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Resilient nations.

## REQUEST FOR QUOTATION (RFQ)

|                         |                                |
|-------------------------|--------------------------------|
| NAME & ADDRESS OF FIRM: | DATE: <b>11 June 2019</b>      |
|                         | REFERENCE: <b>RfQ-19/01918</b> |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of a Crew Van or Panel Van for the National Anticorruption Center**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **25 June 2019, 16:00 (Moldova local time, GMT +2)** via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and  
Event ID: 0000003800**

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

**Please Consult eTendering Resources for Bidders for additional information on bidding:**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
|--|--|
| Delivery Terms<br>[INCOTERMS 2010]                 | <input checked="" type="checkbox"/> DAP              |
| Customs clearance, if needed,<br>shall be done by: | <input checked="" type="checkbox"/> Supplier/Offeror |

|   |  |
|---|--|
| Exact Address of Delivery Location (identify all, if multiple)  | 198, Stefan cel Mare si Sfanta Bd.<br>MD-2004 Chisinau, Republic of Moldova  |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | <input checked="" type="checkbox"/> 120 calendar days from the signature of the Purchase Order (PO)/Contract   |
| Delivery Schedule   | <input checked="" type="checkbox"/> Required   |
| Mode of Transport   | <input checked="" type="checkbox"/> LAND <input checked="" type="checkbox"/> SEA <input checked="" type="checkbox"/> OTHER   |
| Preferred Currency of Quotation <sup>1</sup>  | <input checked="" type="checkbox"/> United States Dollars<br>Reference date to determine the UN Operational Rate of Exchange:<br>25 June 2019<br>For additional information about the UN Operational Rates of Exchange, please access:<br><a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>  |
| Value Added Tax on Price Quotation  | <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes   |
| After-sales services required   | <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 3 years or 100,000 km, whichever occurs first;<br><input checked="" type="checkbox"/> Technical Support;<br><input checked="" type="checkbox"/> Availability of authorized service in Moldova for maintenance/ repair.   |
| Deadline for the Submission of Quotation  | <b>25 June 2019, 16:00 (Moldova local time, GMT +2)</b><br><br><b><u>PLEASE NOTE:</u></b><br>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. <b>UNDP will not accept any proposal that is not submitted directly in the system.</b><br>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist. |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian  |
| Documents to be submitted   | <input checked="" type="checkbox"/> Electronic submission of Proposal<br><b><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></b><br><b>Username: event.guest</b><br><b>Password: why2change</b><br><br><b>Please note:</b><br>1. <u>It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u><br>2. <u>You can participate in the proposal event only if you have registered in the system.</u>   |

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

|  |   |
|--|---|
|  | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<br><input checked="" type="checkbox"/> Duly Accomplished Technical compliance table as provided in Annex 4;<br><input checked="" type="checkbox"/> Company profile (short info up to 2 pages);<br><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;<br><input checked="" type="checkbox"/> Detailed technical description of the offered Crew/Panel Van (including brochure);<br><input checked="" type="checkbox"/> Delivery Schedule for the supply of the Crew/Panel Van;<br><input checked="" type="checkbox"/> Statement or certificate of origin for the offered Crew/Panel Van and spares;<br><input checked="" type="checkbox"/> Crew/Panel Van maintenance works schedule for the first 3 years;<br><input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 3 years or 100,000 km, whichever occurs first, which shall be active in case the following retrofitting works are done on the proposed Crew/Panel Van: <ul style="list-style-type: none"> <li>a. Works on the van body;</li> <li>b. Works to lead to weight increase of up to 1 tone;</li> <li>c. Installation of additional electrical/electronic equipment (including air conditioner inside the van, electrical peripheral equipment inside the van, optical and acoustical devices on the outside of the van etc.).</li> </ul> <input checked="" type="checkbox"/> List of recommended consumables, spares and scheduled maintenance services (including prices and details on local availability) required for a period of 3 years or 100,000 km, whichever occurs first;<br><input checked="" type="checkbox"/> Confirmation of availability of consumables and spares for at least 3 years;<br><input checked="" type="checkbox"/> Name and address of authorized service in Moldova;<br><input checked="" type="checkbox"/> List of body building companies authorized by the Bidder and/or Manufacturer to retrofit the proposed Crew/Panel Van (if any);<br><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;<br><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent or Distributor (if Supplier is not the manufacturer);<br><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| Period of Validity of Quotes starting the Submission Deadline Date | <input checked="" type="checkbox"/> 90 days<br><br>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.  |
| Partial Quotes   | <input checked="" type="checkbox"/> Not permitted   |
| Payment Terms  | <input checked="" type="checkbox"/> 100% upon complete delivery of goods  |
| Liquidated Damages   | 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.  |
| Evaluation Criteria  | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>2</sup> ;  |

