



REQUEST FOR QUOTATION (RFQ)

REFERENCE NUMBER	RFQ/006/TLS/2016
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NAME & ADDRESS OF FIRM	DATE: 20 June 2016
	Title: Refurbishment of Conference Room A and Construction of 1 Unit Male Toilet in UN House

Dear Sir / Madam:

We kindly request you to submit your quotation for **Refurbishment of Conference Room A and Construction of 1 Unit Male Toilet in UN House, Dili, Timor-Leste** 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 **Friday, 1 July 2016 at 17:00PM local time** and via ☒ e-mail or ☒ courier mail to the address below:

United Nations Development Programme
Registry Unit of UNDP at UN House, Caicoli Street, PO Box. 558, Dili, Timor-Leste
Attn. of Ms. Diana Lina Bernardo, Operations Manager
bids.tp@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 5 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 above mentioned good/s:

Customs clearance ¹ , if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Caicoli Street, Dili, Timor-Leste.
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> As per Delivery Schedule [works need to be completed no later than 31 August 2016]
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	Contractor is responsible for transportation of materials and its personnel for the work required.
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Maintenance work required for six month during defect liability period.
Deadline for the Submission of Quotation	COB, Friday, 1 July 2016 at 17:00PM local time (GMT+9)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially

¹ Must be linked to INCO Terms chosen.

² 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.

³ 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.

⁴ First 2 items in this list are mandatory for the supply of imported goods

	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 checked="" type="checkbox"/> Not permitted
Payment Terms ⁵	<ul style="list-style-type: none"> • First payment – 20% will be paid within one week upon mobilization and delivery on site of aggregates of reinforcement bars, cements, concrete hollow blocks, angle bars. • Second payment – 70% will be paid upon completion of refurbishment and construction activities on site and issuance of certified handover by UNDP Common Premises Manager. • Final payment – 10% will be paid after 6 month of expiry of defect liability period and certification of acceptance by the Engineer of UNDP on elimination of all defects of which Contractor was properly informed.
Liquidated Damages	The liquidated damages for delay shall be 0.5% of the price of the Contract per week of delay, up to a maximum of 10% of the final price of the Contract after which the PO may be cancel.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ <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"/> Earliest Delivery / Shortest Lead Time ⁷
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract <i>[Institutional Contract]</i>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the commencement of work is delayed by two weeks from the date of contract signature.

⁵UNDP 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.

⁶UNDP 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.

⁷This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

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Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Complete work and Installations <input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements and certified by UNDP designated engineer.
Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Specifications of the work required (Annex 1 and the Drawings) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others N/A Non-acceptance of the terms of the General Terms and Conditions(GTC) shall be grounds for disqualification from this procurement process.
Contact detail for Inquiries (Written inquiries only) ⁹	<i>Procurement Unit - UNDP</i> procurement.staff.tp@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.

Service 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

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.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Diana Lina Bernardo
Operations Manager
UNDP Timor Leste

Statement of Work/Bill of Quantity

I. BILL OF QUANTITY - Male Toilet			
No.	Item Description	Quantity	
A	DEMOLITION WORKS		
1	Remove Existing Concrete wall	4.05	sq.m
2	Remove Existing Ceiling	32.00	sq.m
3	Remove Existing Windows (1.5x1m)	1.00	unit
B	EARTH WORKS		
1	Tie beam excavation	3.60	m3
C	WALL WORKS		
1	Concrete Wall (for unused existing windows)	1.50	sq.m
2	Concrete block wall 40 x 10 x 20 using 1pc:3sd	81.87	sq.m
3	Partition (hollow Light Steel Frame & Kalsiboard 9mm)	3.36	sq.m
4	Wall plaster t=15 mm using 1pc.3sd with cement render	43.57	sq.m
D	CONCRETE WORKS		
1	Lean Concrete under floor, 5cm thick	1.60	m3
2	Concrete Tie Beam 150 X 250 mm	3.60	m3
E	FLOOR WORKS		
1	Floor Tile 400x400 antislip	32.00	sq.m
2	Wall Tile 400x400	28.78	sq.m
3	Wall Border Tile 100x400	33.65	m
4	Skirting Tile 100x400	31.40	m
5	Tile 400x400 for Counter Lavatory	1.80	sq.m
F	DOOR, WINDOW & CARPENTRY WORKS		
1	Supply and Install Wooden Frames 6/12 cm	0.84	m3
2	Wooden Door Type D1 (800x2100)	1.00	unit
3	Wooden Door Type D2, (700x2100)	5.00	unit
4	Wooden Door Type D3, (800x2100) for Disable Toilet	1.00	unit

