



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: <b>23/10/ 2014</b>
	REFERENCE: <b><u>UNDP PROJECT – FOSTERING REGIONAL AND LOCAL DEVELOPMENT IN GEORGIA 00080250</u></b>

Dear Sir / Madam:

We kindly request you to submit your quotation for development of the web platform for the online submission and review of the project proposals under the regional development projects fund to be managed by the Ministry of Regional Development and Infrastructure of Georgia (MRDI), as detailed in **Annex 1** of this RFQ. When preparing your quotation, please be guided by the form attached hereto as **Annex 2**.

Hard copies of quotations in a sealed and stamped envelope must be submitted on or before 18:00, 3 November 2014 to the address below:

**United Nations Development Program  
9 Eristavi street Tbilisi, Georgia  
(UN House)  
On behalf of Project Fostering Local and Regional Development in Georgia**

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 services:

Expected Delivery Date <i>if delivery time exceeds this, quote may be rejected by UNDP</i>	The web-application shall be developed and launched within 11 weeks upon signing of the contract
Delivery Schedule	Required
Preferred Currency of Quotation	<b><u>Local Currency: GEL (Georgian Lari)</u></b>  To facilitate conversion and comparison of bids expressed in other currencies UN Official Rate of Exchange will be used.

Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<b>18:00, 3 November 2014</b> ( <u>Local Time - Tbilisi, Georgia</u> )
All documentations, shall be in this language	English
Documents to be submitted	<input type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> Company Profile: Name; Address; Contact Info; <input type="checkbox"/> An extract from the entrepreneurial register; <input type="checkbox"/> Company Track Record – Minimum 5 years of experience; Description of experience in web design and development; Links to the websites created by the company (minimum 2 similar projects developed); <input type="checkbox"/> CVs of the team provided for the task; <input type="checkbox"/> Delivery Schedule; <input type="checkbox"/> At least two reference letters from previous contractors regarding the similar tasks performed.
Period of Validity of Quotes starting the Submission Date	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	Not permitted
Payment Terms	<input type="checkbox"/> Payment shall be made in installments
Evaluation Criteria	<input type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input type="checkbox"/> Institutional Service Contract
Special Conditions of Contract	Cancellation of Contract if the delivery/completion is delayed by 30 (thirty) days.
Conditions for Release of Payment	Completion of services based on full compliance with contract requirements;  Written Acceptance of services, signed by Project Manager. Final payment will be made upon successful launch of the application
Annexes to this RFQ	<input type="checkbox"/> Terms of Reference ( Annex 1)

	<input type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions (Annex 3)  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)	Maia Bibileishvili – Admin/Finance Assistant <a href="mailto:Maia.bibileishvili@undp.org">Maia.bibileishvili@undp.org</a>  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.

Services 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.

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Natia Natsvlashvili

Assistant Resident Representative

Date: 23 October 2014

## Annex I

### TERMS OF REFERENCES (TOR)

**Job title:** Developing the web platform for the regional development projects fund  
**Duty station:** Tbilisi, Georgia  
**Duration:** 11 weeks

#### 1. General Information

##### **Purpose and objective of the web platform**

o The Government of Georgia adopted Resolution N23 “On approval of selection procedures and criteria of regional projects of local self-government to be financed from the Fund of the Projects to be Implemented in the Regions of Georgia” on 7 February 2013. The Resolution systematized the process of selection, assessment and monitoring of the projects to be financed from the “Fund for the Projects to be implemented in the Regions of Georgia” (State Budget line) for local self-governments and regional administrations. With the purpose of enabling the online submission and review of the relevant project proposals, a special website shall be developed. The website shall be enabled to automatically transfer the uploaded projects to the paperwork program of the Ministry of Regional Development and Infrastructure. Besides, the website shall serve as a tool for submitting the requests for funding of the recovery projects by local self-governments, as well as collecting different data from local self-governments and regional administrations by MRDI (detailed description of the assignment is provided in the Technical Assignment attached to this Terms of Reference as an annex).

##### **Target audience for the web application**

o The target audience of the website is: central, regional and local authorities, private sector, CSOs/NGOs, and citizens.

#### 1. Functions / Key Results Expected

The hired vendor shall be required to create the web application ensuring the completion of following tasks within the timeline (listed below with priority):

- **iOS and Android operation systems:** while creating the web application, the vendor shall take into consideration that it shall be adaptable to the applications for iOS and Android operation systems with similar functions. Web-application shall be flexible for further amendments (changes in the existed modules or adding functional modules). The web-application shall be optimized for every commonly used web-browser, including mobile devices.
- **Interactive and appealing web design:** The web-application design shall be intuitive and minimalistic created with the logotype and colors provided by the employer. The vendor shall show-case its best elements in delivering a best-suited web application design options (at least three diverse versions).

- **Edits to the web application:** the web application shall allow the structure that will be easily amended and edited as per need basis.
- **Level of Access Rights:**
  - o Users with Read permission;
  - o Users with Read and write permission;
  - o Users with Read, Write and Delete permission;
  - o Administrator.
- **Search:** The website shall have the Basic and Advance Search;
- **Member Profile:** With their snapshot;
- **Analysis:** Website shall be capable of providing the website usage analysis monthly report:
  - o Who accessed it; What document is uploaded; Frequency of Website/pages accessed; Other standard Usage Analysis features.
- **Archive:** Customized and automated archival of documents, articles, data, video, discussions, polls, survey, etc.
- **Alerts:** Email alerts for members (fortnightly, monthly, customized based on their preference of info / frequency).

## 2. Terms of Implementation

The vendor shall deliver the following:

- The Sample Web application design, Wireframe and Software Requirement Specification (SRS) before final programming stage;
- Installation of the final application fulfilling the IT acceptance criteria and complete handover of the web application and all relevant user rights to MRDI.