<sup>2</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

|   |  |
|---|--|
|   | <input checked="" type="checkbox"/> Minimum 3-year experience in the vehicles selling business;<br><input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered Crew/Panel Van;<br><input checked="" type="checkbox"/> Availability of authorized service in Moldova and comprehensiveness of after-sales services;<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions<br><input checked="" type="checkbox"/> Maximum delivery period not to exceed 120 working days upon signature of PO/contract. If offered delivery time will be less than 120 calendar days, it will be considered a strong advantage;<br><input checked="" type="checkbox"/> Minimum warranty period of 3 years or 100,000 km, whichever occurs first, which shall be active in case the following retrofitting works are done on the proposed Crew/Panel Van: <ul style="list-style-type: none"> <li>a. Works on the van body;</li> <li>b. Works to lead to weight increase of up to 1 tone;</li> <li>c. Installation of additional electrical/electronic equipment (including air conditioner inside the van, electrical peripheral equipment inside the van, optical and acoustical devices on the outside of the van etc.).</li> </ul> |
| UNDP will award to:                                   | <input checked="" type="checkbox"/> One and only one supplier  |
| Type of Contract to be Signed                         | <input checked="" type="checkbox"/> Purchase Order   |
| Special conditions of Contract                        | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days   |
| Conditions for Release of Payment                     | <input checked="" type="checkbox"/> Passing Inspection/Drive Test<br><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ and contract requirements   |
| Annexes to this RFQ                                   | <input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1)<br><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).<br><input checked="" type="checkbox"/> Technical Compliance Table (Annex 4).<br><br>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.  |
| Contact Person for Inquiries (Written inquiries only) | Olga Crivoliubic, Project Manager<br><a href="mailto:Olga.Crivoliubic@undp.org">Olga.Crivoliubic@undp.org</a><br><br>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.  |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

**The full warranty shall include maintenance, troubleshooting and repair including provision of spare parts. Offerors shall provide evidence of local authorized technical support services availability for the offered Crew/Panel Van.**

**Offerors shall describe the warranty and post-warranty conditions provided and service/trade customs and procedures applied.**

**Offerors shall propose minimum 3 (three) years or 100,000 km of full warranty period for the Crew/Panel Van, to commence following the acceptance of the delivered vehicles by UNDP Moldova. The warranty shall be active in case the following retrofitting works are done on the proposed Pavel Van:**

- a. Works on the van body;**
- b. Works to lead to weight increase of up to 1 tone;**
- c. Installation of additional electrical/electronic equipment (including air conditioner inside the van, electrical peripheral equipment inside the van, optical and acoustical devices on the outside of the van etc.).**

**The bidder is requested to provide a list of authorized body building companies with contact details (if any).**

**Offerors shall describe how stocks of vans and spare parts are maintained and managed. Offerors shall provide a detailed list of recommended replacement parts and scheduled maintenance services required for 100,000 km of operation of the Crew/Panel Van (including current prices).**

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

*Denis Suschevici*

Denis Suschevici,  
ARR / Head of Operations a.i.

