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**REQUEST FOR QUOTATION (RFQ)**

**(Goods)**

|  |  |
| --- | --- |
|  | DATE: 19 November 2019 |
| REFERENCE: ISDA SUPPORT PROJECT (Support for Innovation Against Corruption: Building a Citizen-Centric Service Delivery Model in Albania) |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of IT Equipment** to be used in public service delivery one stop shops at the municipal level where ADISA, the Agency for the Delivery of Integrated Services in Albania, is setting up its multifunctional co-located service windows for central government services, and for the ADISA Mobile Office, a vehicle customized as a mobile office for service delivery in remote areas, 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 **03 December 2019, 14.00 hrs** via courier mail to the address below:

**United Nations Development Programme**

Str. “Skenderbej”, Gurten Center, 2nd floor, Tirana, Albania

E-mail for clarification purposes: procurement.al@undp.org

Fax No: +355 42250286

Tel No: + 355 4 2276600

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  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | FCA  CPT  CIP  DAP  Other DDU | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | UNDP  Supplier/Offeror  Freight Forwarder | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Agency for the Delivery of Integrated Services Albania - ADISA Blvd. "Zhan d'Ark”, Tirana, Albania | |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-2) | N/A | |
| Distribution of shipping documents *(if using freight forwarder)* | N/A | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 60 days from the issuance of the Purchase Order (PO)  As per Delivery Schedule attached *[if delivery will be staggered]*  Time: *[pls. indicate]*  Time Zone of Reference: *[pls. indicate]* | |
| Delivery Schedule | Required  Not Required | |
| Packing Requirements | N / A | |
| Mode of Transport | AIR | LAND |
| SEA | OTHER *[pls. specify]* |
| Preferred  Currency of Quotation | United States Dollars: for international suppliers. Customs fees should be taken into consideration in the total price  Euro  Local Currency: for local suppliers | |
| Value Added Tax on Price Quotation | Must be inclusive of VAT and other applicable indirect taxes  Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | Warranty of goods as specified in Technical Specifications.  Provision of Service Unit when pulled out for maintenance/ repair  Others *[pls. specify]* | |
| Deadline for the Submission of Quotation | 03 December 2019, 14:00 hrs | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English  French  Spanish  Others *[pls. specify, including dialects, if needed]* | |
| Documents to be submitted[[3]](#footnote-3) | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;  Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;  Quality Certificates (ISO, etc.);  Latest Business Registration Certificate;  Latest Internal Revenue Certificate / Tax Clearance;  Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);  Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);  Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied;  Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.  Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  Country of Origin Declaration for the offered goods and the Declaration of Conformity  Products’ data sheets  Reference of two (2) previous similar contracts in the 2018-2019 timespan with satisfactory acceptance from the requestor | |
| Period of Validity of Quotes starting the Submission Date | 60 days  90 days  120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | Not permitted  Permitted [*pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]* | |
| Payment Terms | 100% upon complete delivery of the IT equipment and full required documentation  Others *[pls. specify]* | |
| Liquidated Damages | N / A | |
| Evaluation Criteria  *[check as many as applicable]* | Technical responsiveness/Full compliance to requirements and lowest price  Comprehensiveness of after-sales services  Full acceptance of the PO/Contract General Terms and Conditions *[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]*  Earliest Delivery / Shortest Lead Time  Others *[pls. specify]* | |
| UNDP will award to: | One and only one supplier  One or more Supplier, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]* | |
| Type of Contract to be Signed | Purchase Order  Long-Term Agreement *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type/s of Contract *[pls. specify]* | |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 30 days  Others *[pls. specify]* | |
| Conditions for Release of Payment | Complete Installation  Passing all Testing *[specify standard, if possible]*  Completion of Training on Operation and Maintenance *[specify no. of trainees, and location of training, if possible*  Written Acceptance of Goods based on full compliance with RFQ requirements  Others *[pls. specify]* | |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3).  Others  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)[[4]](#footnote-4) | **Procurement Unit, UNDP Albania**  *E-mail: procurement.al@undp.org*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.  Inquiries should be submitted by the official contact person indicated in the bidding documents, no later than five working days prior to the submission deadline. | |