**Proposed timeline:** the contracted vendor shall provide a detailed timeline of activities. The web application shall be developed and launched within five months upon signing of the contract.

**Maintenance:** upon launching the web application, the vendor shall provide the web application maintenance during the twelve months period. This includes:

- **Trouble shooting:** In case application is down, any link is broken, any functionality not working properly etc.
- **Technical Assistance:** In case web application needs to be moved from one server to another, any patch up-upgradation on Open Source CMS and server, etc.
- **Remote support for assistance** in changing/editing/modifying modules, web application via call or emails.
- **Bug fixes** for any existing functionality.
- **Training for User and Administrator,** on using and operating the Web application with specific Manuals for 3 to 4 Users and '1 to 2 Administrators' in at-least 3 sessions.
- Vendor shall host the web application during the development process and for 3 months after the completion.
- Vendor shall transfer the web application to specified web server after completion of development.

Technical training shall be provided with technical Administrator manual (with screenshots) which shall include detailed Data Table Structure as well

## 3. Implementation timeline, staff trainings

**Proposed timeline:** the contracted vendor shall provide a detailed timeline of activities. The web application shall be developed and launched within two months and a half upon signing of the contract.

**Maintenance:** upon launching the web application, the vendor shall provide the web application maintenance during the twelve months period. This includes:

- **Trouble shooting:** In case application is down, any link is broken, any functionality not working properly etc.
- **Technical Assistance:** In case web application needs to be moved from one server to another, any patch up-gradation on Open Source CMS and server, etc.
- **Remote support for assistance** in changing/editing/modifying modules, web application via call or emails.
- **Bug fixes** for any existing functionality.
- **Training for User and Administrator**, on using and operating the Web application with specific Manuals for 5 Users and 3 “Administrators’ in at-least 3 sessions.
- Vendor shall host the web application during the development process and for 3 months after the completion.
- Vendor shall transfer the web application to specified web server after completion of development.
- Technical training shall be provided with technical Administrator manual (with screenshots) which shall include detailed Data Table Structure as well.

Along with the other responsibilities, the hired vendor shall ensure constant provision of the information to the MRDI (Ministry of Regional Development and Infrastructure) about the fulfillment stages. The candidate shall take into consideration that Terms of Reference, provided by the employer can be subjected to the changes. The executing company shall be required to provide the employer with the technical consultation in the process of web-application development to ensure the thorough implementation of the goals of the project.

Additionally the hired vendor shall specify and/or add the details to the web page, upon the request of MRDI.

#### **4. *Qualification criteria***

The vendor shall assemble a team of web design/development professionals, with vast experience in designing user-friendly, visually-attractive and modern web applications.

The company shall have the following qualification and competencies:

- o At least 5 years’ experience in web development,
- o Experience in implementing at least 2 similar projects.

The experts shall have the following qualification and competencies:

- o The experts should have at least 5 years of experience respectively, in web development and web designing areas;

#### **5. *Duration of Assignment***

The website developer will be contracted for the 11 weeks period.

6. ***Reporting***

The vendor shall report to the UNDP Project Manager and the relevant responsible person(s) from MRDI.



### Deliverables

Service to be provided*	Description / Specifications of services	Latest Delivery Date
The Sample Web application design, Wireframe and Software Requirement Specification (SRS) before final programming stage;	Elaboration of the design for web-application template (minimum 2 templates)	<b>1 week after signing the contract</b>
	preparation of complete web-application design after approval of the template	<b>2 weeks after signing the contract</b>
	Building of the administrator's side + testing	<b>6 weeks after signing the contract</b>
	Building of the user's side + testing	<b>8 weeks after signing the contract</b>
Installation of the final application fulfilling the IT acceptance criteria and complete handover of the web application and all relevant user rights to MRDI	Complete testing of the system, error correction + preparation of web-application document (preparation of the Code document) + launching of web application	<b>11 weeks after signing the contract</b>

# Technical Assignment

## I. User Side

### 1. General Information

The goal of this document is to create a detailed terms of reference which will enable to build the user side of the web platform.

The main purpose of the user side of the web platform is to enable different types of users and privileged users to carry out all acts electronically linked to:

- Submitting and reviewing the project proposals for funding from the Regional Development Projects' Fund.
- Submitting the requests for funding of the recovery projects.
- Collecting information from LSGs.

Unregistered users will have the opportunity to obtain comprehensive information about the current or implemented projects.

Web Application language shall be Georgian.

#### 1.1 Web Application Content

Web content shall be produced by the users with particular access and privileges from the user side of the system. The application shall work with the content in text, graphics, PDF and Excel file formats.

##### 1.1.1 Textual Information

This type of web content is available in the web application when filling out the electronic application.

##### 1.1.2 Graphical Information

The web application must be supported by the following information in graphical format:

- Joint Photographic Experts Group (JPEG)
- Portable Network Graphic (PNG)

##### 1.1.3 PDF files

After uploading electronic forms and graphic materials in the web application, the PDF file shall be generated with the relevant identification unique code. This type of content shall be available for downloading and printout. The data for the non-registered users will be exported in the PDF file format.

##### 1.1.4 Excel files

When extracting the projects-related data, the user shall be able to export this data in Excel file format.

#### 1.2 System Users

The registered, as well as unregistered users can be the system users:

- Registered users: Municipalities, ministry staff, commission members, and non-governmental organizations.
- Unregistered: general public.

