



REQUEST FOR QUOTATION (RFQ)
For Delivery of First Aid, Light Search & Rescue Training & Emergency Simulation exercise for Community Based Disaster Management Committees in Sindhupalchok & Dolakha

NAME & ADDRESS OF FIRM	DATE: July 30, 2019
	REFERENCE: UNDP/RFQ/17/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Delivery of First Aid, Light Search & Rescue Training & Emergency Simulation exercise for Community Based Disaster Management Committees in Sindhupalchok & Dolakha**, 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 **5:00PM, August 13, 2019** in sealed envelope by ***courier mail or hand delivery*** to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/17/2019
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

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 above mentioned services:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> Other: Delivery and installation of equipment in three Provinces and respective districts
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Dolakha and Sindhupalchok
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (if using freight forwarder)	Not applicable
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Two months upon issuance of purchase order
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	
Deadline for the Submission of Quotation	5:00PM, August 13, 2019
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar services; <input checked="" type="checkbox"/> Track records to evidence in completion of similar projects; <input checked="" type="checkbox"/> CVs of the proposed experts and/or resource persons who have at least 3 years of experience in providing training in the topics

¹ 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.

	mentioned in the Terms of References and working in the capacity building of search and rescue/first aid and simulation exercise teams; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> • 20% upon submission of inception report. • 50% upon completion of two trainings in a district. • 30% upon completion of rest two trainings in another district.
Liquidated Damages	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP's contract services
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements

² 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.

Annexes to this RFQ ³	<input checked="" type="checkbox"/> Schedule of Requirement and Terms of References (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Terms of Reference (Annex 4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit UNDP Nepal Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/17/2019 (SA), on or before 12:00 Noon, 9 August 2019. UNDP shall post the responses of inquiries in the same website. Inquiries received after the above date and time shall not be entertained. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

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

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

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Shiva Prakash Adhikari
Procurement Associate, UNDP Nepal
July 30, 2019

Schedule of Requirements and Terms of References

Comprehensive Disaster Risk Management Programme

Terms of Reference

Delivery of First Aid, Light Search & Rescue Training & Emergency Simulation exercise for Community Based Disaster Management Committees in Sindhupalchok & Dolakha

Working Areas:	Sindhupalchok (Chautara Sagachokgadhi municipality-4,8 and Indrawati rural municipality-5,6,7,8,9,10) & Dolakha (Bhimeshwor municipality-8,9 and Shailung rural municipality-3,4,5,6,7)
Duration:	2.0 months
Execution Modality:	Institutional Contractual service

1. Background

Nepal a country where disaster is recurrent resulting in massive loss on public and economic infrastructures including on human lives, a robust preparedness pays a lot in saving lives and properties from any rapid and slow onset of disaster event. Disaster preparedness at community level involves, but is not limited to identification of hazard, risk and vulnerability, establishment of early warning system, community plans on hazard mitigation and disaster response and human resources development on different aspects such as on first aid, Light search and rescue, awareness and early warning. Given the principle that 'communities are the first responders' to any disaster incidents of their own volition, the capacity development of the vulnerable community is a most. If communities are prepared as first responders, they can play a vital role in reducing the impact of disasters by providing emergency search and rescue and life-saving first aid services, before any external support reaches to the disaster hit community. Developing community level Light search and rescuers is one of the major components under community level disaster preparedness, and it is achieved through a process of forming a disaster response team at each community starting with conduct of a Light Search and Rescue (LSAR) Training. Accident is such an occurrence that nobody can predict. It is indeed wise to be prepared for such happenings beforehand rather than to feel sorry after loss. Acquiring basic Light Search and Rescue skills could be a valuable aspect of preparedness for such happenings, because search and rescue may be essential in many disaster incidents in saving lives of people trapped under buildings, debris, fallen objects, landslides affected settlements or being swept away by flood and landslides. LSAR is thus a critical measure to safeguard lives during/after hazardous events such as earthquake, flood and landslides, fire, storm and more.