## Technical Specifications

| Items to be Supplied*  | Quantity                              | Description / Specifications of Goods     |   | Latest Delivery Date                               |
|--|---------------------------------------|---|---|--|
| <b>Crew Van or Panel Van</b><br>To be retrofitted into a mobile command centre with additional equipment and storage systems and used by the Anticorruption Center for their daily operation | 1                                     | <b>Body</b>                               | Standard non-metallic white colour<br>Metallic structure divided virtually into three compartments (cab, passenger compartment and load compartment)  | Up to 120 calendar days from PO/contract signature |
|  |                                       | <b>Year of manufacture</b>                | 2018-2019; brand new vehicle  |  |
|  |                                       | <b>Steering</b>                           | Left-hand drive   |  |
|  |                                       | <b>Engine</b>                             |   |  |
|  |                                       | <i>Displacement</i>                       | At least 1800 cm <sup>3</sup>   |  |
|  |                                       | <i>Power</i>                              | At least 140 HP   |  |
|  |                                       | <i>Emission standard</i>                  | EURO 5 or better  |  |
|  |                                       | <i>Fuel type</i>                          | Diesel  |  |
|  |                                       | <b>Tank capacity</b>                      | At least 70 l   |  |
|  |                                       | <b>Transmission/Gear box</b>              | Mechanic  |  |
|  |                                       | <b>Seating</b>                            |   |  |
|  |                                       | <i>Number and type of seats</i>           | <ul style="list-style-type: none"> <li>- 1 (one) driver's seat with angle-adjustable armrest, adjustable head restraint and adjustable seat cushion angle;</li> <li>- 1 (one) two-passenger front bench with adjustable head restraints.</li> </ul> |  |
|  |                                       | <i>Upholstery</i>                         | High resistant dark fabric/cloth  |  |
|  |                                       | <b>Interior equipment</b>                 | Climate Control   |  |
|  |                                       |   | Non-slip floor covering   |  |
|  |                                       | <b>Dimensions</b>                         |   |  |
|  |                                       | <i>Wheelbase</i>                          | At least 3000 mm  |  |
|  |                                       | <i>Overall length</i>                     | At least 6300 mm  |  |
|  |                                       | <i>Overall width (excl. door mirrors)</i> | Up to 2600 mm   |  |
|  |                                       | <i>Overall height</i>                     | At least 2000 mm  |  |
|  |                                       | <i>Load area height</i>                   | At least 1800 mm  |  |
|  |                                       | <i>Gross vehicle weight</i>               | At least 2500 kg  |  |
|  |                                       | <i>Payload</i>                            | At least 800 kg   |  |
| <b>Electronics</b>   | Alternator (12V/180 A)                |   |   |  |
|  | High capacity battery (minimum 90 Ah) |   |   |  |
|  | Remote central locking                |   |   |  |
|  | Automatic headlights and wipers       |   |   |  |
|  | Electrically operated front windows   |   |   |  |

|  |  |                            |   |  |
|--|--|----------------------------|---|--|
|  |  |                            | Electrically adjustable/heated side view mirrors  |  |
|  |  |                            | Front fog lamps   |  |
|  |  |                            | Parking aid system (rear)   |  |
|  |  |                            | Working lights in load/passenger compartments with accessible switch  |  |
|  |  |                            | Interior door contact light over the rear door  |  |
|  |  |                            | Metric instrument cluster (including at least speedometer, tachometer, odometer, fuel gauge, seat belt warning light, clock, outside temperature display) |  |
|  |  |                            | 12V power socket  |  |
|  |  |                            | Audio device with AM/FM radio tuner, USB interface, speakers  |  |
|  |  |                            | Van wiring should be able to support high charges following subsequent retrofitting (warning lights, electric car winch etc.)                             |  |
|  |  | <b>Safety and security</b> | European New Car Assessment Programme (Euro NCAP)   |  |
|  |  |                            | Electronic Stability Program (ESP)  |  |
|  |  |                            | Anti-lock Braking System (ABS),   |  |
|  |  |                            | Electronic Brake-force Distribution (EBD)   |  |
|  |  |                            | Acceleration Skid Control (ASR)   |  |
|  |  |                            | Brake Assist  |  |
|  |  |                            | Three-point seat belts for driver seat and front bench  |  |
|  |  |                            | Immobilizer   |  |
|  |  |                            | Front airbags (driver and passenger)  |  |
|  |  |                            | Engine and gearbox protection   |  |
|  |  | <b>Accessories</b>         | First aid kit   |  |
|  |  |                            | Powder fire extinguisher: 5 kg, stored in the rear compartment, with mounting devices   |  |
|  |  |                            | Car warning triangle  |  |
|  |  |                            | Full-size spare wheel   |  |
|  |  |                            | Front and rear mudflaps   |  |
|  |  |                            | Full set of winter tyres with steel rims to complement factory standard summer tyres  |  |
|  |  |                            | Hydraulic jack  |  |
|  |  |                            | Tool kit supplied by the manufacturer   |  |
|  |  |                            | Road hazard lamp  |  |
|  |  |                            | 1 (one) additional key  |  |

