



REQUEST FOR QUOTATION (RFQ)

NAME AND ADDRESS OF FIRM	DATE: November 27, 2015
	REFERENCE: RFQ-ZIM-GF-038-2015 Stationery Packages

Dear Sir / Madam:

We kindly request you to submit your quotation for [supply and delivery of Stationery](#), as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before [December 3, 2015 at 13:00 hours](#) and via ☒ e-mail, ☐ courier mail or ☐ facsimile to the address below:

**United Nations Development Programme
GFATM Programme Management Unit
Block 7, Arundel Office Park
Norfolk Road, Mt. Pleasant
Harare, Zimbabwe**

TENDER NO: [RFQ-ZIM-GF-038-2015 Stationery Packages](#)
zw.bids.gfatm@undp.org

DEADLINE: [3rd December 2015 AT 13:00 HRS Harare local time](#)
"NOT TO BE OPENED BY REGISTRY"

Submission of quotes to a secured e-mail:
Your offer, in e-mails, should reach the e-mail address of: zw.bids.gfatm@undp.org no later than [3rd December 2015 at 13:00 hours](#) Harare Local Time with the subject heading of: [RFQ-ZIM-GF-039-2015 Stationery Packages](#). Markings on offers remain as per quotations submitted by courier service/ad delivery above.

Quotations submitted by email must be limited to a maximum of **5MB**, virus-free and no more than **2** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and 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] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP Harare	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP or its appointed agent	
Exact Address/es of Delivery Location/s (identify all, if multiple)	WFP Managed Warehouse BAK Logistics 106 Dartford Road Willowvale, Harare	
Distribution of shipping documents <i>(if using freight forwarder)</i>	UNDP GFATM PSM UNIT and UN-WFP Logistics	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER Bidder to propose
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes <i>(VAT should be shown separately)</i>	
After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 Year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others <i>[pls. specify]</i>	
Deadline for the Submission of Quotation	<i>Thursday, 03 December 2015 by 13:00 Hours Harare Local Time (GMT+2)</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> 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"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input 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; <input type="checkbox"/> Certified list of members of the Governing Board; <input type="checkbox"/> Statements of satisfactory performance/reference letter from the past 3 clients; <input type="checkbox"/> Completed and signed Vendor Profile Form;
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input type="checkbox"/> Permitted [<i>Bidders can quote for certain lots as award will be made on a lot by lot basis</i>]
Payment Terms	<input type="checkbox"/> 100% upon complete delivery of goods
Evaluation Criteria [check as many as applicable]	<input type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input type="checkbox"/> One or more Suppliers, depending on the following factors: [Award will be made on a lot by lot basis]
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order

¹ 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.

Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by more than 30 days
Conditions for Release of Payment	<input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input type="checkbox"/> Specifications of the Goods Required (Annex 1) <input type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Vendor Profile Form (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) ²	PSM TEAM UNDP GFATM Programme Management Unit zw.psm.gfatm@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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.

² 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.

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.

Sincerely yours,

Osama Hussian
PSM Specialist
27 November 2015

Technical Specifications

Item No.	Description / Specifications of Goods	Unit of Measure	Quantity
1	Punchers medium size, minimum 30 pages	Each	15
2	Bond paper A4 white 80g/m 500 sheets	Ream/500 sheets	499
3	Pen, ball point blue or black	box of 50	201
4	Magic Marker assorted	box of 10	129
5	A4 Lever Arch File	Each	2,449
6	A4 Khaki envelopes min 31 x 23cm	pack of 250	19
7	A5 Khaki envelopes min 25 x 17cm	pack of 500	12
8	A3 Khaki envelopes	pack of 250	19
9	A4 Exercise books, feint margin, 32 page	pack of 10	666
10	Flip chart bond, 50 page	pack of 5	84
11	Rule, plastic, 30cm, shatter resistant	box of 50	42
12	Polypropylene Accessible files	Each	5,372
13	Rubber bands light duty	pack of 100g	9
14	Stick stuff 100g	Each	456
15	Highlighters assorted	box of 10	150
16	Pencils HB with rubber	box of 50	51
17	Small stapler, 26/6 & 24/6	Each	48
18	Heavy duty stapler, 23/6 to 23/13	Each	25
19	Large Staple pins, 23/8	Box of 1,000	130
20	Small Staple pins, 26/6	Box of 5,000	150
21	Wooden Desk trays	Each	53
22	Note Book A5 (100 Wire Page Side Bound Note Books)	Each	450
23	Duster/Eraser (white board)	Each	1,983