2. Context

The 2015 Nepal earthquakes destroyed over 700,000 houses, claimed 8,891 lives, causing huge economic loss across 31 affected districts. With the financial support from European Civil Protection and Humanitarian Aid Operations (ECHO), UNDP Nepal has been providing socio-technical support to the earthquake affected households of Sindhupalchok & Dolakha district who are undertaking reconstruction of their houses. The project addresses the challenges faced in the owner-driven

reconstruction with specific focus on the poor and vulnerable people by enhancing knowledge, skills and resources to rebuild their houses in a resilient manner and reduce their vulnerabilities to the future disaster risks.

Furthermore, the project has established Resilience Fund that is operated and managed by the Community Based Disaster Risk Management Committee (CBDRMC) at the ward level and chaired by Ward Chairman. The CBDRMCs will function under clear and set guideline to provide financial assistance to the needy and vulnerable households, who are selected through intensive ward level meetings. The local governments are encouraged to contribute in the Resilience Fund to support the house owners left behind in reconstruction and as well as institutionalize this system to generate/establish fund for undertaking small-scale risk mitigation measures identified through Disaster Risk Management Plan prepared by Disaster Management Committee of each ward.

Nepal faces threat from various disasters, such as landslides, flood, fire, etc. and the people are exposed to or need to cope with them, which needs intervention beyond house level, and at settlement level. Hence, the project also sees reconstruction initiative as step towards building resilience of the house owners and the communities. Therefore, enabling communities to undertake risk mitigation measures and initiatives to reduce risk to future disasters as well as build capacity to recover after any event is an integral part of the project.

UNDP seeks technical support from the National service providers to conduct emergency preparedness Training (Light search & rescue, first aid and emergency simulation exercise) for the ward level Disaster Management Committee members of four target rural/urban municipalities in Sindhupalchok (2 wards of Chautara-Sangachokgadi municipality; 6 wards of Indrawati rural municipality & Dolakha district (2 wards of Bhimeshwor municipality and 5 wards of Shailung rural municipality).

3. Objective

The overall objective of the assignment is to conduct a community-based Light Search and Rescue (LSAR), First Aid, and emergency simulation exercise to 15 communities of Sindhupalchok & Dolakha. Training will emphasize identification of trapped people on disaster site, extraction of the victims/survivors, immobilization, rescue and evacuation, emergency first aid and emergency simulation exercise so that under any event of disaster, community can undertake primary emergency response activities by themselves. The hazards to be considered in the training context are flood and landslides, fire and earthquake.

The specific objectives are:

- Provision of Light Search and Rescue, First Aid Training and Emergency simulation exercise to 105 participants from identified communities.
- Formation of one response committee comprising of 5-7 members, at each ward

At least four rounds of Trainings are planned for the month July and August 2019, two training will be held in each district. In Sindhupalchok, the CBDRMCs are located at Chautara-Sangachokgadi-4,8 and Indrawati Rural Municipality 5,6,7,8,9,10 while in Dolakha, the CBDRMCs are located at Bhimeshwor-8 & 9 and Shailung Rural Municipality-3,4,5,6,7.

4. Scope of Work, Responsibilities

The Institutional Service Provider is expected to train CBDRMC members in responding to a sudden onset disaster at their own, with focus on LSAR, FAT and Emergency simulation exercise. The detail scopes of works include:

1. Training to be conducted at cluster level in appropriate locations
2. Adoption of the DIPECHO Nepal developed LSAR training Curriculum and First Aid NRC's curriculum.
3. Logistics prepared for the training conduction with focus on training materials, outdoor skills test exercise materials and training delivery checklists
4. Each Training will be for 3 days comprising of Light search and rescue, first aid and emergency simulation exercise.
5. Accommodation and subsistence for the participants to be provided by the Service providers
6. Training materials to be provided by the service provider.

5. Methodology

The selected Institutional service provider should perform the tasks mentioned above using the following, but not limited to, methodologies:

- Developing common understanding with CDRMP/UNDP on the training agenda and modules.
- Logistics preparation for the training conduction including outdoor skills test exercise materials
- Review of the Training with participants and formation of Community Disaster Response Team
- Development of a training completion report and submission to CDRMP/UNDP

There exists a LSAR Training Curriculum, developed under the DIPECHO projects in Nepal in the past, as a nationally practiced LSAR training curriculum which in general will be applied in the LSAR training. For the First Aid Training there exist First Aid curriculum developed by Nepal Red cross society which can applied.

