

**UN HABITAT AFGHANISTAN**

**INVITATION TO BID (ITB)**

**ITB No: UN/H/FIN/KBL/2016/003  
10 July 2016**

**Cash Transfer Services for UN HABITAT  
Afghanistan**

**Amendment #2  
10 July 2016**

**Submission Deadline Extended up to  
08<sup>th</sup> September 2016**

**Bidders are encouraged to submit bids on/before mentioned deadline**

**INVITATION TO BID**

**Cash Transfer Services for UN HABITAT Afghanistan offices**  
**ITB closing date: 08 September 2016 at 9:00 am, Kabul Time**  
**ITB No: UN/H/FIN/KBL/2016/003**

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1. The United Nations Human Settlements Program (UN-HABITAT) –Afghanistan hereby solicits your bid for the above subject, in accordance with this document and the annexes attached. Bids are required to be submitted to the United Nations Human Settlements Program (UN-HABITAT) office:  
House # 431, Street 7, Taimani Area, District 4, Kabul Afghanistan

2. This Invitation to Bid (ITB) consists of this document and the following annexes:

- Annex A: Bid Form
- Annex B: Terms and Conditions to Bid
- Annex B-1: Declaration by bidder and Disclosure Requirement
- Annex C: Acknowledgement Letter
- Annex D: Contractor Past Performance
- Annex E: Terms of Reference (ToR)
- Annex E-1: Schedule of Requirements
- Annex F: United Nations General Conditions of Contract
- Annex G: United Nations General Condition for Services

3. Bids must be submitted in the English language strictly using the attached Annex.

Please confirm by e-mail to [procurement.committee@unhabitat-afg.org](mailto:procurement.committee@unhabitat-afg.org) after you have submitted your bids to the tendering box at the reception office of UN-HABITAT main office.

4. (a). Your bid must be submitted in a sealed envelope/package clearly marked and addressed as follows:

United Nations Human Settlement Programme  
Procurement Unit  
ITB No: UN/H/FIN/KBL/2016/003  
Cash Transfer Services for UN HABITAT Afghanistan offices  
House # 431, Street 7, Taimani Area, District 4, Kabul Afghanistan  
Attention to Ghows Amirian: [procurement.committee@unhabitat-afg.org](mailto:procurement.committee@unhabitat-afg.org)  
Closing Date & Time: **08 September 2016 at 9:00 am**

(b). Outer envelope/package of your bid must clearly indicate ITB number, name of the Project of UN HABITAT official indicated in paragraph 4.a and 6 of this ITB, date and closing time and name of your company so that the UN HABITAT can identify your bid at the time of receipt. Each bid for each ITB must be submitted in a separate envelope. Please do not combine different bids in the same envelope.

(c). It is the exclusive responsibility of the bidders to ensure that the sealed envelope/package containing the bid reaches the above address before the time and date indicated in paragraph 4.a. so that it is time stamped and acceptable for opening. Bids must be delivered to the designated address during the UN-HABITAT working hours from 8:00 a.m. to 4:00 p.m. Sunday through Thursday except for the UN-HABITAT holidays. Delivery to UN-HABITAT office location will be at the risk of bidders. Written proof of receipt will not be given unless a Postal/Courier service receipt or other form of receipt is presented for UN-HABITAT. *Bids received after the above mentioned Closing date and time will be invalidated.*

(d). UN HABITAT Procurement Service strongly encourages you to deliver your bid by hand or via courier so that you can track delivery and ensure receipt by the UN HABITAT Procurement Service in time for the deadline specified in this ITB.

5. A public opening of bids will take place on **08 September 2016 at 9:00 am**, between 9:00-10:00 AM in the Bid Room of the Procurement Unit. Companies submitting offers are welcome to send one (1) representative with proper authorization to observe the opening of bids received.

