schedule							
SI No	Categories of Items	Brand	Toner / Cartridge Name	UoM	Approx. Qty	Unit Price in BDT (DDP)	Total Price in BDT (DDP)
79	Printer	HP	HP 654A (CF333A) Magenta Original LaserJet Toner Cartridge for color printer	EA	1		
80	Printer	HP	HP 654A (CF332A) Yellow Original LaserJet Toner Cartridge for color printer	EA	1		
81	Printer	HP	Black Toner for MX560N photocopier	EA	3		
82	Printer	HP	Black Toner for MX565N photocopier	EA	2		
83	Printer	HP	HP LaserJet pro 2000 color	EA	2		
LOT-02; Total Amount in BDT inclusive All (Tax and VAT) and Direct and Indirect Cost - DDP incoterms apply							

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date](#), to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

**FORM H: SELF DECLARATION THAT THE COMPANY IS NOT IN THE UN SECURITY COUNCIL 1267/1989
LIST FINANCIAL PROPOSAL FORM**

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: Supply and Installation of Photocopier and Printer Toner and Cartridge

Reference: ITB-BD-2019-001 (LOT-01 or LOT-02)

Dear Sir,

I declare that is not in the UN
Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

FORM I: CONTRACT TO BE SIGNED, INCLUDING GENERAL TERMS AND CONDITIONS

LTA WILL BE USED FOR AWARDING CONTRACT

Contract for Goods and/or Services
Between the United Nations Development Programme and [insert name of the Contractor]



Empowered lives.
Resilient nations.

1. Country Where Goods Will be Delivered and/or Services Will be Provided:	
2. UNDP <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Contract Reference (e.g. Contract Award Number):	
4. Long Term Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No [indicate as appropriate]	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: [insert currency and amount in figures and words]	
9a. Advance Payment: [insert currency and amount in figures and words or indicate “not applicable”]	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor’s Name: Address: Country of incorporation: Website:	
13. Contractor’s Contact Person’s Name: Title: Address: Telephone number: Fax: Email:	
14. UNDP Contact Person’s Name: Title: Address: Telephone number: Fax: Email:	
15. Contractor’s Bank Account to which payments will be transferred: Beneficiary:	

Account name:
 Account number:
 Bank name:
 Bank address:
 Bank SWIFT Code:
 Bank Code:
 Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [~~delete if not applicable~~].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [~~delete if not applicable and remove square brackets~~].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [~~delete if not applicable~~].
5. Technical Specifications for Goods [~~delete if not applicable~~].
6. The Contractor's Technical Proposal and Financial Proposal, dated [~~insert date~~], as clarified by the agreed minutes of the negotiations meeting, dated [~~insert date~~]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [~~to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable~~].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

GENERAL TERMS AND CONDITIONS

FOR

CONTRACTS

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 deliver the goods described in the Technical Specifications for Goods (hereinafter the “Goods”) and/or 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 delivery of the Goods and/or performance of the Services.

2.2 To the extent that the Contract involves any purchase of the Goods, the Contractor shall provide UNDP with written evidence of the delivery of the Goods. Such evidence of delivery shall, at the minimum, consist of an invoice, a certification of conformity, and other supporting shipment documentation as may otherwise be specified in the Technical Specifications for Goods.

2.3 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.

2.4 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the delivery of the Goods and/or 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 Goods and/or 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 Goods and/or Services from the Contractor hereunder.

3.3 The Contractor shall provide the Services and/or deliver the Goods, 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 Goods and/or 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 Goods and/or 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 Goods delivered and/or 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 Goods and/or 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 delivery of the Goods and/or 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 delivery of the Goods and/or 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 delivery of the Goods and/or 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 delivery of the Goods and/or the provision of the Services.

4.2.2 The Contractor shall not provide the Services and/or deliver the Goods 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 Goods delivered in accordance with the Technical Specifications for Goods and/or 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 delivery of the Goods and/or 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.