These curricula will be discussed and jointly agreed by CDRMP and the service providing agency. Some contextual review and adjustment on the curriculum might be sought for and will be adjusted accordingly. A mixed set of methodologies will be applied in the training. The training methodologies will apply a 3D approach that is Define, Demonstrate and Do (means practice) phase. In the training lectures will be followed by demonstration on how to do it and finally the practice in doing the task. Skills demonstration possible indoor will take place after theory session while final demonstration and exercise will be carried out at field with developing some scenario at real context.

Duration & Venue

Each training event comprising of LSAR, First Aid Training and simulation exercise will run for a period of three days from 10:00 am until 05:00 pm every day. For first two days the training could mostly be conducted indoor, and the third the final day there will be intensive practical exercise outside in a given hazard scenario. Trainings will be organized at the respective communities: Chautar-Sangachokgadi municipality & Indrawati rural municipality area of Sindhupalchok & Bhimeshwor municipality & Shailung rural municipality area of Dolakha district.

The training dates will be finalized in consultation with respective CBDRMCs. As per the initial discussion, the trainings will be conducted somewhere during July-August 2019, based on community's availability and the weather as it falls during monsoon season.

Participants

Each of the training will be attended by a maximum of 24 community participants, identified by the respective CDRMCs following agreed criterion reflecting such as gender balance, age groups between 18 to 45 years, willingness to volunteer, physical fitness, representing all clusters of community settlements and schools, basic literacy etc. If any community people meeting above criterions, have received similar training more than three years back and have received no refresher training after, can also attend the training in case the CDRMC feels their participation essential. A maximum of 50% participants from previous First Aid trainings and some 50% fresh participants would be encouraged to participate as first aid intervention would often be required in a post disaster situation while LSAR will be undergoing. People trapped under debris and damaged or fallen infrastructures as well drown or swept away by flood and landslides might have suffered physical injury and wounds, need immediate first aid support. Issue here to be noted is that by making a blend of community level first aiders and other volunteers in the LSAR capacity development the community disaster response capacity would be further scaled up rather than engaging 100% first aiders.

6. Expected outputs

The main output of this assignment is to equip Community Based Disaster Risk Management Committee members with Search & rescue, Basic First Aid and Simulation skills and Techniques so that they can undertake primary emergency response activities in the event of any disaster within the respective wards. To ensure effectiveness and efficiency, the service provider is expected to follow the minimum principles described below.

- 105 (m/f) community members participate on **Basic First Aid Training**.
- 105(m/f) community members participate on Light **Search and Rescue Training**.
- 105 (m/f) community members Participate on **Emergency Simulation** exercise.
- Submit participants' comprehensive evaluation and training report within two weeks of the completion of the training.

7. Coordination and Liaison

The Institutional service provider (ISP) should work closely with the concerned local bodies creating an enabling environment over the whole process of the program. Besides, the ISP should facilitate/coordinate in building liaison between local government and concerned line agencies (mainly Ward Office, rural/urban municipality, DAO, DDRC, GMALI, DCC) on technical matters as well as to ensure the sustainability of the activities.

The ISP should perform planned activities under this assignment with full professional commitment and dedication under the direct supervision and guidance of Project Manager and Project Coordinator of UNDP/CDRMP to ensure the quality and timely accomplishment of proposed activities.

8. Expected deliverables and proposed payment schedule

Note: Payments will be done in 2 stages –as indicated in the table based on timely submission of progress/update and financial report of the preceding months.