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

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

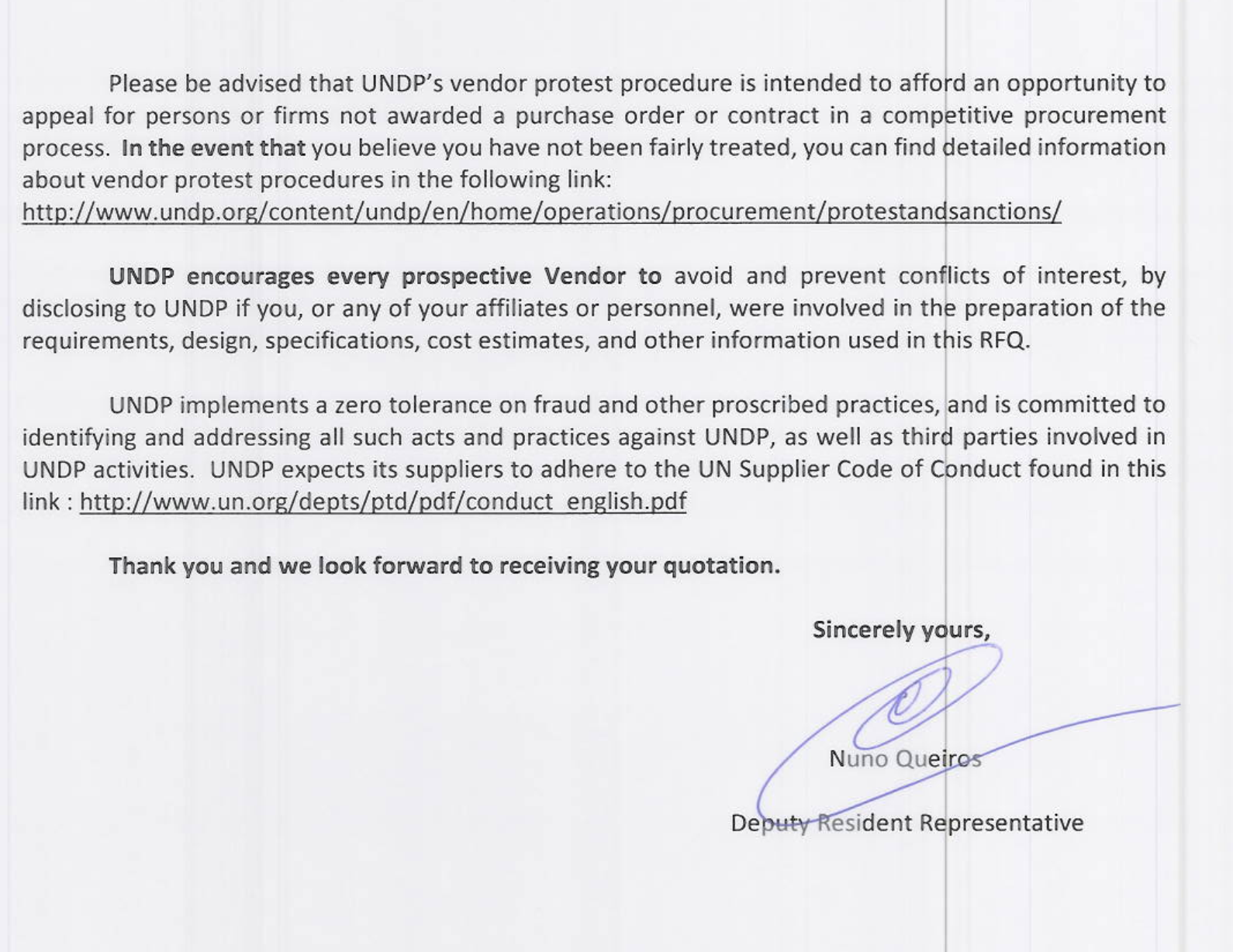
Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction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