6. For queries on this ITB, please contact Ghows Amirian, Email: [procurement.committee@unhabitat-afg.org](mailto:procurement.committee@unhabitat-afg.org), Procurement Officer, in writing five days (5) before closing date. Please notify the UN HABITAT immediately if any part of this ITB is missing and/or illegible. Bidders are reminded that these e-mail addresses may be used only to send queries and acknowledgement letter requested in paragraph 8 below. *Bids must NOT be sent to this E-mail address.*

7. You are kindly requested to return the attached Annex C — Acknowledgement Letter duly signed by an authorized representative to the UN HABITAT via e-mail advising whether or not your company intends to submit a bid prior to the designated closing date for receipt of bids. Please indicate the reason if you do not intend to submit a bid at this time. Failure to return the completed acknowledgement letter may result in removal of your company from the UN HABITAT roster of registered suppliers.

8. Bidders are requested to submit bids in compliance with the terms and conditions specified in Annex B - Instructions to Bidder attached to this ITB.



Matthew French  
Country Representative, (a.i)  
UN HABITAT Afghanistan

**Annex A**  
**BID FORM**

Procurement Unit,  
UN-HABITAT  
Kabul Afghanistan

Tender for

Cash Transfer Services for UN HABITAT Afghanistan  
Closing Date: **08 September 2016 at 9:00 am**, Kabul Time  
ITB UN/H/FIN/KBL/2016/003

I/We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the Information and Instructions to Tenderers and Terms and Conditions of Tender pertaining to the above Tender, along with Bills, do hereby undertake the Contract for

Cash Transfer Services for UN HABITAT Afghanistan  
Closing Date: **08 September 2016 at 9:00 am**, Kabul Time  
ITB UN/H/FIN/KBL/2016/003

Referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Tender price of US Dollars.....(in words)

US\$.....(in figure). [The make-up of the aforesaid total Tender Price is given in the accompanying Bill Quantities.]

I/We confirm that this offer shall be open for acceptance until.....and that it will not be withdrawn or revoked prior to that date.

1. Duly completed Tender Documents.
2. Documentary evidence to establish eligibility of tender
3. Documentary evidence to establish that goods offered from an eligible source and Origin.
4. Documentary evidence to establish eligibility of goods offered.
5. Documentary evidence to establish qualifications for the performance of the Contract.
6. Any other document.

I/We declare that the Photostat copies of documents and certificates submitted as part of the Tender are true copies of such documents and certificates.

I/We understand that UNHABITAT is not bound to accept the lowest tender and that UNHABITAT reserves the right to reject any or all tenders or to accept any part or a tender without assigning any reasons thereto.

My/Our Bank Reference is as follows: .....

.....

Signature: .....

Name of Bidder .....

Address...

Telephone Number...

Fax Number.....

Email Address.....

Date: .....

Company Stamp

## **Annex B**

### **TERMS AND CONDITIONS TO BID**

#### **Introduction**

The United Nation Human Settlement Program, UN-Habitat, is the United Nations agency for Human Settlement. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

UN-Habitat has been working in Afghanistan for the past almost 23 years assisting the government of Afghanistan through a number of projects in 20 provinces.

#### **Specific Requirements**

Eligible and interested Money Dealer Companies providing Cash Transfer Services with proven experience and financial capabilities are requested to submit documents as required by this invitation. The Money Dealer Companies should have the capacity in transferring cash for UN-Habitat Afghanistan offices in different provinces:

The information furnished must be examined carefully before submission of solicitation and the process to be followed:

1. UN-Habitat Afghanistan office needs to sign contract with Money Dealer for transferring the required cash for UN-Habitat Afghanistan offices when requires.
2. The bidder should provide quotations for each province in percentage (%) as per the attached schedule of requirements.
3. The amount of money which may need to be transferred depend on the requirements of each offices.
4. UN-Habitat shall sign Long Terms Agreement (LTA) with the lowest technically responsive bidder.
5. The initial contract will be singed for one year with possibility of extension for three years (1+1+1), subject to the quality of services and the price to interest of UN Habitat.
6. In exceptional circumstance the purchaser may request for extension of the period of validity of the bid.
7. The bids prepared in original must be received by purchaser in a sealed/stamped envelope.
8. Late proposal will not be considered.
9. The bidder shall not withdraw its bid after the submission.
10. No bid shall be modified after its submission.
11. The purchaser will award the contract to the successful bidder whose bid has been determined to be substantially responsive and the lowest evaluated bids as per UN procurement policies.
12. The purchaser reserve the right to accept or reject any bids, and to annul the bidding process and reject all at any time prior to purchase award. The purchaser thereby shall not incur liability to the affected bids or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.
13. Failure to provide all the above mentioned information may result in the bid being rejected. Bids that unclear or leave room for interpretation will be considered non-responsive and will not be evaluated.

