



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: May 25, 2015
	REFERENCE: RFQ-15-008

Dear Sir / Madam:

We kindly request you to submit your quotation for **Office Set up**, as detailed in the BOQ (Annex 1) of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations must be submitted on or before **31 May 2015 by 1:00 PM** through online e-Tendering system in the following link:

<https://etendering.partneragencies.org>

using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

Your Quotation must be expressed in the English, and valid for a minimum period of 90 days. You are kindly requested to indicate whether your company intends to submit a Quotation by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Quotation, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents in pdf format which must be free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Level-6, IDB Building, Agargaon, Dhaka	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 30 days from the signing of the contract by both parties Time Zone of Reference : Bangladesh	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> Local Currency : Bangladesh Taka	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Defect Liability period for 03 months <i>(The defect liability period shall start from the Substantial completion and acceptance of the full work)</i>	
Deadline for the Submission of Quotation	1.00 PM, Sunday, May 31, 2015 and Bangladesh Time	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

operating manuals, shall be in this language	
Documents to be submitted ⁵	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Copy of valid Trade License, Vat Registration Certificate, up-to-date Income Taxes Clearance Certificate, Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if the interested firm is not a corporation.</p> <p><input checked="" type="checkbox"/> Appropriate documentation (copy of Contract /Work order) to substantiate the vendor have minimum 03 (three) years of experience in similar type of works.</p> <p><input checked="" type="checkbox"/> Appropriate documentation (copy of Contract /Work order) to substantiate experience in successful completion of at least 01 (one) nos. of similar work (i.e. renovation work) in a single Work order/Contract amounting not less than BDT 10 Lac under Govt. /Semi Govt. / Autonomous / Private/ International organizations / UN Agencies within last 03 (three) Years.</p> <p><input checked="" type="checkbox"/> Signed CVs and Commitment letter for the personnel's listed below: The prospective vendor(s) must have the following technical personnel for this work</p> <p style="padding-left: 40px;">i. One Full Time Site In charge – B.Sc/Diploma Engineer with minimum 3 years of experience in the relevant work</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <i>(template attached)</i></p> <p><i>Note: All prospective vendors must submit the above documentation to substantiate their eligibility for this tender. Failure to do so shall result in disqualification</i></p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁶	<p><input checked="" type="checkbox"/> As per the below milestones:</p> <ul style="list-style-type: none"> ▪ 1st payment (90% of the Contract total) - Upon substantial completion of the Full work. ▪ Final Payment (10 % of the Contract total) - Upon successful

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

	completion of the defect liability period for 3 months
Liquidated Damages	1% penalty of the total value per week of delay but not exceeding 10% of the total contract value will be imposed for failure to complete the work within the stipulated time.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Bid Validity, Delivery Period
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Civil works
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <i>[indicate number of days]</i> <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection after Completion of the Renovation work by the Engineer in Charge
Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Bill Of Quantity for the work (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Drawing / Layout for the work (Annex 4) 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) ⁹	UNDP Bangladesh bd.procurement@undp.org Please mention "Queries on RFQ-15-008 " in subject of above e-mail for any query related to this RFQ not later than 27 May 2015 . 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.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information	<ul style="list-style-type: none"> • <i>The quotation must be submitted by e-tendering, no hardcopy submission is allowed.</i> • <i>The file name shall not exceed 50 letters and shall contain no special character</i> • <i>Each file shall not exceed 5 MB but less than 3 MB highly encouraged</i> • <i>You can upload more files as required.</i>
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in

UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.