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

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

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

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



**Annex 1**

**Technical Specifications**

| **Items to be Supplied** | **Quantity** | **Description / Specifications of Goods** |
| --- | --- | --- |
| **A. PC Desktop** | **8** | |  |  | | --- | --- | | **Minimum Technical Specifications** | | | Min Proc. Rating According to: cpubenchmark.net: | 7000 Points | | RAM: | 8 GB, min. DDR4 2133 MHz, Non-ECC | | HDD Size: | 500 GB | | HDD Speed: | 7200 RPM SATA 6.0 Gb/s | | Disk Subsystem Controller: | Serial ATA 6.0 Gb/s | | Graphics: | Dedicated HD Graphic Card PCI-E x16, Minimum 1 GB Memory, min. (2) Porta (VGA/DVI/HDMI/DP) | | Media Device: | DVD+/-RW | | Slots: | Minimum (3) PCI/PCI-E of which min. (1) PCI-E x16 | | **Communication and management** | | | Ports: | Min. (8) USB of which:   1. min (2) USB in front 2. min (2) USB 3.0   (1) RJ-45, (1) Audio In/Out, (1) Mic. and (1) Headphone,  (1) Video Port | | Networking: | (1) 10/100/1000 LAN Integrated Gigabit Ethernet Port | | Sound: | Integrated Sound Card | | Speakers: | Internal or Built-in Monitor | | Security Management: | Embedded Security TPM | | Preinstalled Licensed O. S.: | OEM Windows 10 64-bit Professional | | Keyboard: | Standard Keyboard QWERTY | | Mouse: | Minimum 3 Button Scroll Optical | | Power Supply: | 220 V AC, 50 Hz | | **Accessories** | | | Power Cord: | Yes, European | | Recover CD: | Recover CD/DVD or Recover Partition | | **Display** | | | Type: | LCD or LED the same brand with the PC | | Size: | 21” | | Native Resolution: | 1920 x 1080 at 60 Hz | | Contrast Ratio Static: | 1000:1 | | Display Port: | (1) VGA or DVI and (1) from ports DVI/HDMI/DP | | Response Time: | ≤ 8 ms | | Energy Efficiency: | Energy Star | | Power Supply: | 220 V AC, 50 Hz | | **Warranty** | | | Warranty | 3 Years | |
| **B. Monitors** | **30** | |  |  | | --- | --- | | **Minimum Technical Specifications** | | | **Display** | | | Type: | LCD or LED the same brand with the PC | | Size: | 21” | | Native Resolution: | 1920 x 1080 at 60 Hz | | Contrast Ratio Static: | 1000:1 | | Display Port: | (1) VGA or DVI and (1) from ports DVI/HDMI/DP | | Response Time: | ≤ 8 ms | | Energy Efficiency: | Energy Star | | Power Supply: | 220 V AC, 50 Hz | | **Warranty** | | | Warranty | 2 Years | |
| **C. UPS 1000 VA** | **8** | |  |  | | --- | --- | | **Minimum Technical Specifications** | | | **Output** | | | Power: | 1000 VA | | Power Factor: | ≥0.8 | | Wave Form: | Sinusoidal | | Nominal Voltage: | 220-240 V AC | | Frequency: | 50 Hz +/- 5% | | Volt, Regulation (On Battery): | +/-10% | | Output Connectors: | ≥ (4) IEC 320 C13 (from battery) | | **Input** | | | Nominal Voltage: | 220 - 240 V AC | | Frequency: | 50 Hz | | Voltage Window: | 170 - 270 V AC | | Automatic Voltage Regulation: | Yes | | Input Connectors: | (1) IEC 320 C14 | | **Communication and management** | | | Shutdown Software: | Yes | | Led Indicators: | For every condition | | Audible Indicators: | For every condition | | Interface: | (1) DB9 Serial or USB | | Protection: | Overload, Discharge, and Overcharge Protection | | **Battery** | | | Transfer time: | ≤4 ms | | Back-Up Time: | ≥6 min. Fully loaded | | Battery Type: | 12 V DC 7 Ah Lead-Acid | | **Accessories** | | | Power Cord: | (1) European IEC-C13 | | PC Power Cord: | (2) IEC 320 C13 - IEC 320 C14 | | Data Cable: | (1) DB9 Serial - DB9 Serial or USB - USB | | **Warranty** | | | Warranty: | 2 years | |
| **D. Multifunction photocopy Machine B&W MFP Basic** | **3** | |  |  | | --- | --- | | **Minimum Technical Specifications** | | | Model: | Copier/Printer/Scanner | | Copy/Print Speed for A4: | ≥ 30 ppm | | Monthly Duty Cycle: | ≥ 60 000 pages | | Technology: | Laser B&W | | Reduction/Enlargement: | 25%-400% | | Document Feeder: | RADF/DADF | | Paper Trays: | 2 | | Input Capacity min: | 500 papers | | Output Capacity min Standard: | 250 papers | | Duplex Copying/Print.: | Yes | | Media Sizes: | A3 | | Memory: | ≥ 1 GB | | Hard Disk: | ≥ 160 GB | | Scan Speed: | ≥ 25 ppm | | Scan Resolution: | 600x600 dpi | | Maximum Scan Size: | A3 | | **Toner** |  | | Toner: | 5 (five) kits | | **Communication and management** | | | Interface: | High Speed USB 2.0 | | Ethernet: | Yes | | **Accessories** | | | Power Cord: | Yes, European | | Software/Drivers CD: | Yes | | **Warranty** | | | Warranty: | 1 year or 120 000 copies (whichever is reached first) | |
| **E. 8 Ethernet ports switch** | **5** | |  |  | | --- | --- | | **Minimum Technical Specifications** | | | Type: | Switch Gigabit 8 Ports | | Number of Ethernet Ports: | 8 Gigabit Ports | | Forwarding modes: | Store-and-forward | | IEEE Network Protocols: | IEEE 802.3 Ethernet  IEEE 802.3ab 1000BASE-T | | Certification: | CE mark | | Accessories Included: | Power Supply Power Adapter Quick Install Guide | | Warranty: | 1 Year | |
| **F. 2-Port USB 2.0 Printer Auto-Sharing Switch (MDU)** | **1** | |  |  | | --- | --- | | **Minimum Technical Specifications** | | | Type: | USB share switch | | Interface type: | USB | | Minimum number of ports: | 2 Ports | | Plug and play: | Yes | | Certification: | CE mark | | Usb: | 2,0 | | Windows Compatible: | Win 7/8/10 | | Warranty: | 1 Year | |
| **G. LAN Cable (MDU)** | **1** | **Lan Cable Cat 6**  **100m** |
| **H. Wireless Router (MDU)** | **1** |  |