**Note:**

We understand that UN-Habitat is not required to accept and/or evaluate Quotations that do not conform to the instructions of the referenced ITB, and additionally, UN-Habitat may reject all Quotations and not award a Blanket Purchase Agreement for this ITB.

**Evaluation Factors for Award include:**

All bids will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UN, as well as the requirements of this ITB. The following criteria will be considered in evaluating the bids:

- a) Lowest cost to UN
- b) Sufficient experience in similar project (minimum three years)
- c) Work Certificates/copies of contracts (Evidence past performance minimum 3 projects)
- d) Technical compliance with ITB requirements
- e) Legally established (only Money Dealer Company)
- f) Having been in operation for at least three years in Afghanistan
- g) Having an annual turnover of at least US\$50.000
- h) Proven financial capability

While price is an important factor, it would not be the only primary consideration in evaluating responses to this ITB.

**Mandatory Documents to be attached with Bid Proposal for evaluation:**

- ✓ Price schedule
- ✓ Business license issued by Gov. of Afghanistan
- ✓ Copies of contracts as supporting documents (from last 3 years).
- ✓ Minimum three reference letters from current clients or latest (either from government/ International Non- Governmental Organizations, or United Nations) to be provided.
- ✓ Company must be registered at UNGM (<https://www.ungm.org/>) Mandatory (UNGM #).
- ✓ Latest bank statement (at least US\$10,000) to prove financial capability of the company.
- ✓ Statement of account showing annual turnover of at least US\$50.000.

Bid documents must be duly signed and stamped by authorized person.

Note: Failure to provide any of those above documents result in invalid bids (therefore, will not be included for further evaluation). The administrative parts shall be reviewed during public bid opening session in front of all participated representatives of bidders.

**Eligible Tenderers**

- 1) Only Money Dealer Companies with proven sufficient experience (minimum 3 years) are eligible to submit bids.

**Pre Bid Meeting**

All bidders are cordially invited to participate for pre-bid meeting on **07 September 2016** at 9:00 AM, Kabul Time, if you have any query. (The pre-bid meeting is not a mandatory).

**Site Description**

**UN-Habitat Kabul Main office Address:**

House # 431, Street 7, Taimani Area, behind of Azizi Star block, District 4, Kabul Afghanistan

**Cost of Tendering**

The tenderer shall bear all costs associated with the preparation and submission of the tender document in compliance with tender requirements and the client will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

**Security**

The contractors will be fully responsible for the security of their personnel, materials, transport and transfer fund. UN-HABITAT accepts no liability regarding safety and security of contractor's staff, personnel and materials money including equipment.

**Submission of bids**

Bids must be submitted in the English language as per the requirement specified in this Invitation to Bid (ITB). Bidders must provide all requisite information under this ITB and clearly and concisely respond to all points set out in this ITB, including Annexes. However, unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective bids, are not encouraged.

**Technical Specification of Requirement**

(See the Schedule requirements and the TOR)

**Liquidated Damages**

The Contract or Purchase Order concluded with the only successful contractor will provide that if the successful contractor fails to supply the specified goods/services within the lead time stipulated by his or her Bid, or within a period specified by a Purchase Order or a Contract, HABITAT shall, without prejudice to its other remedies under the Purchase Order or Contract, deduct from the Purchase Order or Contract price, as liquidated damages a sum equivalent to point five percent (0.5%) per week of delay calculated on the value of the Purchase Order or Contract until actual delivery, up to a maximum deduction of ten percent (10%) of the value of the Purchase Order or Contract.