8. RESPONSIBILITY FOR EMPLOYEES: To the extent that the Contract involves the provision of the Services to UNDP by the Contractor's officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor's "personnel"), the following provisions shall apply:

8.1 The Contractor is responsible for and shall assume all risk and liabilities relating to its personnel and property.

8.2 The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.

8.3 Such Contractor personnel shall be professionally qualified and, if required to work with officials or staff of UNDP, shall be able to do so effectively. The qualifications of any personnel whom the Contractor may assign or may propose to assign to perform any obligations under the Contract shall be substantially the same, or better, as the qualifications of any personnel originally proposed by the Contractor.

8.4 At the option of and in the sole discretion of UNDP:

8.4.1 the qualifications of personnel proposed by the Contractor (*e.g.*, a curriculum vitae) may be reviewed by UNDP prior to such personnel's performing any obligations under the Contract;

8.4.2 any personnel proposed by the Contractor to perform obligations under the Contract may be interviewed by qualified staff or officials of UNDP prior to such personnel's performing any obligations under the Contract; and,

8.4.3 in cases in which, pursuant to Article 8.4.1 or 8.4.2, above, UNDP has reviewed the qualifications of such Contractor's personnel, UNDP may reasonably refuse to accept any such personnel.

8.5 Requirements specified in the Contract regarding the number or qualifications of the Contractor's personnel may change during the course of performance of the Contract. Any such change shall be made only following written notice of such proposed change and upon written agreement between the Parties regarding such change, subject to the following:

8.5.1 UNDP may, at any time, request, in writing, the withdrawal or replacement of any of the Contractor's personnel, and such request shall not be unreasonably refused by the Contractor.

8.5.2 Any of the Contractor's personnel assigned to perform obligations under the Contract shall not be withdrawn or replaced without the prior written consent of UNDP, which shall not be unreasonably withheld.

8.5.3 The withdrawal or replacement of the Contractor's personnel shall be carried out as quickly as possible and in a manner that will not adversely affect the performance of obligations under the Contract.

8.5.4 All expenses related to the withdrawal or replacement of the Contractor's personnel shall, in all cases, be borne exclusively by the Contractor.

8.5.5 Any request by UNDP for the withdrawal or replacement of the Contractor's personnel shall not be considered to be a termination, in whole or in part, of the Contract, and UNDP shall not bear any liability in respect of such withdrawn or replaced personnel.

8.5.6 If a request for the withdrawal or replacement of the Contractor's personnel is *not* based upon a default by or failure on the part of the Contractor to perform its obligations in accordance with the Contract, the misconduct of the personnel, or the inability of such personnel to reasonably work together with UNDP officials and staff, then the Contractor shall not be liable by reason of any such request for the withdrawal or replacement of the Contractor's personnel for any delay in the performance by the Contractor of its obligations under the Contract that is substantially the result of such personnel's being withdrawn or replaced.

8.6 Nothing in Articles 8.3, 8.4 and 8.5, above, shall be construed to create any obligations on the part of UNDP with respect to the Contractor's personnel assigned to perform work under the Contract, and such personnel shall remain the sole responsibility of the Contractor.

8.7 The Contractor shall be responsible for requiring that all personnel assigned by it to perform any obligations under the Contract and who may have access to any premises or other property of UNDP shall:

8.7.1 undergo or comply with security screening requirements made known to the Contractor by UNDP, including but not limited to, a review of any criminal history;

8.7.2 when within UNDP premises or on UNDP property, display such identification as may be approved and furnished by UNDP security officials, and that upon the withdrawal or replacement of any such personnel or upon termination or completion of the Contract, such personnel shall immediately return any such identification to UNDP for cancellation.

8.8 Within one working day after learning that any of Contractor's personnel who have access to any UNDP premises have been charged by law enforcement authorities with an offense other than a minor traffic offense, the Contractor shall provide written notice to inform UNDP about the particulars of the charges then known and shall continue to inform UNDP concerning all substantial developments regarding the disposition of such charges.

8.9 All operations of the Contractor, including without limitation, storage of equipment, materials, supplies and parts, within UNDP premises or on UNDP property shall be confined to areas authorized or approved by UNDP. The Contractor's personnel shall not enter or pass through and shall not store or dispose of any of its equipment or materials in any areas within UNDP premises or on UNDP property without appropriate authorization from UNDP.