5	Wooden Door Type D4, (800x2400) with ventilation	1.00	unit
6	Supply & instal Tempered Glass Door + Partition include Accessories	1.00	unit
7	Door Hinges 4 inch	8.00	set
8	Door Lock Case	8.00	set
9	Single Handle Door	8.00	set
10	Door Closer	1.00	set
11	Service Existing Windows changes into ventilation (BV) -Ref. A3.03	4.00	unit
12	Wall mounted Bracket Lavatory Counter - Ref. A3.05	1.00	unit
13	Shelving Lavatory Counter fin. HPL + Wall Mounted Bracket -Ref. A3.05	1.00	unit
14	Urinal Partition (hollow Light Steel Frame & Kalsiboard 9mm) fin. HPL 500x800cm	3.00	pcs
G	CEILING WORKS		
1	Gypsum ceiling include galvalum frame 40x40	32.00	sq.m
H	HYDAULIC WORKS		
1	Pipe PVC type AW 3"	30.16	m
2	Pipe PVC type AW 4"	18.00	m
3	Pipe PVC type AW 1"	25.36	m
4	Monoblock (SNI) Toto	5.00	unit
5	Jet Shower	5.00	unit
6	Washbowl type 1 (Lavatory)	3.00	unit
7	Washbowl type 2 (Disable Toilet)	1.00	unit
8	Water Tap	4.00	pcs
9	Hand Dryer	2.00	pcs
10	Showerhead	2.00	unit
11	Urinoir	4.00	unit
12	Floor Drain	8.00	pcs
13	Septiktank + pump	1.00	ls
I	ELECTRICAL WORKS		
1	Supply and Install Lighting cable for light 2x1.5mm NYM	12.00	point
2	Supply and Install Cable for power 3x2.5 mm NYM	1.00	point
3	Supply and instal Downlight Essential ex philip 23 watt	12.00	point
4	Supply and install single switch ex broco	1.00	pcs
5	Supply and install double switch ex broco	2.00	pcs
6	Supply and install power outlet ex broco	1.00	pcs

7	Alarm Disabled Toilet	1.00	pcs
8	Supply and Instal Automatic Ceiling Exhaust Fan	6.00	pcs
J	PAINTING WORKS		
1	Wall painting using acrylic emulsion paint+undercoat (3x)	113.89	sq.m
2	Ceiling painting using acrylic emulsion paint+undercoat(3x)	32.00	sq.m
K	OTHERS		
1	Towel Bar (Stainless steel)	1.00	pcs
2	Grab Bar (Stainless Steel)	3.00	pcs
3	Supply and Install Mirror, 6mm thick	2.40	sq.m

II. BILL OF QUANTITY - Conference Room Refurbishment			
No.	Item Description	Quantity	
A	DEMOLITION WORKS		
1	Remove Existing Wall Partition	22	sq.m
2	Remove Existing Ceiling	152	sq.m
B	PANTRY WORKS		
1	Lean concrete sink table	0.22	m3
2	Ceramic Tile 20x20cm	2.87	sq.m
3	Stainless Steel Sink include tap and drain	1.00	set
4	Pipe PVC type AW 1"	4.00	m
5	Pipe PVC type AW 3"	8.00	m
C	INTERIOR WORKS		
I	Flooring Works		
1	Supply & install Flooring Carpet	128	sq.m
II	Interior Partition Works		
1	Partition between conference room and BOH/Pantry (Kalsiboard+Steel Framework)	22.40	sq.m

2	Partition, in the Stage (Plywood+ Steels Framework)	6.72	sq.m
3	finishing HPL	39.20	sq.m
4	Movable Wall/similar (Plywood+frame+Rail+installation)	1.00	set
5	Right Single Open Sliding Door (Panel Plywood fin. HPL+Rail Door)	1.00	set
III	Ceiling Works		
1	Ceiling Decorative (gypsum board+Galvalum Frame 40x40cm)	128	sq.m
2	Ceiling finish HPL	23	sq.m
IV	Electrical Works		
1	Installation of Downlight Lamp (26 Watt)	27	point
2	Installation of Downlight Halogen Lamp (14 Watt)	4	point
3	Installation of Fluorescent Light (18 Watt)	2	point
4	Remove & install EDB/MCB to the new position	1.00	ls
5	Installation of Power Outlet	1	point
6	Installation of Double Power Outlet	4	point
7	Installation of Data Cable	1	pcs
8	Installation of HDMI Cable	1	pcs
9	Installation of Double Switch	1	point
10	Installation of Single Switch	2	point
11	Installation of Lighting Cable	33	point
12	Installation of Power Cable	5	point
13	Installation of Audio & Speaker	1	set
14	Installation of Air Conditioner Ceiling Mounted 2pk Multisplit	2	Unit
V	Painting Works		
1	Wall painting using acrylic emulsion paint+undercoat (3x)	107	sq.m
2	Ceiling painting using acrylic emulsion paint+undercoat(3x)	128	sq.m
D	FURNITURE		