**Bid Bond**

N/A

**No Commitment**

This ITB does not commit UN HABITAT to award a contract or to pay any costs incurred in the preparation or submission of bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the bidder and not as an acceptance by the bidder of the offer made by UN HABITAT. No contractual relationship will exist except pursuant to a written contract document signed by the duly authorized official of UN HABITAT Procurement Service and by the selected bidder. This ITB does not commit UN HABITAT to consider any bid or to award a contract.

## **Payment Terms**

The UN Financial Regulations and Rules preclude advance payments or payments by letter of credit. Such provisions in a bid will be prejudicial to its evaluation by UN HABITAT. The normal terms of payment by UN HABITAT are 30 (thirty) days (or similarly discounted payment terms if offered by bidders) upon satisfactory delivery of goods or performance of services, acceptance thereof by UN HABITAT and certification by UN HABITAT of the Contractor's invoice. Bidders must therefore clearly specify in their bids the payment terms being offered.

## **GSA Clause (for USA vendors only)**

The UN is eligible under the United States Foreign Assistance Act of 1961 to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, all bids must specify whether or not items quoted by the bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

## **Validity of Bids**

Bids shall remain open and valid for acceptance for a period of at least Ninety (90) days from the date of opening specified in this ITB.

## **Rejection of Bids and Split Awards**

UN HABITAT reserves the right to reject any and all bids if they inter alia:

- i. Is received after the deadline stipulated in the ITB;
- ii. Are not properly marked or addressed as required in the ITB;
- iii. Are delivered to another UN HABITAT office location than the one required in the ITB;
- iv. Are transmitted by facsimile/E-mail unless specifically indicated in the ITB;
- v. Are unsolicited;
- vi. Contain an alternate bid; or
- vii. Are not otherwise in compliance with this ITB.

UN HABITAT also reserves the right to split an award between any bidders in any combination as it may deem appropriate and the bidders must be willing to accept partial awards.

## **Withdrawal and Modification of Bids**

Bids may be modified or withdrawn in writing, prior to the bid closing time specified therein. Bids may not be modified or withdrawn after that time.

## **Errors in Bids**

Bidders or their authorized agents are expected to examine any maps, drawings, specifications, circulars, schedules and other instructions pertaining to the work, made available by UN HABITAT to the bidders for inspection. Failure to do so will be at the bidder's own risk. In case of error in the totaling of prices, the unit price will govern.

## **Public Opening**

Public opening of bids will take place at the address mentioned above on the same day and time bid closed or specified in this ITB. Bidders may send one (1) representative with proper authorization to observe the opening of bids at the time and location specified in the ITB.

## **Confidentiality**

This ITB or any part thereof, and all copies thereof must be returned to UN HABITAT upon request. It is understood that this ITB is confidential and proprietary to UN HABITAT, contains privileged information, part of which may be copyrighted, and is communicated to and received by bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UN HABITAT, except that bidder may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, bidders will be bound by the contents of this paragraph whether or not their company submits a bid or responds in any other way to this ITB.

## **Non-Disclosure Agreement**

UN HABITAT may require bidders to execute a Non-Disclosure Agreement in the form of Annex G before being provided with some or all of the information included in the ITB.

## **Collusive Bidding and other Anti-competitive Conduct**

Bidders and their employees, officers, advisers, agents or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct, in relation to:

1. The preparation or submission of Bids;
2. The clarification of Bids; and
3. The conduct and content of negotiations, including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by UN HABITAT in respect of any of its requirements.

For the purposes of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to UN HABITAT, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

In addition to any other remedies available to it, UN HABITAT may, at its sole discretion, immediately reject any Bid submitted by a Bidder that, in UN HABITAT's sole opinion, has engaged in any collusive bidding, other anti-competitive conduct, or any other similar conduct with any other Bidder, person or entity in relation to the preparation or lodgment of Bids, whether in respect of this ITB or procurement process, or any other procurement process being conducted by UN HABITAT in respect of any of its Requirements.