Users who are registered in the system (registration is done by the administrator from the administrator side of the system) and have the appropriate user name and password shall enjoy the following privileges:

Privilege	Description
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Project management	The user with this privilege can: Add the project, save the project without publishing (draft version), edit (access to editing requires fulfilment of certain conditions), and delete unpublished drafts.
To see the project	The user with this privilege can see the category of the eligible projects, print the PDF version (this privilege does not apply to the user's own projects on the website, the user can always see them).
Granting the primary status to the project	The user with this privilege can grant to the uploaded draft one of the three statuses - relevant, not relevant and faults are detected.
Granting secondary status to the project	The user with this privilege can grant one of two statuses to the published project (which has been granted the primary status - relevant): approved or rejected.
Granting third status to the project	The user with this privilege can grant one of two statuses to the published project – funded or not funded. (The status is awarded to those projects that have passed the first stage and on the second stage were granted the status - corresponds!).
Evaluation of the project	The user with this privilege can evaluate a specific project by 1 to 10 points (Project Assessment scores are added and the sum is written on the project page).
Comments on the project	The user with this privilege can leave comments on the project.
Delegation	The user with this privilege can open an access to the concrete project (to see the project) to the hierarchically subordinate other user on a specific project (which implies the right to the implementation of project activities in accordance with the user's privileges).
To add conclusion	The user with this privilege can link the conclusion as the comment in the text format and grant the following statuses to the conclusion of to the hierarchically subordinate user: agree, disagree and/or comment on the conclusion.
Participation in the survey	The user with this privilege has the access to the survey module where s/he can: <ul style="list-style-type: none"> <li>1. Fill in and send the inquiry form.</li> <li>2. Save without sending the draft version of the survey form.</li> <li>3. Edit information included in the survey form.</li> </ul>

The registered user of the system may have several privileges at the same time, which will be referred (marked) during the user's registration on the administrator side of the system by the administrator. Each privilege can have a sub-privilege.

### 1.3 Authorization

For working with the user side of the web platform, the registered user must pass the authentication procedure. While logging in the web application (when typing the address of the web application in the web browser), the user gets an interactive map of Georgia on the upper part of which the login/authentication button Login is located. By clicking on the Enter button, the user moves to the authorization page where two forms are opened: the user name and the password. The user name is identified by the email, by which the administrator registers the user. After successful authentication, the user will be able to have access to the web application functions according to the privileges.

#### 1.4 Placing the user side of the Web platform

During the development process this part of the system will be placed on the test web server and will be moved to the clients' web server after finishing the works.

#### 1.5 Technical Requirements

The user side of the Web platform should be optimized for the most popular web browsers and also, for the platforms working on the Android and iOS-powered devices.

## 2. Structure and Functions

The user side of the Web platform for the authorized user consists of six major units, each of which is responsible for a certain function:

- Home page - This page provides a list of projects with relevant information. The user with the relevant privilege can browse in the list and can also sort the list by various parameters. Also, the user can find the desired project according to the name of the project by using the search field. Also, to add, edit and save the unpublished project. The user with the relevant privilege is also able to grant the status to the project.
- Notification page - this page provides a list of messages that are related to the ongoing activities: The message about the error, the notification about adding the new project and about changing the status of the project. Each of these types of messages are accompanied by a link, which directs the user to the relevant page.
- Survey page – Access to this page is determined by the appropriate privileges of the user. On this page, the surveys are listed, among them the unsent draft versions of the surveys.
- Statistics page – The user, in accordance with the privilege, can see a variety of data related to the projects marked on the interactive map of Georgia. The user can also extract the statistics in the Excel-file format.
- My Data - The user on this page can edit/replace the personal email and password, required for the authorization in the system.
- Help page - this page provides information which is necessary for the work in the system, namely, the instructions and the links to the video lessons.

All of these pages of the web application have the common structure. On the upper part of the page the main menu is located, through which the user can choose the section/page to move to. In the upper corner of the main menu, the search field and the log out button are located. In the central part of the page the relevant section of content will appear.

#### 2.1 Main page

After successful authentication, the user is directed to the main page of the web application, the same is done from the main menu by clicking the Home button. According to the privileges, the user sees the list of projects with different parameters in the central part of the home page. The list of projects is located in the upper part of the following sorting tools:

Sorting the projects:

- According to the project type (e.g. projects to be financed from the regional development projects fund)
- Project status
- Date of adding the project
- According to the dates of commencement and completion of the project
- According to the overall amount of the project (decreasing/increasing)
- According to the geographical location (self-governing unit, village, town, city)
- According to the priorities
- According to the stages of the project (first, second)

### 2.1.1 Adding the project

The user, who enjoys the privilege of the project management project management, sees the button Add Project in the central block of the main page, by clicking on this button the user goes to the page where s/he has the opportunity to choose the electronic form of the desired type of project. The project can be added by filling out this form.

#### 2.1.1.1 Adding the projects to be financed

The review of this type of the project in system takes place in two stages. The relevant electronic form is filled out at each review stage. Below find the electronic form for the first stage of the project review:

- Uploading the letter (uploading the graphical image in JPEG, PNG formats)
- Appendix number 1
- Proposal Title (text field)
- Geographical point/location defined from the drop-down menu from which the user chooses the location (self-governing unit, village, town, city) may indicate several geographical points on one project
- Estimated cost of the project in GEL
- Amount of co-funding in GEL
- Co-funding source (text field)
- Amount requested from the co-funder in GEL
- Number of beneficiaries
- Project Priority (referencing the same project category from the drop-down menu) (if the expert opinion is not requested on the referred priority, which is referred by the Administrator side. The user is required to upload the expert's report in the scanned JPEG, PNG format or PDF formats)
- Project Description (the term itself includes several text fields, the number and title of which are determined by the administrator)
- The order of the Municipal Assembly (Sakrebulo) (the possibility to upload the graphic image in the JPEG, PNG formats)
- Protocols (the possibility to upload multiple graphic images simultaneously in the JPEG, PNG formats)
- Photos (the possibility to upload multiple graphic images simultaneously in the JPEG, PNG formats)

Filling out all fields of the electronic form and attaching the corresponding graphical images are mandatory. By clicking the Continuation button, the user goes to the last confirmation page for adding the project, where the user can see all fields of the completed electronic form. The user can click on the Edit button, which returns her/him to the electronic form, where s/he can edit information in the electronic form.