Pinak Ranjan Biswas
Procurement Analyst

Bill of Quantity for the work

SL	DESCRIPTION OF ITEM	QUANTITY	UNIT
A	INTERIOR WORK		
01.	FULL HEIGHT DRY WALL PARTITION WORK		
	Supply fitting & fixing of Full Height Dry partition work made of 2"x2" Gorjon wooden framing, paneling of 18mm Plain partical board with paint finish, all complete as per design.	250.00	SFT
02.	FIXED THAI ALUMINIUM PARTITION WORK		
	Supply fitting & fixing of Full Height fixed thai aluminium glass partition work, made of Thai aluminium section (Bronze color) framing with 6mm clear glass, with necessary hardware , labor for installation, all complete as per design.	1,300.00	SFT
03.	THAI ALUMINIUM SLIDING DOOR WORK		
	Supply fitting & fixing of Thai aluminum Sliding door work made of Thai aluminium Sliding section (Bronze color) framing with 6mm clear glass, necessary hardware, labor for installation, all complete as per design. (With design frosted paper)	5.00	NOS
04.	LOUVER WORK		
	Supply fitting & fixing of Thai aluminum Louver work made of Thai aluminium Z section (Bronze color) with outer frame, necessary hardware, labor for installation, all complete as per design.	300.00	SFT
05.	FROSTED PAPER WORK		
	Supply fitting & fixing of Frosted Paper work pasting on glass with proper cleaning, cutting, all complete as per design.	150.00	RFT
06.	PLASTIC PAITN WORK		
	Barger Easy cleaning brand of approved color to wall minimum 3 coats with line putty work cleaning, sand papering the surface in/c necessary scaffolding etc. complete in all respect as per drawing.	2,000.00	SFT
07.	GYPSUM BOARD FALSE CEILING DISMANTLING WITH REPAIRING WORK		
	Dismantling & Repairing of Existing gypsum false ceiling with Main T, Cross T, wall angle with new board, all complete as per site requirement.	2,000.00	SFT
08.	FLOOR CLEANING WORK		
	Cleaning of floor dust, glue with cleaning machine & others as per site condition	2,000.00	SFT

SL	DESCRIPTION OF ITEM	QUANTITY	UNIT
B	ELECTRICAL WORK		
01.	DOWN LIGHT.		
	Supply & installation of power saving light (energy saving) of 20w/23w day light including all imported fittings, Complete in all respect as per design (Brand: Energy+)	10.00	NOS
02.	LOUVER LIGHT SETS.		
	Supply & installation imported Louver Light Set (size 2'x2') with imported steel base open type with cover imported choke, holder etc all complete as per design drawing and directions & full satisfaction of the Engineer. (Brand: Energy+)	15.00	NOS

03.	SWITCH		
	Gang switches flush mounted to wall, concealed type of Legrand or approved equivalent quality all complete as per design drawing and directions & full satisfaction of the Engineer.		
	ii) 2 Gang 1 way switches LEGREAND	2.00	NOS
	iii) 3 Gang 1 way switches LEGREAND	2.00	NOS
	iv) 4 Gang 1 way switches LEGREAND	2.00	NOS
04.	SOCKET, LEGREAND		
	i) 3-pin,13A; 220 volt combined switched & shuttered socket flush mounted to wall (concealed type) of Legrand or approved equivalent quality.	38.00	NOS
05.	SOCKET, LEGREAND		
	i)2-pin,5A; 220 volt combined switched & shuttered socket flush mounted to wall (concealed type) of Legrand or approved equivalent quality.	38.00	NOS
	ii)Telephone Socket work, MK	50.00	NOS
	iii)Network Socket work, Systemex	15.00	NOS
	iv) M. K. Steel/PVC Board Single complete with all accessories.	42.00	PCS
06.	PVC WIRING & CABLING WORKS.		
	a) CABLING		
	i) 1.5 Rm BYA BRB Cable	6.00	COIL
	ii) 2.5 Rm BYA BRB Cable	5.00	COIL
	iii) 1.5 Re BYA BRB Cable	3.00	COIL
	2-Pair Telephone cable work	3.00	COIL
	Cat-6,Network Cable work (Systemex Brand)	2.00	Box
	b) PVC PIPING		
	i) 3/4" PVC Channel	200.00	RFT
	ii) 1" PVC Channel	150.00	RFT
	iii) 2" PVC Channel	100.00	RFT
	iv) 3/4" Flexible Pipe	250.00	RFT
	v) 1" PVC Pipe	220.00	RFT
07.	CIRCUIT BREAKER(BRAND - LEGREAND)		
	i) 10A -20A SP MCB	10.00	NOS
	ii) 32/40A TP MCB	1.00	NOS
	iii) 63A TP MCB	1.00	NOS
	iv) 25A TP MCCB	1.00	NOS
	v) SDB board	1.00	NOS