## **Improper Assistance**

Bids that, in the sole opinion of UN HABITAT, have been compiled:

1. With the assistance of current or former employees of UN HABITAT, or current or former contractors of UN HABITAT in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit;
2. With the utilization of confidential and/or internal UN HABITAT information not made available to the public;
3. In breach of an obligation of confidentiality to UN HABITAT; or

4. Contrary to these terms and conditions for submission of a Bid, Shall be excluded from further consideration

#### **Use of former UN HABITAT employee in the preparation of Bids and process**

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from UN HABITAT, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person:

1. At any time during the six months immediately preceding the date of issue of this ITB was an official, agent, servant or employee of, or otherwise engaged by, UN HABITAT;
2. At any time during the 12 months immediately preceding the date of issue of this ITB was an employee of UN HABITAT personally engaged, directly or indirectly, in the planning or performance of the requirement, project or activity to which the ITB relates; or
3. At any time, was an employee of UN HABITAT involved, directly or indirectly, in the preparation of this ITB including any earlier versions or the management of this procurement process?

#### **Corrupt Practices**

All UN HABITAT vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

#### **Conflict of Interest**

A Bidder must not, and must ensure that its employees, officers, advisers, agents or sub-contractors do not, place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of UN HABITAT and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any UN HABITAT contract a conflict of interest arises, or appears likely to arise, the Bidder must notify UN HABITAT immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of UN HABITAT, or cases in which any UN HABITAT, employee or person under contract with UN HABITAT may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take such steps as UN HABITAT may reasonably require resolving or otherwise dealing with the conflict to the satisfaction of UN HABITAT.

## **Vendor Registration**

UN HABITAT vendors shall keep current the information required for them to be registered as a UN vendor via the UN Global Marketplace (UNGM) at [www.ungm.org](http://www.ungm.org) by means of electronic updates. UN vendors shall inform the UN immediately and in writing, setting out all relevant details, about any material change in the information provided to the UN in their vendor application, including, but not limited to, change of name due to merger, acquisition or otherwise; change of address; material claims against the vendor, or any litigation or arbitration in which the vendor is a party; any investigation or inquiry by any governmental regulatory, licensing or other authority into the conduct of the vendor or any officer or employee thereof that could materially adversely affect the financial or other standing of the vendor, or the ability of the vendor to provide to the UN any goods or services the subject of this ITB; criminal convictions of any employee, officer, adviser or agent of the vendor; civil judgments; the most recent financial statements or financial standing of the vendor including any filing for bankruptcy, or entry into receivership, by the vendor; abusive, unethical or unprofessional conduct of the vendor including corrupt practices and submission of false information; any assignment of assets by the vendor or other financial acts, and any acts of financial impropriety committed or suffered by the vendor; any of the aforementioned factors in relation to a holding, parent, subsidiary, or affiliated company of the vendor which could materially adversely affect the financial or other standing of the vendor, or the ability of the vendor to provide to the UN any goods or services the subject of this ITB. The submission, which may be in the form of a letter, fax or other electronic means, shall include all relevant documentation with regard to the changes. Upon receipt of such information, the UN will make an assessment and determine whether the changes require a re-evaluation of the vendor's status as a registered UN vendor. Vendors which fail to so inform the UN about such material changes or fail to submit their latest financial statements may risk suspension or removal from the UN vendor database.

## **Rights of UN HABITAT**

If UN HABITAT determines that a vendor has engaged in collusive bidding, has received improper assistance, engaged in corrupt practices, or conflict of interest situations, then notwithstanding any other legal rights or remedies it may have, **UN HABITAT** reserves the right, at its sole option, to :

- i. Reject any bid or recommendation to award a contract to such vendor; and/or
- ii. Declare a company or firm or ineligible, either indefinitely or for a stated period of time, to become a **UN HABITAT** registered vendor; and/or
- iii. Terminate any contract entered into with such vendor.