The user can click on the Publish button, after this action the project will be awarded an identification number, the status is published and the user returns to the main page. The user can click on the Save button, after this operation, the project will be given the draft status and the customer returns to the main page.

Only those projects that on the first stage of the project review will be granted the status - approved from the project's secondary status will move to the second stage. Another electronic form is filled on this stage. The template of the electronic form is given below:

- Project title
- Budget (GEL)
- Total
- Co-funding
- Actual cost of preparing the full project documentation
- Project execution
- Start date

- Completion date
- Comment (text field)

After filling out the electronic form and by clicking the Continuation button, the user moves to the confirmation page, where s/he can perform the following actions on the completed form:

- Edit by clicking the Edit button.
- Save the publication without publishing by pressing the Save button (which means that the project will not be updated).
- Updating the project/Publishing by clicking the Update button.

Note: During the first, second and third project review stages the user carries out exactly the same actions. The only difference is that different statuses (first, second and third level) are granted to the project. At the second review stage, the secondary status is replaced by the third status (See project review stages.docx).

### 2.1.2 Project Page

By clicking on the field of the concrete project, the user from the list of the projects in the main page moves to the project page, where s/he in accordance with the appropriate privileges can:

- See the project information (information entered in the fields, which the author filled when adding the project)
- See the comments left on the project
- See the project evaluations
- Grant the primary status to the project
- Grant the secondary status to the project if the primary status is "relevant" (concerns to only the projects to be financed)
- Grant the third status in case when on the second phase of the project review the project has been awarded the status "relevant" (concerns to only the projects to be financed)
- Edit the project if the project has been awarded the primary status of "omissions established" (on the project page, the projects with this status have activated the Edit button, by clicking which, the project author moves to the electronic form open during the addition of the project and the user again goes through all the steps that s/he already went through).
- Publish the project by clicking on the Publish button (applies only to projects which are not published)

- Cost of the performed work  
(Concerns only the projects to be financed)

o Cost of the performed work  
(Concerns only the projects to be financed)

- Print the PDF version
- Add a conclusion and/or leave a comment regarding the conclusion
- Delegate the project to the subordinate user from the pull-down menu by selecting the appropriate user (which means opening the access to the subordinate user on this project)

The user can return to the main page, to the list of the projects generated through sorting and by clicking the Return/Back button on the project page. The navigation from the project page to other pages is done by using the buttons in the main menu.

### 2.2 Survey page

By pressing the Survey button, the authorized user goes from the main menu to the survey page. In the central part of the survey page there is a list of all surveys. The surveys to which the user with the relevant privilege has already taken, is not activated. And those surveys, which the user so far has not taken, are activated. The user can perform the following actions in the list of the surveys:

- Sort the list by date

- See the electronic form of the active surveys (by clicking the title of the survey, the user is moved to the electronic form)
- Conduct the actions on the electronic form of the survey
- o Complete the fields in the electronic form of the survey (including attachments if any, if there is such field in the electronic form)
- o Save the electronic form of the survey without publishing (draft version)
- o Edit the data saved/unsent in the electronic form of the survey

Each field in the electronic form of the survey is mandatory. The electronic form of each survey created on the side of the user will be published by the administrator using the functional module.

From the electronic form of the opened survey, the user can go back by clicking on the Back/Return button. For moving from the survey page to other pages, the user can use the main menu.

### 2.3 Notification Page

By clicking the Send button, the authorized user goes from the main menu to the notification page. The list of messages is located in the central part of the page sorted by the addition date. According to the users' privileges there could be five different types of messages:

- Message that the project has been added
- Message regarding the changes in the status of the project
- Message regarding the updates to the project (concerns the revised projects, as well as the completion of the electronic form in the second phase of the project)
- Message regarding the conclusion on the project
- Message related to the comment on the project

When the new message is received, the user sees the message button in the upper right corner of the main menu. From the notification page, the user can navigate to other pages via the main menu.

#### 2.2.1 Notification Form

All five types of message forms are standardized and have the following forms:

Project "Project Name" (as the link which directs the user to the relevant project page)

Description of Action:

- Added
- The status has been granted ("status name")
- Modified
- Added/was commented/the status was granted to the conclusion
- Comment was added

For example:

The project "Rehabilitation of irrigation systems in Vashlovani Village" was added to the system.

The project "Rehabilitation of irrigation systems Vashlovani Village" was awarded the status of "approved".

The project "Rehabilitation of irrigation systems in Vashlovani Village" was renewed.

The conclusion was added to the project "Rehabilitation of irrigation systems in Vashlovani Village".

The comment was added to the project "Rehabilitation of irrigation systems in Vashlovani Village".

### 2.3 Statistics page

By clicking the Statistics button, the authorized user from the main menu is directed to the statistics page. In the central part of the statistical page, the interactive map of Georgia is located, which is marked with the dots denoting the projects. Also, the filter block, from where the users can see the date of those projects to which the users have access, they can also extract the data in the form of Excel-file.

