



REQUEST FOR QUOTATION (RFQ)

To: Interested Catering Vendors	DATE: 17 September 2014
	REFERENCE: RFQ/UNDP/REDD+/038/2014 "PROVISION OF CATERING SERVICE FOR REDD+ EVENTS AT OPERATION OFFICE"

Dear Sir/ Madam,

The United Nations Development Programme (hereinafter referred to as "UNDP") hereby solicits your quotation for "Provision of Catering Service for REDD+ Events at Operation Office" in support of REDD+ Agency as per the enclosed Terms of Reference (TOR - Annex I)

The purpose of this Request for Quotation is to conclude a Long Term Agreement (LTA) with a qualified Organization/Firm to provide management services for a series of Events which will be conducted between October 2014 and May 2015, a period of eight (8) months and contract performance will be monitored closely. This agreement will be an "on-call" arrangement. The estimated turnover on Event related services within the eight (8) months period would be approximately USD 50,000. UNDP reserves the right to utilize other sources at its discretion to assure value for money. Once the LTA is established the payment may be affected through purchase orders.

In accordance with this LTA, UNDP will make direct payments to vendors (larger ticket items), while the Organisation/Firm is expected to make direct payment to other vendors (smaller ticket items) upon request from UNDP and seek reimbursement from UNDP.

Submission of Quotations:

Quotations must be submitted in the English language only, based on the requirements specified in this Request for Quotation (RFQ). The quotations shall comprise the following documents:

- | | |
|------------------|---------------------------------------|
| 1. Annex I | : Terms of Reference (ToR) |
| 2. Annex II | : UNDP GENERAL CONDITIONS OF CONTRACT |
| 3. Annex III | : Model of Long Term Agreement |
| 4. Attachment I | : Price Schedule Format |
| 5. Attachment II | : Vendor's Registration Form |

United Nations Development Programme

Please ensure that your quotation is appropriately marked as noted below. It may be submitted via e-mail in PDF format (max 4 Mb), by courier, or in person, prior to the closing date of **Tuesday, 29 September 2014 at 11:00 hours (Jakarta local time)** to:

To: United Nations Development Programme - UNDP
BP REDD
Mayapada Tower 2 – 14th Floor
Jl. Jend. Sudirman kav. 27 – Jakarta Pusat
Telp. +6221- 2500811,
Attn: Dina Manullang/Procurement Unit
RFQ/UNDP/REDD+/038/2014
dina.manullang@undp.org cc to yusef.millah@undp.org

CONDITIONS	
Delivery Address	United Nations Development Programme - UNDP BP REDD+ Mayapada Tower 2 - 14th Floor, Jl. Jd. Sudirman Kav. 27 - Jakarta
Payment Terms	UNDP shall, on fulfilment 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 the Purchase Order. Note: any bank charges and bank commissions shall be borne by the vendor
Taxes	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
Validity of Quotation	60 days
Language	All quotation documentation shall be in English
UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type/s of Contract
Evaluation of Quotation and award criteria	The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the requirements. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its quotation will be rejected. If

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	<p>there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Any offers which do not meet the requirements will be rejected. The contract will be awarded to the bidder that offers the lowest priced and technically qualified quotation.</p>
General Terms and Conditions	This order is subject to UN General Terms and Conditions available at http://www.undp.org/procurement/conditions_contract.htm (General Terms and Conditions for Services) which can also be provided upon request.
Terms of Reference	Copy enclosed (see Annex I)
UNDP General Conditions of Contract	Copy enclosed (see Annex II)
Model of Long Term Agreement	Copy enclosed (see Annex III)
Price Schedule Format	Copy enclosed (see Attachment I)
Vendor's Registration Form	Copy enclosed (see Attachment II)
Bid Submission	<p>Quotations should be submitted to the following email address: red-d-bids.id@undp.org and cc dina.manullang@undp.org</p> <p>The PIC for this tender are as follow: Dina Manullang – Procurement Unit, REDD+ Project Mayapada Tower II, 14th Floor Jl. Jend. Sudirman Kav. 27, Jakarta Phone: 021 2500813</p>

Submitting a Quotation after the due response **date/time** will invalidate it. It is the exclusive responsibility of the Bidders to ensure (a) that the package containing the quotation reaches the designated address before the closing date, so that it is time stamped and acceptable for opening or (b) that the documents in PDF format are received at the specified email address before the closing date/time.

For any questions relating to this RFQ, please contact the person mentioned above.

Sincerely,
For UNDP REDD+ Indonesia


Yusef Manullang

Procurement Officer REDD+ Project

ANNEX I

TERMS OF REFERENCE

A. GENERAL INFORMATION

Title : " **Provision of Catering Service For REDD+ Event at Operation Office**"
Reports to : REDD+
Location : BP REDD+, Jalan Jd. Sudirman Kav. 27, Jakarta , Indonesia.

B. BACKGROUND INFORMATION

Indonesia is the third largest emitter of carbon dioxide (CO₂) and the world's largest emitter from agriculture, forestry and other land use. Over the past five years, Indonesia's annual deforestation rate has averaged around 1 million hectares, which contributes to an estimated 87 percent of Indonesia's annual emissions. In response to this situation, in 2009, President Susilo Bambang Yudhoyono, made a voluntary commitment to the world to reduce emissions as much as 26 percent under a business-as-usual scenario or up to 41 percent with international support by 2020.