## **Contract**

All firms responding to this ITB shall acknowledge in their Bid that the UN's General Conditions on Contract (Annex E) are acceptable. In addition, all firms responding to this ITB are required to acknowledge in their Bid, by submission of Annex B-1, that the above terms and conditions are acceptable. However, if any of the UN's General Conditions of Contract or any of the above terms and conditions is not acceptable, the Bidder is required to indicate in the Bid with specificity any reservation(s) it has in respect of any of them and must provide alternative language to the particular clause.. Please note, however, that such reservation(s) or deviation(s) will be taken into account, in the sole discretion of the UN, in the evaluation of the Bid, including the comparative evaluation with other Bids.

**Annex B-1**  
**Declaration by Bidder and Disclosure Requirement**

The undersigned represents to UN HABITAT as follows (check as appropriate)<sup>1</sup>:

1. Bidder accepts the Terms and Conditions in Annex B and agrees to do all acts required in Annex B.
2. Bidder also acknowledges that Bids may be partially awarded between different Bidders, in accordance with Annex B.
3. Bidder shall submit a performance bond as stated in Annex B if required in the ITB.
4. Bidder, if awarded a contract, may be liable for liquidated damages if provide for in this ITB or the contract.
5. Bidder is aware that UN HABITAT is not committed to award a contract, or to reimburse any costs incurred by the Bidder in connection with the ITB process as stated in Annex B.
6. Bidder is aware that neither the ITB, nor any of its annexes, including this Annex B-1, constitutes any agreement or contractual relationship between the UN HABITAT or any of its entities, and the Bidder. Bidder acknowledges that the sole purpose of the ITB and its annexes is to enable vendors to submit a Bid; Bidder will not regard or seek to rely upon the ITB or any of its annexes as an offer on the part of UN HABITAT capable of acceptance by the Bidder.
7. Bidder acknowledges that Bids are evaluated according to the UN Financial Regulations and Rules.
8. Bidder is familiar with and accepts the payment terms in Annex B.
9. In the event the Bidder is a U.S. entity, Bidder will indicate in its Proposal whether or not the prices specified therein are currently subject to GSA Federal Supply pricing and state the GSA Contract Number and Expiration Date.
10. Bidder's Bid will be valid for the period stipulated in Annex B.
11. Bidder is familiar with and accepts the UN's conditions for the withdrawal and modification of Bids and the UN's rules governing errors in Bids and public opening of Bids.
12. Bidder accepts the Confidentiality terms stated in Annex B; and is aware that in  
The event the UN requires Bidders to execute a non-disclosure agreement, as stated in Annex B, and Bidder refuses to sign, Bidder will not be invited to participate further in the ITB.
13. Bidder accepts the Collusive Bidding and other Anti-competitive Conduct terms stated in Annex B and represents that the Bid has been compiled without the improper assistance of employees or former employees of UN HABITAT, in accordance with Annex B.

14. Bidder has not, and is not, engaged in any corrupt practices.
15. Bidder is not aware of any existing or potential conflict of interest as specified in Annex B. If during the procurement process a conflict of interest arises, or appears likely to arise, Bidder will notify UN HABITAT immediately in accordance with Annex B.
16. Bidder agrees to immediately update its vendor profile in UNGM (www.ungm.org) with new information in accordance with Annex B.
17. Bidder acknowledges that any costs it may incur in connection with the Submission of a Bid to UN HABITAT is at the sole expense of the Bidder.
18. Bidder shall promptly inform UN HABITAT in writing of any bid submitted, or likely to be submitted, by a holding, parent, subsidiary, or affiliated company of the Bidder in response to this ITB of which it is aware, or ought reasonably to be aware.
19. Bidder shall submit a bid bond as stated in Annex B if required in the ITB/RFP.
20. The bidder should confirm that they do not have any personal relation with the UN staff member.
21. The bidder should accept that if UN-Habitat found any relation with the UN-Habitat staff member their offer shall be excluded from further consideration.
22. The bidder should accept if any staff member of UN-Habitat (during bidding or after contract is awarded) are involved with the bidder the contract will be terminated immediately.
23. By signing the **Declaration Letter** bidder should acknowledge and confirm the above clauses (Improper Assistance, Corrupt practices and Conflict of Interest).