Deliverables	First Months (M1)				Second Month (M2)			
	W1	W2	W3	W4	W1	W2	W3	W4
	Release of first tranche (20% of the contract value) immediate after the submission of Inception Report	*						
Release of the second installment (50% of the contract value) after completion of at least two training					*			
Release of the final installment (30% of the contract value) after the submission of Assignment completion Report								*

Note: * Payment (release of tranche)

9. Qualifications of the Service Provider

- Preference will be given to institutions with a specialized team who have experienced in providing training in the above-mentioned topics and in working in the capacity building of search and rescue/first aid and simulation exercise teams.
- SPs that are legally registered at local level/national level are eligible to submit offers.
- Meeting the submission deadlines of producing deliverables and reporting in the prescribed template
- Flexibility in approaches in responding the emerging needs and priorities during implementation

10. Management Arrangements and Reporting Requirements

ISP would be fully responsible for the effective mobilization of fund. The ISP should work in close consultation with the UNDP/CDRMP district and national team under the overall guidance of Project Manager, and Project Coordinator and update progress on regular basis. Monitoring & Evaluation (M&E) will be conducted regularly by UNDP. The ISP should ensure that there will be no changes, no modification unless it is agreed through prior and written confirmation from CDRMP (UNDP Nepal) in either the quality or, the timing of key deliverables.

The ISP should bear full responsibility for monitoring of tasks under this assignment. Feedback from the stakeholders and the CDRMP team should be incorporated into the revision of the deliverables.

In addition to the submission requirement mentioned in the deliverables (above), the ISP should update the CDRMP team on event basis about the work progress with key performance during the period. Wherever appropriate, disaggregated data (by sex, ethnicity, poverty, etc.) should be collected, analyzed and used in the reports.

11. Requirements for Submission

Institutions who meet the requirements are invited to submit their expression of interest, which should include the following:

- Valid documents (registration certificate, letter head, letter pad and bank account)
- Cover letter detailing the institution’s suitability for the assignment and current contact information.

- Technical Proposal: understanding of the work, methodology to carry out the tasks including, risk mitigation and monitoring evaluation and reporting system particularly mentioning how quickly the community people can be served. CVs of the team members, including detailed work experience, education; please clearly identify the overall lead consultant.
- Finalization of workplan and budget will be done jointly by ISP and UNDP/CDRMP. UNDP/CDRMP will not provide any other additional budget or extra costs than mentioned in the agreed work plan.

All applications should clearly be marked as 'Consultancy Service for First Aid, Search and Rescue Training and Emergency Simulation Exercise' and should be sent to: CDRMP/UNDP office, Chakupat, Lalitpur

12. Copyright of Publication and Production of Materials

All developed products and reports under this ToR will belong to UNDP and the service provider will not have any right to publish them all or partly in any forum/print material. Only titles and logos of UNDP Nepal and Government of Nepal will appear on front pages of any reports/ products to be developed under the agreement. The title and logo of the service provider will not appear on the front page of the reports/ deliverables. Such acknowledgement will be made on the inside page of the any report/deliverables.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid on **Delivery of First Aid, Light Search & Rescue Training & Emergency Simulation exercise for Community Based Disaster Management Committees in Sindhupalchok & Dolakha** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/17/2019:

TABLE 1 : Offer for Delivery of First Aid, Light Search & Rescue Training & Emergency Simulation exercise for Community Based Disaster Management Committees in Sindhupalchok & Dolakha

Item No	Description	Quantity	Unit Price in NPR.	Total Amount in NPR.
A	<p>Each training event comprising of LSAR, First Aid Training and simulation exercise will run for a period of three days from 10:00 am until 05:00 pm every day. For first two days the training could mostly be conducted indoor, and the third the final day there will be intensive practical exercise outside in a given hazard scenario. Trainings will be organized at the respective communities: Chautar-Sangachokgadi municipality & Indrawati rural municipality area of Sindhupalchok & Bhimeswor municipality & Shailung rural municipality area of Dolakha district</p> <p>Total four rounds of trainings (two trainings in each district).</p> <p>The quote should include all the logistical cost and accommodation and subsistence for the participants.</p>	1 lump-sum		
	Total			
	13% VAT			
	Total Price with VAT			

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule. Any equipment or service overlooked in this specification may be a subject to supplementary amendment and will be duly communicated to all concerned

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
Not Applicable				

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁷ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period of 1 year	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]	NA	NA	

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]

⁷ 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.

Annex 3

General Terms and Conditions for Services

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