8.10 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.

8.11 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 in paragraph 8.10 above.

9. ASSIGNMENT:

9.1 Except as provided in Article 9.2, below, the Contractor may not assign, transfer, pledge or make any other disposition of the Contract, of any part of the Contract, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP. Any such unauthorized assignment, transfer, pledge or other disposition, or any attempt to do so, shall not be binding on UNDP. Except as permitted with respect to any approved subcontractors, the Contractor shall not delegate any of its obligations under this Contract, except with the prior written consent of UNDP. Any such unauthorized delegation, or attempt to do so, shall not be binding on UNDP.

9.2 The Contractor may assign or otherwise transfer the Contract to the surviving entity resulting from a reorganization of the Contractor's operations, *provided that*:

9.2.1 such reorganization is not the result of any bankruptcy, receivership or other similar proceedings; *and*,

9.2.2 such reorganization arises from a sale, merger, or acquisition of all or substantially all of the Contractor's assets or ownership interests; *and*,

9.2.3 the Contractor promptly notifies UNDP about such assignment or transfer at the earliest opportunity; *and*,

9.2.4 the assignee or transferee agrees in writing to be bound by all of the terms and conditions of the Contract, and such writing is promptly provided to UNDP following the assignment or transfer.

10. SUBCONTRACTING: In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of UNDP. UNDP shall be

entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that UNDP reasonably considers is not qualified to perform obligations under the Contract. UNDP shall have the right to require any subcontractor's removal from UNDP premises without having to give any justification therefor. Any such rejection or request for removal shall not, in and of itself, entitle the Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

11. PURCHASE OF GOODS: To the extent that the Contract involves any purchase of the Goods, whether in whole or in part, and unless specifically stated otherwise in the Contract, the following conditions shall apply to such purchases under the Contract:

11.1 DELIVERY OF GOODS: The Contractor shall hand over or make available the Goods, and UNDP shall receive the Goods, at the place for the delivery of the Goods and within the time for delivery of the Goods specified in the Contract. The Contractor shall provide to UNDP such shipment documentation (including, without limitation, bills of lading, airway bills, and commercial invoices) as are specified in the Contract or, otherwise, as are customarily utilized in the trade. All manuals, instructions, displays and any other information relevant to the Goods shall be in the English language unless otherwise specified in the Contract. Unless otherwise stated in the Contract (including, but not limited to, in any "INCOTERM" or similar trade term), the entire risk of loss, damage to, or destruction of the Goods shall be borne exclusively by the Contractor until physical delivery of the Goods to UNDP in accordance with the terms of the Contract. Delivery of the Goods shall not be deemed in itself as constituting acceptance of the Goods by UNDP.

11.2 INSPECTION OF THE GOODS: If the Contract provides that the Goods may be inspected prior to delivery, the Contractor shall notify UNDP when the Goods are ready for pre-delivery inspection. Notwithstanding any pre-delivery inspection, UNDP or its designated inspection agents may also inspect the Goods upon delivery in order to confirm that the Goods conform to applicable specifications or other requirements of the Contract. All reasonable facilities and assistance, including, but not limited to, access to drawings and production data, shall be furnished to UNDP or its designated inspection agents at no charge therefor. Neither the carrying out of any inspections of the Goods nor any failure to undertake any such inspections shall relieve the Contractor of any of its warranties or the performance of any obligations under the Contract.

11.3 PACKAGING OF THE GOODS: The Contractor shall package the Goods for delivery in accordance with the highest standards of export packaging for the type and quantities and modes of transport of the Goods. The Goods shall be packed and marked in a proper manner in accordance with the instructions stipulated in the Contract or, otherwise, as customarily done in the trade, and in accordance with any requirements imposed by applicable law or by the transporters and manufacturers of the Goods. The packing, in particular, shall mark the Contract or Purchase Order number and any other identification information provided by UNDP as well as such other information as is necessary for the correct handling and safe delivery of the Goods. Unless otherwise specified in the Contract, the Contractor shall have no right to any return of the packing materials.