REGISTERED OFFICE  
OR OTHER ADDRESS  
OF BIDDER:

POSTAL ADDRESS:

TELEPHONE NUMBERS:

E-mail Address

Signature of authorized official of Bidder or person otherwise authorized to sign the bid on behalf of the Bidder

SIGNATURE:

DATE OF SIGNATURE:

NAME (Block Letters):

POSITION HELD:

## ANNEX C

### ACKNOWLEDGEMENT LETTER

Dear Sir,

Subject: Cash Transfer Services for UN HABITAT Afghanistan

Closing Date **08 September 2016 at 9:00 am**  
ITB UN/H/FIN/KBL/2016/003

We, the undersigned, acknowledge receipt of your Invitation to Bid (ITB) No  
UN/H/FIN/KBL/2016/003 dated **10 July 2016** and hereby confirm that we:

☐ INTEND ☐ DO NOT INTEND

To submit a bid to the UN HABITAT by the deadline date of **08 September 2016 at 9:00 am**, Kabul  
Time and that we:

☐ INTEND ☐ DO NOT INTEND

To send one (1) authorized representative to observe the public opening procedure.

We acknowledge that this ITB is confidential and proprietary to the UN HABITAT, and contains  
privileged information. Upon request, we will return this ITB or any part thereof, and all copies thereof,  
to the Aceh Sanitation Assessment & Assistance Project of UN HABITAT.

Name & Title of Authorized: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name and Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

*IMPORTANT: In order for your company to remain as a registered vendor, you must return a completed  
copy of this acknowledgement letter by fax even if you do not intend to submit a bid at this time.  
Failure to submit a completed copy of this acknowledgement letter for three consecutive times will be  
understood to mean that you no longer wish to receive such invitations and you will be suspended from  
the roster automatically.*

If you do not intend to submit a bid to the UN HABITAT, please indicate the reason:

- ☐ We do not have the capacity to submit a bid at this time.  
☐ We cannot meet the technical requirement for this ITB.  
☐ We do not think we can make a competitive offer at this time.  
☐ Others: (Please Specify) \_\_\_\_\_

*Kindly return this acknowledgement immediately via E-mail to:*

*procurement.committee@unhabitat-afg.org*

*Procurement Unit  
UN HABITAT*

*Attention: Bid Opening Official*

NOTE: Due to the current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

**Annex D**

**QUALIFYING REQUIREMENTS CONTRACT DATA**

**PAST PERFORMANCE**

**DETAILS OF SIMILAR WORKS COMPLETED (AND ON-GOING)  
DURING THE LAST THREE YEARS- Completed and Ongoing**

Name & Address of Employer	Name & Details of Contract	Main or Sub Contractor	Value of Contract	Period of Contract. Specify the years From: To:	Remarks (Completed/ ongoing etc.	Value of Work on going

## **Annex E**

### **TERMS OF REFERENCE (TOR)**

#### **Cash Transfer Services for UN-Habitat Afghanistan offices**

1. The money dealer agency shall transfer the required funds to Kabul main office as well as all provincial offices when requires.
2. The Money Dealer Agency shall transfer minimum AFS 10,000.00-afs 1,000,000.00 or equalling to us\$, but not limited to these amount only.
3. The commission charges will be released to Money Dealer agency after cash is transferred and acknowledgment letter of UN-Habitat office is obtained.
4. Commission charges will only be settled once a month or quarterly, as required.
5. The money dealer agency will introduce through a formal letter, one or two authorized persons to draw and collect the cheques on their names.
6. The money dealer agency will only transfer funds as per the written advises of senior admin finance officer of UN-Habitat main office Kabul.
7. The money dealer agency will make sure that the funds are taken physically to our field offices or as may advise by authorized official.
8. To minimize the security risks staff members of un-habitat will not be allowed to receive the transferred cash outside the offices.
9. The money dealer agency will only transfer funds to the designated custodians in the field offices who are introduced officially. Exceptional payments can also be made to other person, but the identification must be clearly attested and certified by authorized officials as per the advice of UN-Habitat Kabul senior finance admin officer.
10. Risks of loss due to undelivered funds shall be borne by money dealer agency, or his representative, until physical delivery and certification of receipt has not been completed by both money dealer agency and UN-Habitat designated officials.
11. If the money dealer agency is requested to deposit money to any bank account here in Kabul the commission charges will be calculated as per Kabul rate.
12. Money Dealer Agency will fully indemnify un-habitat against the delivery of any counterfeit currency. Any counterfeit currency received from the agency will be returned to him for replacement. To this effect, un-habitat encourages the agency to mark all the notes transferring to the field or other locations so that they can be easily identified.
13. The required transfer funds will be transfer without any limit to the field offices or any locations as per the below list of provinces where UN-Habitat is operating and these funds are acknowledged by our field office responsible staff, through confirmation emails to un-habitat main office, the transferred amount will be refunded as per the item no. 3 above.