### 2.3.1 Filter Block

The filter block consists of the following filter tools:

- Filtering according to the project status (drop-down menu)
- Filtering according to the lag time (calendar/numeric field)
- Filtering the project budget (indicating the interval of the amount, numeric field)
- Filtering by geographic point (self-governing unit, village, town, city. The pull-down menu, as well as the interaction with the map)
- Filtering projects by priority (the drop-down menu)
- According to the project review stages (I, II) (the box to be marked)

The user sees the picture made as a result of the filtering on the interactive map. Also, in the bottom of the filter block, the following data is generated:

- Number of projects (the total number of projects remaining after filtering)
- o The total number of projects with a specific status
- Project cost (includes the total amount of the remaining projects, which implies the estimated sum of the project budgets and/or the project cost, which depends on the status of the project)

### 2.3.2 Interactive Map

The interaction with the map on the user side is carried out by clicking the mouse cursor and the additional tools, such as, zoom and more tools on the interactive map. Each dot on the interactive map corresponds to each project. These spots vary in size and color depending on the following project parameters:

- Project status determines the color
- Project cost (estimated cost of the project, if we are talking about the projects of the first stage) determines the size
- The number of beneficiaries determines the size

The dot color of the project can be:

- Yellow (relevant)
- Green (approved, funded)
- Gray (faults are detected)
- Red (irrelevant, not approved, was not funded)

By marking the filter of the project review stage, the user can separate the projects having the similar status. By moving the mouse to the dot designating the project (mouseover), the user sees project-related information in the pop-up-window:

- Project Title
- Project cost (estimated cost and/or project cost)
- The number of beneficiaries
- The exact name of the geographical location (self-governing unit, village, town, city)
- The start and end dates (if this option is available for the project)

### 2.3.3 Data Export

The authorized user with the appropriate privilege can export the data from the statistics page in the Excel-file format. The users with the appropriate privilege can export the data which is accessible to him/her from the statistics page by clicking the Excel button. The data can be extracted after using the filter function, as well as before it.

Exporting all numerical data from the project data in the Excel file format (field names from the first and second stages of the project review) and writing the relevant parameters along the name of the project. Also, the following actions take place:

- Extracting information about the geographical point

Example:



Project name	Self-government units	Village	Borough	Town

Along the project name the corresponding column and its data are located for each parameter.

The user can navigate from the statistics page to other pages/sections through the main menu.

## 2.4 My Data

By clicking My Data button, the authorized user navigates from the main menu to my data page, which is located in the central part of the page:

- Password field (Password: \*\*\*\*\*)
- Password edit button
- E-mail field (e-mail: jimsherdzaganian@gmail.com)
- E-mail edit button

The users from this site can navigate to other pages/sections through the main menu.

### 2.4.1 Password edit box

When editing the password on the page of My Data, the pop-up window with the following fields is opened to the user:

- Current
- New Password
- Repeat new password

Each of these fields is empty and the user must fill in the relevant data. By pressing the confirmation button at the bottom of the pop-up window, the user returns to the page My Data without changes.

There is the button denoting closure of the window. By clicking this button, the user returns to the page My Data without changes.

### 2.4.2 E-mail editing window

By clicking the email edit button on the My Data page, the pop-up window with the following fields is opened to the user:

- E-mail field which contains the e-mail address (e-mail: jimsherdzaganian@gmail.com)

The user can change the e-mail address and confirm the change by pressing the confirmation button in the bottom of the pop-up windows, after which the user returns to My Data page. The user can close the pop-up window without changing by clicking the close down window in the upper right corner of the pop-up menu, after which the user returns My Data page without changes.

In case the change of the e-mail, the user must confirm the new email. This action is carried out automatically by the system-generated messages that are sent by the user via the specified email and which contains the link for confirmation.

## 2.5 Help Page

By clicking the help button, the authorized user from the main menu navigates to the help page, which in its central part contains information on how to work with the web application, as well as links to the video lessons.

From the help page, the user navigates to the other pages of the web application with the help of the main menu.

## 3. Unregistered Users

Above, we have discussed the user side of the Web platform for the registered users. The privileges are restricted for the unregistered users.

### 3.1 Statistics page for unregistered users

After typing the address of the web application, the unregistered user is directed to the following statistics page for the unregistered users. The logon enter button for entering the system is located in the upper right corner of the relevant page. The Interactive map of Georgia with the relevant tools and the filter block are located in the central part. The unregistered user can switch to another web page by writing another address in the browser and/or by clicking the Back/Return button.

#### 3.1.1 Filter Block

The user has the option to apply the following filter methods in the filter block:

- Filtering according to the project status. There are only two types of statuses: current and finished. The two statuses are in the following correlation with the status existing in the system:
  - The projects highlighted as current, which have been awarded the third status – financed - on the second phase of the project. The author of the project has already written the cost of the project. The Projects will be marked as completed if the author has uploaded the supply acceptance act on the site of the project.
- Filtering according to the lag time (calendar/numeric field)
- Filtering according to the project budget (noting the interval of the cost, numeric field)
- Filtering by geographic locations (self-governing unit, village, town, city. The pull-down menu, as well as the interaction with the map)
- Filtering projects by priority (the drop-down menu)

As a result of the filtering, the user sees a picture of the interactive map. Also, at the bottom of the block the data is generated:

- Number of projects (the total number of projects remaining after filtering)
- The total number of projects with a specific status
- Project cost (full budget)
- The total number of beneficiaries (for all projects)

#### 3.1.2 Interactive Map

The interaction with the map on the user side is carried out by clicking the mouse cursor and the additional tools, such as, zoom and more tools on the interactive map. Each dot on the interactive map corresponds to each project. These spots vary in size and color depending on the following project parameters:

- Project status (ongoing, completed).
- Project cost (the cost of the project) determines the size.
- The number of beneficiaries determines the size.