Pinak Ranjan Biswas
Procurement Analyst

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ-BD-2014-004**:

TABLE 1: Offer to Supply Goods Compliant with BOQ

SL	DESCRIPTION OF ITEM	QUANTITY	UNIT	RATE	TOTAL AMOUNT (BDT)
A	INTERIOR WORK				
01.	FULL HEIGHT DRY WALL PARTITION WORK				
	Supply fitting & fixing of Full Height Dry partition work made of 2"x2" Gorjon wooden framing, paneling of 18mm Plain partical board with paint finish, all complete as per design.	250.00	SFT		
02.	FIXED THAI ALUMINIUM PARTITION WORK				
	Supply fitting & fixing of Full Height fixed thai aluminium glass partition work, made of Thai aluminium section (Bronze color) framing with 6mm clear glass, with necessary hardware , labor for installation, all complete as per design.	1,300.00	SFT		
03.	THAI ALUMINIUM SLIDING DOOR WORK				
	Supply fitting & fixing of Thai aluminum Sliding door work made of Thai aluminium Sliding section (Bronze color) framing with 6mm clear glass, necessary hardware, labor for installation, all complete as per design. (With design frosted paper)	5.00	NOS		
04.	LOUVER WORK				
	Supply fitting & fixing of Thai aluminum Louver work made of Thai aluminium Z section (Bronze color) with outer frame, necessary hardware, labor for installation, all complete as per design.	300.00	SFT		
05.	FROSTED PAPER WORK				
	Supply fitting & fixing of Frosted Paper work pasting on glass with proper cleaning,cutting, all complete as per design.	150.00	RFT		
06.	PLASTIC PAITN WORK				

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Barger Easy cleaning brand of approved color to wall minimum 3 coats with line putty work cleaning, sand papering the surface in/c necessary scaffolding etc. complete in all respect as per drawing.	2,000.00	SFT		
07.	GYPSUM BOARD FALSE CEILING DISMANTLING WITH REPAIRING WORK				
	Dismantling & Repairing of Existing gypsum false ceiling with Main T, Cross T, wall angle with new board, all complete as per site requirement.	2,000.00	SFT		
08.	FLOOR CLEANING WORK				
	Cleaning of floor dust, glue with cleaning machine & others as per site condition	2,000.00	SFT		
A. INTERIOR WORK TOTAL AMOUNT IN TK.					

SL	DESCRIPTION OF ITEM	QUANT ITY	UNIT	RATE	TOTAL AMOUNT (BDT)
B	ELECTRICAL WORK				
01.	DOWN LIGHT.				
	Supply & installation of power saving light (energy saving) of 20w/23w day light including all imported fittings, Complete in all respect as per design (Brand: Energy+)	10.00	NOS		
02.	LOUVER LIGHT SETS.				
	Supply & installation imported Louver Light Set (size 2'x2') with imported steel base open type with cover imported choke, holder etc all complete as per design drawing and directions & full satisfaction of the Engineer. (Brand: Energy+)	15.00	NOS		
03.	SWITCH				
	Gang switches flush mounted to wall, concealed type of Legrand or approved equivalent quality all complete as per design drawing and directions & full satisfaction of the Engineer.				
	ii) 2 Gang 1 way switches LEGREAND	2.00	NOS		
	iii) 3 Gang 1 way switches LEGREAND	2.00	NOS		
	iv) 4 Gang 1 way switches LEGREAND	2.00	NOS		
04.	SOCKET, LEGREAND				
	i) 3-pin,13A; 220 volt combined switched & shuttered socket flush mounted to wall (concealed type) of Legrand or approved equivalent quality.	38.00	NOS		
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	ii)Telephone Socket work, MK	50.00	NOS		
	iii)Network Socket work, Systemex	15.00	NOS		