Item No.	Description / Specifications of Goods	Unit of Measure	Quantity
24	Liquid office Glue , 150g, nontoxic, clear	Each	120
25	Office Scissors, 20mm stainless steel blades, pair	Each	44
26	Manila File dividers, A4 alphabetic	Each	180
27	White board markers, assorted	Each	4,888
28	Flip Chart stand (Parrot Flip Chart Stand Magnetic Standard)	Each	4
29	Carbon paper, (Handifilm Carbon Paper 100 Sheets, Blue)	Pack of 100	50
30	Stamp Pad Refill Ink (30ml bottle- Black)	30ml Bottle	140
31	A4 Counter Books (192page Feint & Margin A4)	Pack of 10	3
32	Manilla Sheets, (Bright board 160gsm)	Sheet	369
33	Paper Clips (25mm Paper Clips (Silver 100/box)	Box of 100	8
34	Yellow stickers/Post It sticky Note Pads (yellow 75mm*75mm 100pgs pad)	Each	9
35	Drawing pins (Silver (11mm 100/box)	Each	3
36	Heavy Duty Paper Punch, 100 sheets	Each	15
37	Writing Pads (80 Sheet Unpunched-Ruled Executive Pad A4)	Each	100

Packaging: All items must be delivered as a kit, packed in a Card Box. Technical Specifications (or equivalent quality) for Card Box: Double-wall corrugated fibreboard box Modified FEFCO type 0203 with meeting inner flaps - one inner flap to have the same height as the long flap. All corners on long side flaps trimmed 25 mm, Glued and stitched outside.

Osama Hussian
PSM Specialist
27 November 2015

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

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

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

Item No.	Description/Specification of Goods	Unit of Measure	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Punchers medium size, minimum 30 pages	Each	15			
2	Bond paper A4 white 80g/m 500 sheets	Ream/500 sheets	499			
3	Pen, ball point blue or black	box of 50	201			
4	Magic Marker assorted	box of 10	129			
5	A4 Lever Arch File	Each	2,449			
6	A4 Khaki envelopes min 31 x 23cm	pack of 250	19			
7	A5 Khaki envelopes min 25 x 17cm	pack of 500	12			
8	A3 Khaki envelopes	pack of 250	19			
9	A4 Exercise books, feint margin, 32 page	pack of 10	666			
10	Flip chart bond, 50 page	pack of 5	84			
11	Rule, plastic, 30cm, shatter resistant	box of 50	42			
12	Polypropylene Accessible files	Each	5,372			
13	Rubber bands light duty	pack of 100g	9			
14	Stick stuff 100g	Each	456			
15	Highlighters assorted	box of 10	150			
16	Pencils HB with rubber	box of 50	51			
17	Small stapler, 26/6 & 24/6	Each	48			
18	Heavy duty stapler, 23/6 to 23/13	Each	25			
19	Large Staple pins, 23/8	Box of 1,000	130			

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Item No.	Description/Specification of Goods	Unit of Measure	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
20	Small Staple pins, 26/6	Box of 5,000	150			
21	Wooden Desk trays	Each	53			
22	Note Book A5 (100 Wire Page Side Bound Note Books)	Each	450			
23	Duster/Eraser (white board)	Each	1,983			
24	Liquid office Glue , 150g, nontoxic, clear	Each	120			
25	Office Scissors, 20mm stainless steel blades, pair	Each	44			
26	Manila File dividers, A4 alphabetic	Each	180			
27	White board markers, assorted	Each	4,888			
28	Flip Chart stand (Parrot Flip Chart Stand Magnetic Standard)	Each	4			
29	Carbon paper, (Handifilm Carbon Paper 100 Sheets, Blue)	Pack of 100	50			
30	Stamp Pad Refill Ink (30ml bottle- Black)	30ml Bottle	140			
31	A4 Counter Books (192page Feint & Margin A4)	Pack of 10	3			
32	Manilla Sheets, (Bright board 160gsm)	Sheet	369			
33	Paper Clips (25mm Paper Clips (Silver 100/box)	Box of 100	8			
34	Yellow stickers/Post It sticky Note Pads (yellow 75mm*75mm 100pgs pad)	Each	9			
35	Drawing pins (Silver (11mm 100/box)	Each	3			
36	Heavy Duty Paper Punch, 100 sheets	Each	15			
37	Writing Pads (80 Sheet Unpunched-Ruled Executive Pad A4)	Each	100			
	Total Prices of Goods⁵ (DAP HARARE)					
	Add : Other Charges (pls. specify)					
	Total Final and All-Inclusive Price Quotation					

⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ⁶ :			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
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]

⁶ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

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.

Annex 4

VENDOR PROFILE

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

Complete either Section 2 or Section 3 (not both)

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

SECTION 3 SUPPLIER INFORMATION (For Companies only)			
Company Name:		Parent Company Name (if applicable)	Web Site URL: (if applicable)
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:			
Title:			

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

SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS		
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____
Bank Account No: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)		
Swift Code (8 digit)	Branch Code	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)		

Name of Bank :		Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FED WIRE NO. (US BANKS ONLY)
<p>I, XXXXXXXXXX, in my capacity as XXXXXXXXXX, hereby authorize the agency to direct payments for goods and services to the above account.</p> <p style="text-align: right;">Signature: XXXXXXXXXX</p>			

INCOMPLETE OR ERRONEOUS INFORMATION WILL PREVENT FINAL CREDIT OF PAYMENTS TO YOUR ACCOUNT