The dot color of the project can be:

- Yellow (ongoing)
- Green (completed)

By moving the mouse to the dot designating the project (mouseover), the user sees project-related information in the pop-up-window:

- Project Title
- Project cost (the cost of the completed works)
- The number of beneficiaries
- The exact name of geographical point (self-governing unit, village, town, city)
- The start and end dates (if this option is available for the project)
- Contact information of the self-government unit

### 3.1.3 Data Export

The unregistered user can export the data on the projects in the PDF-file format. There is the relevant button in the Filter block by clicking which the PDF file can be generated the user with the following characteristics:

- Map of Georgia with relevant spots and data:
  - The total number of beneficiaries
  - The overall project budget
  - Ongoing projects
  - Number of the completed projects
- A list of projects along with which the following information is available in the table:
  - Project Name of priority
  - The number of beneficiaries
  - The cost of the work
  - Project start and completion dates (if the project has a status of "ongoing", the end date in the column is left empty)
  - The exact name of the geographic location

Note: It is possible to export the data after the filter as well as before it. If the user selects the particular territorial unit, then the PDF file contains only the part of the map which is relevant to the project instead of the full map of Georgia.

## **II. Administrator's Side**

### **1. General information**

The goal of present document is to develop a detailed terms of reference according to which web application the administrator's side of "The project management system" is built up.

The main purpose of the administrator's side of "the project management system" is the management of the user's side, which means the possibility for changing different parameters and functional (including related to this project) and access to this functional.

The language of the web application is Georgian.

#### **1.1 Web application content**

Web application content is represented by textual information, which is developed by the user of the administrator's side while working with different functional blocks. The information sited by the user is accessible on the administrator's side for reading and downloading.

##### **1.1.1 Textual information**

The content of the given type appears in the web application during filling the e-form or/and giving titles to new parameters. The possibility for indicating links should be provided.

#### **1.2 The system users**

The system user is an administrator. The administrator's side will have one administrator registered in the system by means of e-mail and password. His/her possibilities will be defined by functional divisions given on the application of the administrator's side.

### 1.3 Authorization

In order to work with the administrator's side of "the projects management system", the registered user shall go through the authorization procedure. While entering web application (typing application address in the web browser) the user comes to the authorization page, where the e-form with two fields: the username and password gets opened. In the system the username is identified with the e-mail address and after successful authorization the administrator can have access to the web application functional.

### 1.4 Locating the administrator's side of "the project management system"

This part of the system in development process shall be allocated at the producer's test web site and after the end of the work shall be transferred to the client's web site.

### 1.5 Technical requirements

The user side of the "the projects management system" shall be optimized for the most popular browsers.

## 2. Structure and functional

The administrator's side of "the projects management system" consists of five divisions, each of them responsible for the particular functional:

- The projects page - the list of projects with respective information is provided on this page. The administrator can go through this list and sort it by different parameters; Also, the administrator can find the desired project by title with the help of the search field; manage the fields/parameters, project statuses/titles available in e-forms respective to the review stages;
- The user's page –the list of the users registered on the user's side of "the projects management system" is given on this page. The administrator can filter the given list by means of different parameters; The administrator can also add a new user and edit or delete the record of the existing user.
- The page of privileges – on this page the administrator can manage privileges available on the user's side; switch on or off temporary any of them.
- My data – the user on this page can edit/change personal e-mail address and password, which are necessary for the authorization in the system.
- The page of articles – on this page the administrator manages the articles provided on user's help page. Develops/edits/deletes the articles uploaded on the user's side of the help page.

All these pages of the web application have a common structure. In upper part of the page a main menu is provided, by means of which the administrator will be able to go to the desired division/page.

Together with the main menu, the upper part contains: the project/user search field, the button for leaving the system. The content of relevant division shall appear in the central part of the page.

### 2.1 The Projects Page

After successful authorization in the web application, the administrator by pressing the main menu button – "Projects", moves to the projects page. The list of the projects available in the system comes out in the central part of the project page. The upper part of the project list contains the following sorting instruments for:

- Sorting by project status
- Sorting by the project adding date
- Sorting by the dates of start and end of the projects
- Sorting by the project costs (increasing/decreasing)
- Sorting by geographic areas (self-governing unit, village, settlement and city)
- Sorting by the project priorities
- Sorting by the project stages (first, second)

By clicking on any project in the list, the administrator moves to the page of this project. S/he can see:

- The project status
- Information filled in project e-forms
- Can download the project PDF version
- Export project data in Excel format (number data, information on location, project title)

From the project page the administrator goes back to the projects page by pressing the “back” button or by clicking the button “projects” in the main menu.

The button for going to the e-forms related to the project –“E-Forms” - is on the left central part of the page. The administrator goes to e-forms management page by clicking this button.

#### 2.1.1 E-forms management page

The administrator goes to the e-forms management page from the project page by pressing the button “E-Forms”. The central part of the given page contains all fields of two e-forms related to the projects. The administrator can take the following action separately in the existing e-form for both stages of the project review:

- Edit the titles of all parameters;
- Add the new field/parameter (from the drop down menu indicate a type of the field/parameter: checkbox, number field, text field, also, upload button on which the type of the file to be uploaded could be indicated: JPEG, PNG, PDF, Excel)
- Delete field/parameter if the field is not filled in any existing project.

The administrator can edit the titles of the statuses available for both stages of the project on the same page. The administrator can go back to the projects page by pressing the “Back” button or going to other pages by using the main menu.

#### 2.2. The User’s Page

The administrator is directed to the given page by pressing the button “Users” in the main menu. The central part of the given page contains the list of the users registered on the user’s side of the “Projects management system”. The sorting block is provided in the upper part of the list, by means of which the administrator can:

- Sort users by the date of registration;
- Sort users by geographic areas (self-governing unit, village, settlement, and city).