11.4 TRANSPORTATION & FREIGHT: Unless otherwise specified in the Contract (including, but not limited to, in any "INCOTERM" or similar trade term), the Contractor shall be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Goods in accordance with the requirements of the Contract. The Contractor shall ensure that UNDP receives all necessary transport documents in a timely manner so as to enable UNDP to take delivery of the Goods in accordance with the requirements of the Contract.

11.5 WARRANTIES: Unless otherwise specified in the Contract, in addition to and without limiting any other warranties, remedies or rights of UNDP stated in or arising under the Contract, the Contractor warrants and represents that:

11.5.1 The Goods, including all packaging and packing thereof, conform to the technical specifications, are fit for the purposes for which such Goods are ordinarily used and for any purposes expressly made known in

writing in the Contract, and shall be of even quality, free from faults and defects in design, material, manufacturer and workmanship;

11.5.2 If the Contractor is not the original manufacturer of the Goods, the Contractor shall provide UNDP with the benefit of all manufacturers' warranties in addition to any other warranties required to be provided under the Contract;

11.5.3 The Goods are of the quality, quantity and description required by the Contract, including when subjected to conditions prevailing in the place of final destination;

11.5.4 The Goods are free from any right of claim by any third-party, including claims of infringement of any intellectual property rights, including, but not limited to, patents, copyright and trade secrets;

11.5.5 The Goods are new and unused;

11.5.6 All warranties will remain fully valid following any delivery of the Goods and for a period of not less than one (1) year following acceptance of the Goods by UNDP in accordance with the Contract;

11.5.7 During any period in which the Contractor's warranties are effective, upon notice by UNDP that the Goods do not conform to the requirements of the Contract, the Contractor shall promptly and at its own expense correct such non-conformities or, in case of its inability to do so, replace the defective Goods with Goods of the same or better quality or, at its own cost, remove the defective Goods and fully reimburse UNDP for the purchase price paid for the defective Goods; and,

11.5.8 The Contractor shall remain responsive to the needs of UNDP for any services that may be required in connection with any of the Contractor's warranties under the Contract.

11.6 ACCEPTANCE OF GOODS: Under no circumstances shall UNDP be required to accept any Goods that do not conform to the specifications or requirements of the Contract. UNDP may condition its acceptance of the Goods upon the successful completion of acceptance tests as may be specified in the Contract or otherwise agreed in writing by the Parties. In no case shall UNDP be obligated to accept any Goods unless and until UNDP has had a reasonable opportunity to inspect the Goods following delivery. If the Contract specifies that UNDP shall provide a written acceptance of the Goods, the Goods shall not be deemed accepted unless and until UNDP in fact provides such written acceptance. In no case shall payment by UNDP in and of itself constitute acceptance of the Goods.

11.7 REJECTION OF GOODS: Notwithstanding any other rights of, or remedies available to UNDP under the Contract, in case any of the Goods are defective or otherwise do not conform to the specifications or other requirements of the Contract, UNDP, at its sole option, may reject or refuse to accept the Goods, and within thirty (30) days following receipt of notice from UNDP of such rejection or refusal to accept the Goods, the Contractor shall, in sole option of UNDP:

11.7.1 provide a full refund upon return of the Goods, or a partial refund upon a return of a portion of the Goods, by UNDP; *or,*

11.7.2 repair the Goods in a manner that would enable the Goods to conform to the specifications or other requirements of the Contract; *or,*

11.7.3 replace the Goods with Goods of equal or better quality; *and,*

11.7.4 pay all costs relating to the repair or return of the defective Goods as well as the costs relating to the storage of any such defective Goods and for the delivery of any replacement Goods to UNDP.

11.8 In the event that UNDP elects to return any of the Goods for the reasons specified in Article 11.7, above, UNDP may procure the Goods from another source. In addition to any other rights or remedies available to UNDP under the Contract, including, but not limited to, the right to terminate the Contract, the Contractor shall be liable for any additional cost beyond the balance of the Contract price resulting from any such procurement, including, *inter alia*, the costs of engaging in such procurement, and UNDP shall be entitled to

compensation from the Contractor for any reasonable expenses incurred for preserving and storing the Goods for the Contractor's account.