According to the Second National Communication from Indonesia to the UNFCCC, Indonesia is expected to emit around 2.9 million metric tons (gigatons) by 2020 under the business-as-usual scenario. A commitment to reduce that amount by 26 percent would mean a reduction of 0.8 gigatons, while 41 percent would amount to a reduction of 1.2 gigatons. A reduction from an expected 2.9 to 1.7 gigatons by 2020 is a challenging commitment for a country aiming to maintain its 7 percent annual growth rate. Nevertheless, this commitment has been translated into a comprehensive National Action Plan known as RAN-GRK (PP 61/2011).

The National Action Plan for the Reduction of Green-house Gas Emissions (RAN-GRK) estimates that 87 percent of the emission-reduction target - approximately 1 gigaton - relates directly to the forestry and peat land sectors and, to address this, the government has adopted an incentive mechanism to improve management of the country's vast forest resources while supporting climate-change mitigation. This mechanism, known as REDD+ (Reducing Emissions from Deforestation and Forest Degradation), has five primary objectives: (a) reduction of deforestation; (b) reduction of forest degradation; (c) conservation of carbon stocks; (d) sustainable forest management; and (e) enhancing carbon stocks.

On 26 May 2010 the Governments of Indonesia and Norway signed a Letter of Intent (LoI) to establish a REDD+ Partnership. The first phase of this REDD+ Partnership (Phase 1) was to establish an agency with the capacity to implement and manage REDD+ projects initially in the pilot province Central Kalimantan and progressively in other priority provinces across Indonesia. A Task Force (*Satuan Tugas*, Satgas) was established to support this initial phase and, as of June 2013 at the end of the Task Force's mandate, the following progress was achieved:

- Drafting of an integrated Presidential Regulation regarding the establishment of a REDD+ Agency and governance of REDD+ in Indonesia;
- Finalisation of a REDD+ National Strategy (Stranas) and development of Provincial Strategies and Action Plans (PSAPs) for the eleven priority provinces;
- Agreement on, and legal basis for, the structure and operations of a REDD+ Financial Instrument (FREDDI); its implementation awaits the establishment of the REDD+ Agency and the subsequent release of funding for Phase 2 of the Lol;
- A methodology, partially trialled, for the structure and Standard Operating Procedures (SOPs) of the MRV technical unit; while international standards and an international/national REDD+ registry remain in development, the unit is ready for mobilisation following the establishment of the REDD+ Agency;
- Legal review of regulatory requirements related to REDD+ implementation in particular land tenure, forest and peat-land governance, forest monitoring and law enforcement, consolidation of land concessions, and a Moratorium on all new concessions for conversion of peat and natural forest in Indonesia; and
- Successful implementation of a wide range of projects by the REDD+ Task Force in the pilot province Central Kalimantan with a focus on developing an operational capacity and an enabling environment for REDD+ projects.

These achievements have prepared a basic foundation for a future REDD+ national programme that aims to address the emission-reduction target for the forestry and peat-land sectors and the national long-term goals associated with sustainable economic development and poverty reduction.

C. Context of this TOR:

The second phase of the Indonesian-Norway partnership started in December 2013, following the establishment of the REDD+ Agency and its technical units. The implementation of REDD+ is now running at full throttle. All components are working hand in hand to meet the objectives and the imperative actions that have been set for the year of 2014.

To support the program of REDD+ Agency as a new institution, an office space located at Mayapada building Tower 2 has been rented for the next two years; the space is designed to accommodate various meetings and workshop that used to be conducted in hotels and other outside venues. Apart from having significant fund saving, in-house meetings and workshops shall have other benefits such as avoid time consuming in travel, easy on accessing office resources, and more flexible in setting meeting time frame.

In order to meet with the service provided by hotels and other professional meeting venues, the UNDP REDD+ project will have to maintain LTA relationship with good and reliable catering service that will provide meals for the meeting participants.

D. Scope of Services:

The catering service provider is expected to serve UNDP REDD+, on a demand basis, variety foods and beverages for lunch, dinner, coffee breaks and snack box with detail as follows:

1. The type of serving for lunch and dinner will be served either buffet or box
2. The type of serving for coffee break will be served either buffet or box

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4. For Coffee breaks there should be at least three different types of snack and beverage (tea and coffee or cold beverage – juice/soft drinks)
5. For snack box there should be at least three different types of snack and a glass mineral water

Additionally, the catering provider is expected to deliver the above mentioned catering service on ad-hoc basis upon request in the form of Purchase Order (PO) for in house requirement or outside REDD+ Office.