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[5]](#footnote-5)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[6]](#footnote-6))***

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| A | **PC Desktop** | 8 |  |  |  |
| B | **Monitors** | 30 |  |  |  |
| C | **UPS 1000 VA** | 8 |  |  |  |
| D | **Multifunction Photocopy Machine B&W MFP Basic** | 3 |  |  |  |
| D1 | **Toner for the Multifunction Photocopy Machine B&W MFP Basic** | 15 |  |  |  |
| E | **8 Ethernet ports switch** | 5 |  |  |  |
| F | **2-Port USB 2.0 Printer Auto-Sharing Switch** | 1 |  |  |  |
| G | **LAN Cable (100m)** | 1 |  |  |  |
| H | **Wireless Router** | 1 |  |  |  |
|  |  |  |  |  |  |
|  | **Total Prices of Goods[[7]](#footnote-7)** | | | |  |
|  | Add: Cost of Transportation | | | |  |
|  | Add: Cost of Insurance | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation with VAT** | | | |  |
|  | **Total Final and All-Inclusive Price Quotation without VAT** | | | |  |

**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** |
|  |  |  |  |  |
|  |  |  |  |  |

**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: |  |  |  |
| Country/ies Of Origin[[8]](#footnote-8): |  |  |  |
| Declaration of Conformity: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Warranty as specified 2. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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**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**

* 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. 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.
  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.
  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:

* 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.
  2. Refuse to accept delivery of all or part of the goods.
  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**

* 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.
  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. T**he 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.

1. **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.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
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.* [↑](#footnote-ref-4)
5. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-5)
6. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-6)
7. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-7)
8. *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.* [↑](#footnote-ref-8)