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 19/01918:

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

| Item No. | Description/Specification of Goods                   | Quantity | Latest Delivery Date | Unit Price, USD | Total Price per Item (USD, VAT 0%) |
|----------|--|----------|----------------------|-----------------|------------------------------------|
| 1.       | Crew Van or Panel Van                                | 1        |                      |                 |                                    |
|          | <b>Total Prices of Goods<sup>5</sup></b>             |          |                      |                 |                                    |
|          | Add : Cost of Transportation                         |          |                      |                 |                                    |
|          | Add : Cost of Insurance                              |          |                      |                 |                                    |
|          | Add : Other Charges (pls. specify)                   |          |                      |                 |                                    |
|          | <b>Total Final and All-Inclusive Price Quotation</b> |          |                      |                 |                                    |

**TABLE 2 : Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 100,000 km)**

| List of Consumable Item/s  | Mileage when service is required, km | List of replacement parts required | Cost of replacement parts, USD (VAT 0%) | Cost of related maintenance services, USD (VAT 0%) | Total Price per Item, USD (VAT 0%) |
|----------------------------|--------------------------------------|------------------------------------|---|--|------------------------------------|
| Motor oil                  |                                      |                                    |   |  |                                    |
| Oil filter                 |                                      |                                    |   |  |                                    |
| Gearbox oil                |                                      |                                    |   |  |                                    |
| Timing belt                |                                      |                                    |   |  |                                    |
| Generator belt             |                                      |                                    |   |  |                                    |
| Belt tensioner and pulleys |                                      |                                    |   |  |                                    |
| Spark plugs                |                                      |                                    |   |  |                                    |
| Air filter                 |                                      |                                    |   |  |                                    |
| Salon filter               |                                      |                                    |   |  |                                    |
| Brake pads                 |                                      |                                    |   |  |                                    |
| <b>Total Cost</b>          |                                      |                                    |   |  |                                    |

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

The estimated operating costs shall be quoted based on current prices at a local authorized service center and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage.

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

| Other Information pertaining to our Quotation are as follows :  | Your Responses             |                             |   |
|---|----------------------------|-----------------------------|---|
|   | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Maximum delivery period not to exceed <i>120 calendar days</i> upon signature of PO/contract by both parties  |                            |                             |   |
| Warranty for a minimum period of 3 years or 100,000 km, whichever occurs first, which shall be active in case the following retrofitting works are done on the proposed Crew Van:<br>a. Works on the van body;<br>b. Works to lead to weight increase of up to 1 tone;<br>c. Installation of additional electrical/electronic equipment (including air conditioner inside the van, electrical peripheral equipment inside the van, optical and acoustical devices on the outside of the van etc.) |                            |                             |   |
| Country/ies Of Origin <sup>6</sup> :  |                            |                             |   |
| Availability of certificates of quality and origin for the offered Crew Van   |                            |                             |   |
| Availability of authorized service in Moldova and comprehensiveness of after-sales services   |                            |                             |   |
| Validity of Quotation <i>90 calendar days</i>   |                            |                             |   |
| Delivery on site shall be the responsibility of Supplier  |                            |                             |   |
| All Provisions of the UNDP General Terms and Conditions   |                            |                             |   |

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

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

<sup>6</sup> *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

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

### 2. PAYMENT

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

### 3. TAX EXEMPTION

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

### 4. RISK OF LOSS

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

### 5. EXPORT LICENCES

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

### 6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

## **7. INSPECTION**

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

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

## **9. RIGHTS OF UNDP**

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

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## **10. LATE DELIVERY**

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

## **11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

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

**13. PROHIBITION ON ADVERTISING**

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

**14. CHILD LABOUR**

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

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

**15. MINES**

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

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

**16. SETTLEMENT OF DISPUTES**

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

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

**17. PRIVILEGES AND IMMUNITIES**

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

**18. SEXUAL EXPLOITATION:**

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19. OFFICIALS NOT TO BENEFIT:**

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

**20. AUTHORITY TO MODIFY:**

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