11.9 TITLE: The Contractor warrants and represents that the Goods delivered under the Contract are unencumbered by any third party's title or other property rights, including, but not limited to, any liens or security interests. Unless otherwise expressly provided in the Contract, title in and to the Goods shall pass from the Contractor to UNDP upon delivery of the Goods and their acceptance by UNDP in accordance with the requirements of the Contract.

11.10 EXPORT LICENSING: The Contractor shall be responsible for obtaining any export license required with respect to the Goods, products, or technologies, including software, sold, delivered, licensed or otherwise provided to UNDP under the Contract. The Contractor shall procure any such export license in an expeditious manner. Subject to and without any waiver of the privileges and immunities of UNDP, UNDP shall lend the Contractor all reasonable assistance required for obtaining any such export license. Should any Governmental entity refuse, delay or hinder the Contractor's ability to obtain any such export license, the Contractor shall promptly consult with UNDP to enable UNDP to take appropriate measures to resolve the matter.

12. INDEMNIFICATION:

12.1 The Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:

12.1.1 allegations or claims that the possession of or use by UNDP of any patented device, any copyrighted material, or any other goods, property or services provided or licensed to UNDP under the terms of the Contract, in whole or in part, separately or in a combination contemplated by the Contractor's published specifications therefor, or otherwise specifically approved by the Contractor, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party; *or*,

12.1.2 any acts or omissions of the Contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

12.2 The indemnity set forth in Article 12.1.1, above, shall not apply to:

12.2.1 A claim of infringement resulting from the Contractor's compliance with specific written instructions by UNDP directing a change in the specifications for the goods, property, materials, equipment or supplies to be or used, or directing a manner of performance of the Contract or requiring the use of specifications not normally used by the Contractor; *or*

12.2.2 A claim of infringement resulting from additions to or changes in any goods, property, materials equipment, supplies or any components thereof furnished under the Contract if UNDP or another party acting under the direction of UNDP made such changes.

12.3 In addition to the indemnity obligations set forth in this Article 12, the Contractor shall be obligated, at its sole expense, to defend UNDP and its officials, agents and employees, pursuant to this Article 12, regardless of whether the suits, proceedings, claims and demands in question actually give rise to or otherwise result in any loss or liability.

12.4 UNDP shall advise the Contractor about any such suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Contractor shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of UNDP or any matter relating thereto, for which only UNDP itself is authorized to assert and

maintain. UNDP shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

12.5 In the event the use by UNDP of any Goods, property or Services provided or licensed to UNDP by the Contractor, in whole or in part, in any suit or proceeding, is for any reason enjoined, temporarily or permanently, or is found to infringe any patent, copyright, trademark or other intellectual property right, or in the event of a settlement, is enjoined, limited or otherwise interfered with, then the Contractor, at its sole cost and expense, shall, promptly, either:

12.5.1 procure for UNDP the unrestricted right to continue using such Goods or Services provided to UNDP;

12.5.2 replace or modify the Goods and/or or Services provided to UNDP, or part thereof, with the equivalent or better Goods and/or Services, or part thereof, that is non-infringing; *or*,

12.5.3 refund to UNDP the full price paid by UNDP for the right to have or use such Goods, property or Services, or part thereof.

13. INSURANCE AND LIABILITY:

13.1 The Contractor shall pay UNDP promptly for all loss, destruction, or damage to the property of UNDP caused by the Contractor's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract.