	iv) M. K. Steel/PVC Board Single complete with all accessories.	42.00	PCS		
06.	PVC WIRING & CABLING WORKS.				
	a) CABLING				
	i) 1.5 Rm BYA BRB Cable	6.00	COIL		
	ii) 2.5 Rm BYA BRB Cable	5.00	COIL		
	iii) 1.5 Re BYA BRB Cable	3.00	COIL		
	2-Pair Telephone cable work	3.00	COIL		
	Cat-6,Network Cable work (Systemex Brand)	2.00	Box		
	b) PVC PIPING				
	i) 3/4" PVC Channel	200.00	RFT		
	ii) 1" PVC Channel	150.00	RFT		
	iii) 2" PVC Channel	100.00	RFT		
	iv) 3/4" Flexible Pipe	250.00	RFT		
	v) 1" PVC Pipe	220.00	RFT		
07.	CIRCUIT BREAKER(BRAND - LEGREAND)				
	i) 10A -20A SP MCB	10.00	NOS		
	ii) 32/40A TP MCB	1.00	NOS		
	iii) 63A TP MCB	1.00	NOS		
	iv) 25A TP MCCB	1.00	NOS		
	v) SDB board	1.00	NOS		
	B. ELECTRICAL WORKS TOTAL AMOUNT IN TK.				
	A+B TOTAL AMOUNT IN TK.				

Note:

1. The quoted price must be inclusive of VAT and other related cost.

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 Lead Time			
Validity of Quotation			
Defect liability period for 3 months			
All Provisions of the UNDP General Terms and Conditions			
Documents to be submitted for Eligibility criteria			

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]

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment:

Reference:

Dear Sir,

I declare that is not in the UN Security Council 1267/1989
List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

[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.

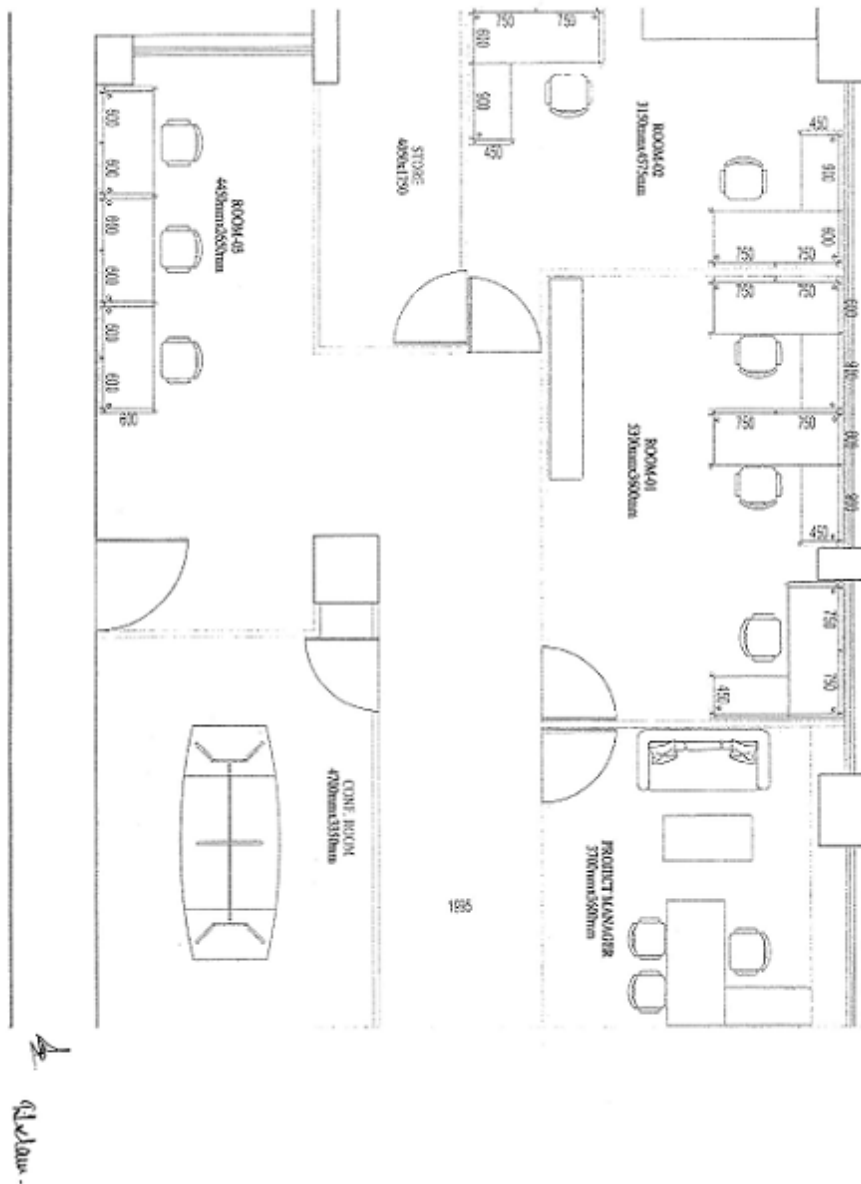
19.0 OFFICIALS NOT TO BENEFIT:

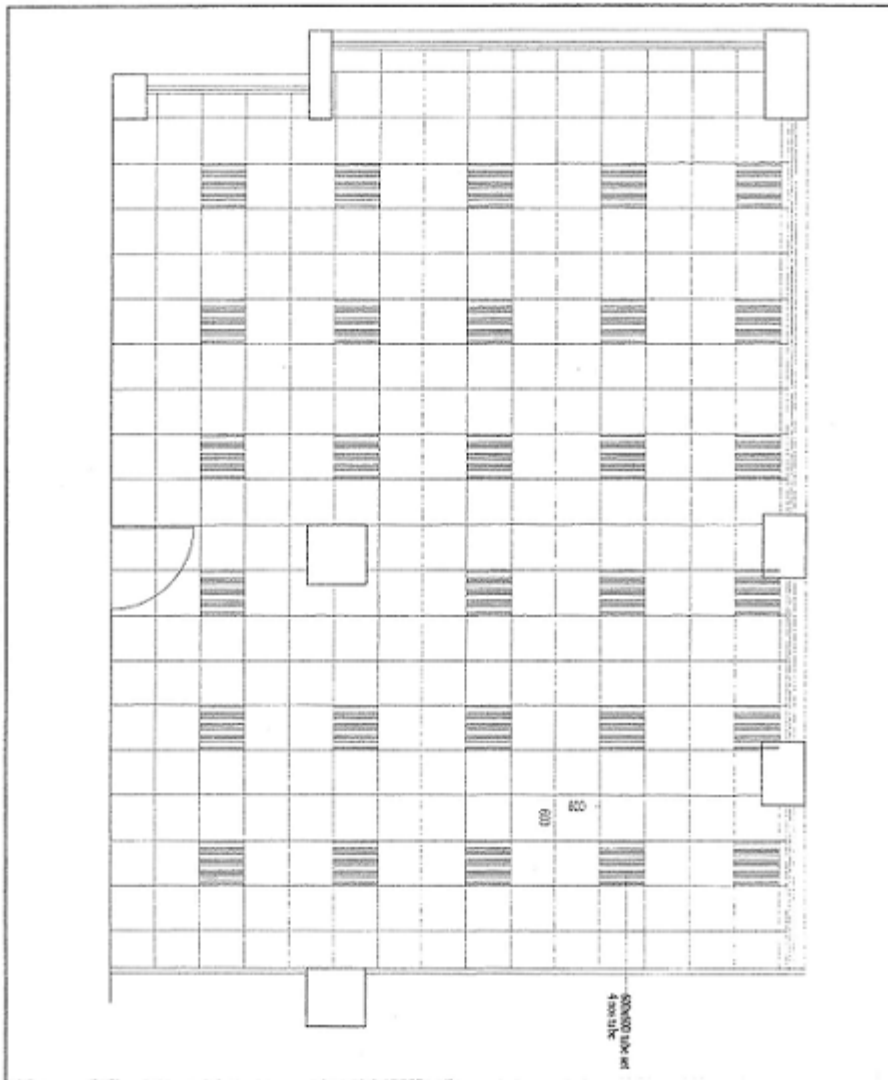
The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

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.

Drawing / Layout for the renovation work





4 Below.