The sorting block also contains the user’s help button. After pressing this button a pop-up window opens for the administrator, with the fields necessary for adding the user:

- User’s address (drop down menus: self-governing unit, village, settlement, and city);
  - street (text field);
- Telephone (the administrator can indicate several phone numbers);
- E-mail;
- Position (text field);
- The list of privileges and sub-privileges (checkboxes in case of delegating the privilege, the administrator shall indicate a hierarchic stage of the user from the drop down menu)

By pressing the confirmation button a record for the new user is created in the system and the administrator goes back to the users’ page. The administrator can click on the pop-up window and go back to the users’ page. After being added to the system, the user receives the confirmation link and a temporary password on indicated e-mail address. The administrator can go to other pages from the main menu.

#### 2.2.2 The user’s record page

By clicking a respective field in the list of the users on the users’ page, the administrator goes to the user’s record page, where the following information on this user is provided:

- Address (self-governing unit, village, settlement, and city)
- Telephone (several numbers of one user can be provided)
- E-mail
- Position
- List of privileges and sub-privileges, by which the given user is indicated.

This page contains the “edit” button. By clicking this button, the administrator sees the pop-up window, in which the fields with relevant information filled at the user’s registration are given. By clicking the button “confirm” in the lower part of the pop-up window, the administrator confirms the changes and goes back to the user’s record page. The administrator can press the “close” button in the upper right corner of the pop-up window and go back to user’s record page. The administrator can delete the records on the user’s record page by clicking “delete”.

Note: In case the administrator deletes the user, the actions implemented with the privileges are not deleted on the side of the system user.

The administrator can click the “back” button on the user’s record page and go back to the users’ page or use the elements of the main menu.

### 2.3 The privileges page

By clicking on the button “privileges” in the main menu, the administrator goes to the privileges page where s/he can edit the titles of the privileges and sub-privileges; add/manage sub-privileges in some privileges; restrict access to the privilege (switch off the functional under the given privilege). In the central part of the privilege page, the list of privileges is given and next to each privilege the following information is provided:

- Editing button
- Checkbox (in case of marking it, all users with the given privilege have access to the functional under this privilege).

By clicking any privilege from the list, the administrator can see the list of sub-privileges under this privilege. Next to each paragraph of the list of the privileges the checkbox is provided. By marking these paragraphs, all users with the access to the sub-privilege have access to this sub-privilege.

After clicking the edit button, the administrator sees the pop-up window with the names of sub-privileges in the fields. The administrator can:

- In case of the projects view privilege, add a new sub-privilege from the drop down menu of the particular parameter related to the project, selectively (which means that the user can see the projects having a particular parameter. The parameters mean the projects statuses as well as the stages of the projects review and the fields available in the project e-form).
- Edit the title of the privilege and sub-privilege
- In case of delegating the privilege, manage the hierarchy (in forms of the category or sub-category) which means adding and deleting sub-categories of the category.

By pressing the button “confirm” in the lower part of the edit pop-up window, the administrator confirms the changes and goes back to the privileges page. The administrator can close the edit pop-up window by clicking the “close” button in the upper right corner. The administrator can go to other pages, using the main menu.

### 2.4 My Data

By clicking the button “My Data” in the main menu, the administrator goes to My Data page. The central part of the given page contains the following:

- Password field (password:\*\*\*\*\*)
- Password edit button
- E-mail field (e-mail: jimsherdzagania@gmail.com)
- E-mail edit button

The user navigates from this page to the other pages by means of the main menu.

#### 2.4.1 Password edit window

By clicking on My Data page, the administrator sees the pop-up window in which the following fields are given:

- Current password
- New password
- Repeat the new password

Each above listed password fields is empty and the user should fill it with appropriate data. By clicking the confirmation button located in the lower part of the pop-up window the administrator goes back to My Data page. The pop-up window has the “close” button in the upper right corner. After clicking this button the administrator goes back to My Data page without changing the password.

#### 2.4.2 E-mail editing window

By clicking the e-mail edit button on My Data page, the administrator sees the pop-up window with the following fields:

- E-mail field in which the current e-mail is given (e-mail: jimsherdzagania@gmail.com)

The administrator can make changes to the e-mail address and confirm the change by clicking the “confirm” button located in the lower part of the pop-up window, after that the administrator goes back to My Data page. The administrator can close the pop-up window without any change, by pressing the “close” button located in the upper right corner of the window, after that s/he goes back to My Data page without changing the e-mail address.

In case of the change of the e-mail address, the administrator shall confirm the new e-mail address. This action is done with the message, generated automatically by the system, which contains a link for confirming e-mail and is sent to e-mail indicated by the user.

### 2.5 Articles page

By clicking the button “articles” in the main menu, the administrator goes to the articles page. The central part of the present page contains the list of the articles by dates, which is located on the help page on the user’s side. The administrator can move from this page to others by means of the main menu.

#### 2.5.1 The article page

In the list available on the articles page, the administrator can go to the page respective to the particular article and make changes in the content of the article, by means of the text editor instruments integrated on the administrator’s side. The administrator can also change the date of publishing the article. The confirmation button is located in the lower part of the article page, by clicking which the administrator confirms the change and goes back to the articles page or the administrator can close the window by clicking the “back” button located in the right side of the article page and then go back to the article page without making any changes.

#### 2.5.2 Adding the article

By clicking the “add” button located on the articles page, the administrator can see the pop-up window with the following fields:

- Title of the article
- Date of publishing (calendar)
- Text field of the article (with the instruments of the relevant change)

All given fields shall be filled. The administrator can add the new article by pressing the “add” button located under the pop-up, and then go back to the articles page or close the add window by clicking the close button located in right corner of the window.

### **III. Project Review Stages**

In the system, a project is undergoing a review process in two stages. The first stage of the review begins with clicking on the button to add the relevant project and filling in the electronic form necessary for the first stage review. This is done by a user having appropriate access to the system.