13.2 Unless otherwise provided in the Contract, prior to commencement of performance of any other obligations under the Contract, and subject to any limits set forth in the Contract, the Contractor shall take out and shall maintain for the entire term of the Contract, for any extension thereof, and for a period following any termination of the Contract reasonably adequate to deal with losses:

13.2.1 insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

13.2.2 workers' compensation insurance, or its equivalent, or employer's liability insurance, or its equivalent, with respect to the Contractor's personnel sufficient to cover all claims for injury, death and disability, or any other benefits required to be paid by law, in connection with the performance of the Contract;

13.2.3 liability insurance in an adequate amount to cover all claims, including, but not limited to, claims for death and bodily injury, products and completed operations liability, loss of or damage to property, and personal and advertising injury, arising from or in connection with the Contractor's performance under the Contract, including, but not limited to, liability arising out of or in connection with the acts or omissions of the Contractor, its personnel, agents, or invitees, or the use, during the performance of the Contract, of any vehicles, boats, airplanes or other transportation vehicles and equipment, whether or not owned by the Contractor; *and*,

13.2.4 such other insurance as may be agreed upon in writing between UNDP and the Contractor.

13.3 The Contractor's liability policies shall also cover subcontractors and all defense costs and shall contain a standard "cross liability" clause.

13.4 The Contractor acknowledges and agrees that UNDP accepts no responsibility for providing life, health, accident, travel or any other insurance coverage which may be necessary or desirable in respect of any personnel performing services for the Contractor in connection with the Contract.

13.5 Except for the workers' compensation insurance or any self-insurance program maintained by the Contractor and approved by UNDP, in its sole discretion, for purposes of fulfilling the Contractor's requirements for providing insurance under the Contract, the insurance policies required under the Contract shall:

13.5.1 name UNDP as an additional insured under the liability policies, including, if required, as a separate

endorsement under the policy;

13.5.2 include a waiver of subrogation of the Contractor's insurance carrier's rights against UNDP;

13.5.3 provide that UNDP shall receive written notice from the Contractor's insurance carrier not less than thirty (30) days prior to any cancellation or material change of coverage; *and*,

13.5.4 include a provision for response on a primary and non-contributing basis with respect to any other insurance that may be available to UNDP.

13.6 The Contractor shall be responsible to fund all amounts within any policy deductible or retention.

13.7 Except for any self-insurance program maintained by the Contractor and approved by UNDP for purposes of fulfilling the Contractor's requirements for maintaining insurance under the Contract, the Contractor shall maintain the insurance taken out under the Contract with reputable insurers that are in good financial standing and that are acceptable to UNDP. Prior to the commencement of any obligations under the Contract, the Contractor shall provide UNDP with evidence, in the form of certificate of insurance or such other form as UNDP may reasonably require, that demonstrates that the Contractor has taken out insurance in accordance with the requirements of the Contract. UNDP reserves the right, upon written notice to the Contractor, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the Contractor under the Contract. Notwithstanding the provisions of Article 13.5.3, above, the Contractor shall promptly notify UNDP concerning any cancellation or material change of insurance coverage required under the Contract.

13.8 The Contractor acknowledges and agrees that neither the requirement for taking out and maintaining insurance as set forth in the Contract nor the amount of any such insurance, including, but not limited to, any deductible or retention relating thereto, shall in any way be construed as limiting the Contractor's liability arising under or relating to the Contract.

14. 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.

15. 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.

16. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

16.1 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.

16.2 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.

16.3 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.

16.4 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.

17. 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.

18. 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:

18.1 The Recipient shall:

18.1.1 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,*

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

18.2 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 18, the Recipient may disclose Information to:

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

18.2.2 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:

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

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

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

18.3 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.

18.4 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.

18.5 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.

18.6 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.

19. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:

19.1 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.

19.2 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 20, "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.

19.3 *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.

20. TERMINATION:

20.1 Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) day's notice, in writing, to the other Party. The initiation of conciliation or arbitral proceedings in accordance with Article 23 "Settlement of Disputes," below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract.

20.2 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.

20.3 In the event of any termination of the Contract, upon receipt of notice of termination that has been issued by UNDP, the Contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing:

20.3.1 take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum;

20.3.2 refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice;

20.3.3 place no further subcontracts or orders for materials, services, or facilities, except as UNDP and the Contractor agree in writing are necessary to complete any portion of the Contract that is not terminated;

20.3.4 terminate all subcontracts or orders to the extent they relate to the portion of the Contract terminated;

20.3.5 transfer title and deliver to UNDP the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the portion of the Contract terminated;

20.3.6 deliver all completed or partially completed plans, drawings, information, and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder;

20.3.7 complete performance of the work not terminated; *and*,

20.3.8 take any other action that may be necessary, or that UNDP may direct in writing, for the minimization of losses and for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Contractor and in which UNDP has or may be reasonably expected to acquire an interest.