1	Modular Wooden Table Conference Room (D1600xW800mmxH750mm) top table finish melaminto with Stainless Steel Leg/chrome	12	Unit
2	Chair	60	Unit
E	OTHER WORKS		
1	Supply & Install Bracket for Projector	1	unit
2	Supply & Install Projector Screen	1	unit
3	Supply & Install Vertical Blinds	18	m

Please also refer to below list of drawings as part of Annex 1 attached to this RFQ.

1. Drawing Document Male Lavatory.
2. Drawing Document Conference Room.

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 ANNEX I of RFQ No. RFQ/006/TLS/2016.

TABLE 1 : Offer to provide Work Compliant with Specifications and Requirements

BILL OF QUANTITY - Male Toilet					
No.	Item Description	Quantity		Unit Price	Amount
A	DEMOLITION WORKS				
1	Remove Existing Concrete wall	4.05	sq.m		
2	Remove Existing Ceiling	32.00	sq.m		
3	Remove Existing Windows (1.5x1m)	1.00	unit		
Total A					
B	EARTH WORKS				
1	Tie beam excavation	3.60	m3		
Total B					
C	WALL WORKS				
1	Concrete Wall (for unused existing windows)	1.50	sq.m		
2	Concrete block wall 40 x 10 x 20 using 1pc:3sd	81.87	sq.m		
3	Partition (hollow Light Steel Frame & Kalsiboard 9mm)	3.36	sq.m		
4	Wall plaster t=15 mm using 1pc.3sd with cement render	43.57	sq.m		
Total C					
D	CONCRETE WORKS				
1	Lean Concrete under floor, 5cm thick	1.60	m3		
2	Concrete Tie Beam 150 X 250 mm	3.60	m3		
Total D					
E	FLOOR WORKS				

¹⁰This 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

1	Floor Tile 400x400 antislip	32.00	sq.m		
2	Wall Tile 400x400	28.78	sq.m		
3	Wall Border Tile 100x400	33.65	m		
4	Skirting Tile 100x400	31.40	m		
5	Tile 400x400 for Counter Lavatory	1.80	sq.m		
Total E					
F	DOOR, WINDOW & CARPENTRY WORKS				
1	Supply and Install Wooden Frames 6/12 cm	0.84	m3		
2	Wooden Door Type D1 (800x2100)	1.00	unit		
3	Wooden Door Type D2, (700x2100)	5.00	unit		
4	Wooden Door Type D3, (800x2100) for Disable Toilet	1.00	unit		
5	Wooden Door Type D4, (800x2400) with ventilation	1.00	unit		
6	Supply & instal Tempered Glass Door + Partition include Accessories	1.00	unit		
7	Door Hinges 4 inch	8.00	set		
8	Door Lock Case	8.00	set		
9	Single Handle Door	8.00	set		
10	Door Closer	1.00	set		
11	Service Existing Windows changes into ventilation (BV) -Ref. A3.03	4.00	unit		
12	Wall mounted Bracket Lavatory Counter -Ref. A3.05	1.00	unit		
13	Shelving Lavatory Counter fin. HPL + Wall Mounted Bracket -Ref. A3.05	1.00	unit		
14	Urinal Partition (hollow Light Steel Frame & Kalsiboard 9mm) fin. HPL 500x800cm	3.00	pcs		
Total F					
G	CEILING WORKS				
1	Gypsum ceiling include galvalum frame 40x40	32.00	sq.m		
Total G					
H	HYDAULIC WORKS				
1	Pipe PVC type AW 3"	30.16	m		
2	Pipe PVC type AW 4"	18.00	m		
3	Pipe PVC type AW 1"	25.36	m		
4	Monoblock (SNI) Toto	5.00	unit		
5	Jet Shower	5.00	unit		
6	Washbowl type 1 (Lavatory)	3.00	unit		