The first phase of the review:

First stage: A message regarding the addition of the project is generated. The message is generated on the message page of those users, who have the privilege to delegate and held the highest position in the hierarchy (The hierarchy can be viewed as a category and sub-categories).

Second stage: After clicking on the message button, the user is directed to the project page, where an access to the relevant project is given to the user standing one stage lower in the hierarchy.

Third stage: In addition to the privilege to delegate, those users who have the privilege of adding their conclusions to the page of the relevant project, add their conclusions. This happens in the form of leaving a comment. A hierarchically superior user may grant one of these two statuses to the user standing in the lower place of the hierarchy: Agree or disagree, or attach a comment to the conclusion.

Fourth stage: In connection to the privilege to delegate, together with other privileges, the administrator grants the user standing on the top of the hierarchy the right to grant a primary status. Therefore, this user can grant one of three statuses to the project, which depends on the conclusions and the working process reflected indirectly in the system. If the status is "relevant", then the project moves to the next stage of the process. If the project has been awarded the status "not granted", then the project is saved and cannot move to the other stages of the process until its status is not changed by the user with the relevant privilege. If the status is "a gap is identified", then the user who uploaded the project gets access/right to edit the electronic version of the project. After which the project will again undergo the first step of the review.

Fifth stage: The projects which have been awarded the status "relevant", are moved to this stage. All those users who have selected an item "relevant" in the privilege to see/detect the project, may see the projects with this status. The user with the privilege to leave the comments and to evaluate, carries out an action related the project, after which the commission starts to review the project. This stage is not directly reflected in the web-application. At the conclusion of the commission, the user with the privilege of granting the secondary status, grants one of two statuses to the project: approved or not approved.

1. The projects with the status "approved" move to the second stage of the review process.
2. The projects with the status "rejected" are saved. They no longer participate in the working process until the user with the appropriate privileges does not change its status.

The second stage of the review process:

First stage: The project which has been granted the status "approved" in the first stage of the project review process automatically moves to the next stage. The message regarding the change of the status is generated, which appears in the message box/message page of the user who added the message to the given project. By clicking on the message button, the given user moves to the second phase of the project site, where s/he is given access to the electronic form of the second review stage.

Second stage: After the electronic form is filled in and published, the message will be generated that the project is upgraded. This message will appear in the message box of those users, who will have the privilege to delegate. Furthermore, the message will only be generated in the message box of the users



who stand in the highest level of the hierarchy (the hierarchy refers to the hierarchy of the users with the privilege to delegate).

Third stage: After clicking on the message, the user is transferred to the project page, from where it is possible to grant access to the relevant project to the user standing in the lower level of the hierarchy.

Fourth stage: Together with the privilege to delegate, the users who have the privilege of adding the conclusions, add their conclusions to the project page (the findings relate to the second phase of the project and are not written in the same place where the findings for the first stage of the review are located). This action happens in the form of leaving the comment. A hierarchically superior user may grant to the user with the lower privilege level one of the two statuses: Agree or disagree, or attach a comment to the conclusion/findings.

Fifth stage: As in the case of the first stage, the user who has the right to confer the primary status to the project, has the same privilege in the second phase of the review – s/he can grant one of three statuses to the projects. This depends on the conclusions and the working process outlined indirectly in the system. If the status of the project is "relevant", the project moves to the next stage. If a project has been awarded the status "irrelevant," then the project is saved and cannot move to the next stages of the process until the status is not changed by the user with the appropriate privileges. If the status is "a gap is identified", then the user who uploaded the project gets access/right to edit the electronic form filled in for the second phase of the review process. After this, the project will again go through all steps of the review. (The statuses conferred in the first and second stages of the review process characterize the single project, this is why the statuses for each stage should be distinguished from each other).

Sixth stage: The projects who were conferred the primary status "relevant" are moved to this stage. All those users who have selected "relevant" in the privilege to see the projects, can see the projects with this status. The user with the privilege to leave the comment adds the evaluation, carries out an action on the project, after which the project is reviewed by the selection commission. This step is indirectly reflected in the web-application. Based on the conclusions of the commission, the user with the privilege to grant the third status, confers one of two statuses to the proposal: funded or rejected (not funded).

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

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

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

Description/Specification of Services	Latest Delivery Date	Unit Price	Total Price per Item
<b>Total Prices of Services</b>			
Add : Other Charges (pls. specify)			
<b>Total Final and All-Inclusive Price Quotation</b>			

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Time			
Validity of Quotation			
Special Conditions of Contract: Cancellation of Contract if the delivery/completion is delayed by 30 (thirty) days			
All Provisions of the UNDP General Terms and Conditions			

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

Compliance with Special Conditions of Contract			
Other requirements <i>[pls. specify]</i>			

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]*

## **General Terms and Conditions**

### **1. ACCEPTANCE OF THE PURCHASE ORDER**

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

### **2. PAYMENT**

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

### **3. TAX EXEMPTION**

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

### **4. RISK OF LOSS**

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

### **5. EXPORT LICENCES**

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

### **6. FITNESS OF GOODS/PACKAGING**

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

### **7. INSPECTION**

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

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

## **9. RIGHTS OF UNDP**

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

9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## **10. LATE DELIVERY**

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

## **11. ASSIGNMENT AND INSOLVENCY**

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

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

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

## **13. PROHIBITION ON ADVERTISING**

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

## **14. CHILD LABOUR**

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

with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

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

## **15. MINES**

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

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

## **16. SETTLEMENT OF DISPUTES**

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

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

## **17. PRIVILEGES AND IMMUNITIES**

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

## **18. SEXUAL EXPLOITATION:**

**18.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**18.2** UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under

the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19.0 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.