20.4 In the event of any termination of the Contract, UNDP shall be entitled to obtain reasonable written accountings from the Contractor concerning all obligations performed or pending in accordance with the Contract. In addition, UNDP shall not be liable to pay the Contractor except for those Goods satisfactorily delivered and/or Services satisfactorily provided to UNDP in accordance with the requirements of the Contract, but only if such Goods or Services were ordered, requested or otherwise provided prior to the Contractor's receipt of notice of termination from UNDP or prior to the Contractor's tendering of notice of termination to UNDP.

20.5 UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that:

20.5.1 the Contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent;

20.5.2 the Contractor is granted a moratorium or a stay, or is declared insolvent;

20.5.3 the Contractor makes an assignment for the benefit of one or more of its creditors;

20.5.4 a Receiver is appointed on account of the insolvency of the Contractor;

20.5.5 the Contractor offers a settlement in lieu of bankruptcy or receivership; *or*,

20.5.6 UNDP reasonably determines that the Contractor has become subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Contractor to perform any of its obligations under the Contract.

20.6 Except as prohibited by law, the Contractor shall be bound to compensate UNDP for all damages and costs, including, but not limited to, all costs incurred by UNDP in any legal or non- legal proceedings, as a result of any of the events specified in Article 20.5, above, and resulting from or relating to a termination of the Contract, even if the Contractor is adjudged bankrupt, or is granted a moratorium or stay

or is declared insolvent. The Contractor shall immediately inform UNDP of the occurrence of any of the events specified in Article 20.5, above, and shall provide UNDP with any information pertinent thereto.

20.7 The provisions of this Article 20 are without prejudice to any other rights or remedies of UNDP under the Contract or otherwise.

21. 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.

22. 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.

23. SETTLEMENT OF DISPUTES:

23.1 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.

23.2 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 23.1, 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.

24. 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.

25. TAX EXEMPTION:

25.1 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.

25.2 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.

26. MODIFICATIONS:

26.1 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.

26.2 If the Contract shall be extended for additional periods in accordance with the terms and conditions of the Contract, the terms and conditions applicable to any such extended term of the Contract shall be the same terms and conditions as set forth in the Contract, unless the Parties shall have agreed otherwise pursuant to a valid amendment concluded in accordance with Article 26.1, above.

26.3 The terms or conditions of any supplemental undertakings, licenses, or other forms of agreement concerning any Goods or Services provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an agreement by UNDP thereto unless any such undertakings, licenses or other forms are the subject of a valid amendment concluded in accordance with Article 26.1, above.

27. AUDITS AND INVESTIGATIONS:

27.1 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.

27.2 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.

27.3 The Contractor shall provide its full and timely cooperation with any such inspections, post-payment 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.

27.4 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.

28. LIMITATION ON ACTIONS:

28.1 Except with respect to any indemnification obligations in Article 12, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 23.2, above, arising out of the Contract must be commenced within three years after the cause of action has accrued.

28.2 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.

29. ESSENTIAL TERMS: The Contractor acknowledges and agrees that each of the provisions in Articles 30 to 36 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.

30. 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.

31. 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 documents then in force at the time of signature of the Contract:

31.1 The UN Supplier Code of Conduct;

31.2 UNDP Policy on Fraud and other Corrupt Practices ("UNDP Anti-fraud Policy");

31.3 UNDP Office of Audit and Investigations (OAI) Investigation Guidelines;

31.4 UNDP Social and Environmental Standards (SES), including the related Accountability Mechanism;

31.5 UNDP Vendor Sanctions Policy; and

31.6 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 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.

32. 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.

33. 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.

34. 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.

35. SEXUAL EXPLOITATION:

35.1 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.

35.2 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.

35.3 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.

36. 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. This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.