I. Objectives

1. To provide high quality catering service with reasonable price
2. To professionally managed requests from UNDP REDD+ Agency in terms of quality food, service and time delivery
3. To provide dietary preference including halal meals and snacks in variety packages without minimum order requirement
4. To provide price list of the above mentioned catering service as well as the package for each type of catering (buffet and box)
5. Delivery Time in providing the required service will be 2 (two) days upon issuance of Purchase Order (PO) or Warranty Letter

II. Payment Terms

Payment will be made 100% upon submission and acceptance of service and original invoice to REDD+ Project Office located in the following address:

UNDP REDD+ Project

Mayapada Tower II 14th Floor

Jl. Jend Sudirman Kav 27

Jakarta 19210

Telp : +62-21-2500811

UP: Ichsan Sahputra

Email : ichsan.sahputra@undp.org cc dina.manullang@undp.org

ANNEX II

UNITED NATIONS DEVELOPMENT PROGRAMME GENERAL CONDITIONS OF CONTRACT

1. LEGAL STATUS

The Contractor (Owner) shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

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

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. 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.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1. The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4. Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- (i) Name UNDP as additional insured;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
 - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5. The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1. All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2. The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided

for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 14.4 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 14.5 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3. In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.1 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

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 Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the 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 Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article 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 relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18 TAX EXEMPTION

18.1 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 public utility 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 the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers 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.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers 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.
- 20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

ANNEX III

LONG TERM AGREEMENT (LTA)

Please note: the content and format of this LTA is a draft only and subject to change at the stage of contract finalisation.

Reference: "Long Term Agreement (LTA) for Management Services for a Catering Service for REDD+ Events at Operation Office".

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at UNDP, Menara Thamrin 8th Floor, Jalan M. H. Thamrin Kav. 3, Jakarta 10250 (hereinafter "UNDP") and (hereinafter called "Contractor") with its headquarters at

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which the UNDP Indonesia Country Office can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Quotation (RFQ/UNDP/LTA-REDD+/037/2014) the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the "Parties") hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto ("Terms of Reference/Scope of Services"), as and when negotiated by the UNDP Indonesia Country Office and reflected in a Purchase Order, in the form attached hereto as Annex 1.
2. Such Services shall be at the discount prices listed in Annex II. The prices shall remain in effect for a period of eight (8) months from October 2014 to May 2015.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for eight (8) months.

Article 2: CHANGES IN CONDITION

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

5. The Contractor will report to UNDP after each Event where the Contractor provided Services to UNDP pursuant to this Agreement.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6. The standard UNDP General Conditions for Professional Services, attached as Annex #, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of three years, and may be extended for one additional year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorised representatives of the PARTIES have signed this agreement.

For and on behalf of:

.....
(Name of Entity)

.....
United Nations Development Programme

.....
Signature

.....
Signature

.....
Name

.....
Name

.....
Date

.....
Date

ATTACHMENT I

PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNDP to determine compliance of Offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
2. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UNDP General Conditions for Contract.
3. The format provided shall be used as a model in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Price Schedule Form:

A. For small event (10 - 50 pax)

No.	Item Description	Quantity	Unit Cost per Day (IDR) Please specify as amount only	Total Cost (IDR)
1.	Lunch	Fee only per day		
2.	Coffee break 1	Fee only per day		
3.	Dinner	Fee only per day		
4.	Coffee break 2	Fee only per day		
5.	Services:	Fee only per day		
6.	OVERHEAD (Maximum 10%)			
TOTAL				

B. For medium event (51-100 pax)

No.	Item Description	Quantity	Unit Cost per Day (IDR) Please specify as amount only	Total Cost (IDR)
1.	Lunch	Fee only per day		
2.	Coffee break 1	Fee only per day		
3.	Dinner	Fee only per day		

No.	Item Description	Quantity	Unit Cost per Day (IDR) Please specify as amount only	Total Cost (IDR)
4.	Coffee break 2	Fee only per day		
5.	Services:	Fee only per day		
6.	OVERHEAD (Maximum 10%)			
TOTAL				

C. For large event (more than 100 pax)

No.	Item Description	Quantity	Unit Cost per Day (IDR) Please specify as amount only	Total Cost (IDR)
1.	Lunch	Fee only per day		
2.	Coffee break 1	Fee only per day		
3.	Dinner	Fee only per day		
4.	Coffee break 2	Fee only per day		
5.	Services:	Fee only per day		
6.	OVERHEAD (Maximum 10%)			
TOTAL				

Note. This Price Schedule may be accompanied by a text narrative summary that explains the figures supplied and adds any relevant information that has been used to make the calculations.

Signature of Price Quotation

The Price Quotation should be authorized and signed as follows:

"Duly authorized to sign the Quotation for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax:

ATTACHMENT II

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:	Date:	Atlas Vendor No:	
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> Staff <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> NGO <input type="checkbox"/> Supplier <input type="checkbox"/> Other			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2		PERSON INFORMATION (FOR INDIVIDUALS ONLY)	
Last Name		First Name	
Middle Name			
Nationality		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	

SECTION 3		SUPPLIER INFORMATION (FOR COMPANIES ONLY)	
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name:			
Title:			

SECTION 4		BENEFICIARY BANKING INFORMATION	
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country

SECTION 5		BENEFICIARY BANK ACCOUNT DETAILS	
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No.: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)			

Name of Bank :		Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FED WIRE No. (US BANKS ONLY)
I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account.		Signature: _____	