7	Washbowl type 2 (Disable Toilet)	1.00	unit		
8	Water Tap	4.00	pcs		
9	Hand Dryer	2.00	pcs		
10	Showerhead	2.00	unit		
11	Urinoir	4.00	unit		
12	Floor Drain	8.00	pcs		
13	Septiktank + pump	1.00	ls		
Total H					
I	ELECTRICAL WORKS				
1	Supply and Install Lighting cable for light 2x1.5mm NYM	12.00	point		
2	Supply and Install Cable for power 3x2.5 mm NYM	1.00	point		
3	Supply and instal Downlight Essential ex philip 23 watt	12.00	point		
4	Supply and install single switch ex broco	1.00	pcs		
5	Supply and install double switch ex broco	2.00	pcs		
6	Supply and install power outlet ex broco	1.00	pcs		
7	Alarm Disabled Toilet	1.00	pcs		
8	Supply and Instal Automatic Ceiling Exhaust Fan	6.00	pcs		
Total B					
J	PAINTING WORKS				
1	Wall painting using acrylic emulsion paint+undercoat (3x)	113.89	sq.m		
2	Ceiling painting using acrylic emulsion paint+undercoat(3x)	32.00	sq.m		
Total J					
K	OTHERS				
1	Towel Bar (Stainless steel)	1.00	pcs		
2	Grab Bar (Stainless Steel)	3.00	pcs		
3	Supply and Install Mirror, 6mm thick	2.40	sq.m		
Total K					
GRAND TOTAL					

II. BILL OF QUANTITY - Conference Room Refurbishment

No.	Item Description	Quantity		Unit Price	Amount
A	DEMOLITION WORKS				
1	Remove Existing Wall Partition	22	sq.m		
2	Remove Existing Ceiling	152	sq.m		
	Total 1-A				
B	PANTRY WORKS				
1	Lean concrete sink table	0.22	m3		
2	Ceramic Tile 20x20cm	2.87	sq.m		
3	Stainless Steel Sink include tap and drain	1.00	set		
4	Pipe PVC type AW 1"	4.00	m		
5	Pipe PVC type AW 3"	8.00	m		
	Total 1-B				
C	INTERIOR WORKS				
I	Flooring Works				
1	Supply & install Flooring Carpet	128	sq.m		
	Sub Total I				
II	Interior Partition Works				
1	Partition between conference room and BOH/Pantry (Kalsiboard+Steel Framework)	22.40	sq.m		
2	Partition, in the Stage (Plywood+ Steels Framework)	6.72	sq.m		
3	finishing HPL	39.20	sq.m		
4	Movable Wall/similar (Plywood+frame+Rail+installation)	1.00	set		
5	Right Single Open Sliding Door (Panel Plywood fin. HPL+Rail Door)	1.00	set		
	Sub Total II				
III	Ceiling Works				
1	Ceiling Decorative (gypsum board+Galvalum Frame 40x40cm)	128	sq.m		
2	Ceiling finish HPL	23	sq.m		
	Sub Total III				
IV	Electrical Works				

1	Installation of Downlight Lamp (26 Watt)	27	point		
2	Installation of Downlight Halogen Lamp (14 Watt)	4	point		
3	Installation of Fluorescent Light (18 Watt)	2	point		
4	Remove & install EDB/MCB to the new position	1.00	ls		
5	Installation of Power Outlet	1	point		
6	Installation of Double Power Outlet	4	point		
7	Installation of Data Cable	1	pcs		
8	Installation of HDMI Cable	1	pcs		
9	Installation of Doube Switch	1	point		
10	Installation of Single Switch	2	point		
11	Installation of Lighting Cable	33	point		
12	Installation of Power Cable	5	point		
13	Installation of Audio & Speaker	1	set		
14	Installation of Air Conditioner Ceiling Mounted 2pk Multisplit	2	Unit		
			Sub Total IV		
V	Painting Works				
1	Wall painting using acrylic emulsion paint+undercoat (3x)	107	sq.m		
2	Ceiling painting using acrylic emulsion paint+undercoat(3x)	128	sq.m		
			Sub Total V		
		Total C			
D	FURNITURE				
1	Modular Wooden Table Conference Room (D1600xW800mmxH750mm) top table finish melaminto with Stainless Steel Leg/chrome	12	Unit		
2	Chair	60	Unit		
		Total D			
E	OTHER WORKS				
1	Supply & Install Bracket for Projector	1	unit		
2	Supply & Install Projector Screen	1	unit		
3	Supply & Install Vertical Blinds	18	m		
		Total E			
	Refurbishment Works - As per drawings	GRAND TOTAL			

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.