14. If any location is closed where service is not required, UN-Habitat will pay on actual service provided.
15. The Money Dealer Agency agrees to transfer the needed funds without any limit to the field offices as per the below table and also agrees that once these funds are acknowledged by our field office responsible staff, through confirmation emails to UN-Habitat main office, the transferred amount will be refunded to Money Dealer Agency as per UN-Habitat payment terms and conditions.

**Annex E 1**  
**Schedule of Requirements**  
**Cash Transfer Services for UN-HABITAT Afghanistan**  
**ITB NO. UN/H/FIN/KBL/2016/003**

S/No	Locations	Percentage	Remarks
<b>Current actual requirements</b>			
1	Kabul	%	
2	Kandahar	%	
3	Herat	%	
4	Farah	%	
5	Panjshir	%	
6	Nanagarhar	%	
7	Parwan	%	
8	Kapisa	%	
9	Balkh	%	
10	Bamyan	%	
11	Daikondi	%	
12	Konduz	%	
13	Laghman	%	
14	Helmand	%	
<b>In case we need the services in the future</b>			
15	Zabul	%	
16	Nimroz	%	
17	Urozgan	%	
18	Sar-e-pul	%	
19	Ghor	%	
20	Badghis	%	
21	Faryab	%	
22	Samangan	%	
23	Baghlan	%	
24	Takhar	%	
25	Badakhshan	%	
26	Nuristan	%	
27	Kunar	%	
28	Logar	%	
29	Paktia	%	
30	Paktika	%	
31	Khost	%	
32	Jowzjan	%	
33	Wardak	%	
34	Ghazni	%	

Company Name: .....

Authorized Person's name: .....

Address: .....

Contact telephone: .....

Signature: .....

Mobile phone: .....

( Company seal )

## **ANNEX F**

### **UNITED NATIONS GENERAL CONDITIONS OF CONTRACT**

1. **LEGAL STATUS:** The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the United Nations.
2. **SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to the United Nations in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect the United Nations and shall fulfill its commitments with the fullest regard to the interests of the United Nations.
3. **CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:** The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.
4. **ASSIGNMENT:** The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of the United Nations.
5. **SUB-CONTRACTING:** In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of the United Nations for all sub-contractors. The approval of the United Nations of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.
6. **OFFICIALS NOT TO BENEFIT:** The Contractor warrants that no official of the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
7. **INDEMNIFICATION:** The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, the United Nations, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.
8. **INSURANCE AND LIABILITIES TO THIRD PARTIES**
  - 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
  - 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
  - 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment

owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name the United Nations as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the United Nations;

8.4.3 Provide that the United Nations shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

- 8.5 The Contractor shall, upon request, provide the United Nations with satisfactory evidence of the insurance required under this Article.

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

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

**11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1 Except as is otherwise expressly provided in writing in the Contract, the United Nations shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the United Nations under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the United Nations.

- 11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the United Nations does not and shall not claim any ownership interest thereto, and the Contractor grants to the United Nations a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

- 11.3 At the request of the United Nations, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the United Nations in compliance with the requirements of the applicable law and of the Contract.

- 11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the United Nations, shall be made available for use or inspection by the United Nations at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to United Nations authorized officials on completion of work under the Contract.

**12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATION:** The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with the United Nations, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of the United Nations, or any abbreviation of the name of the United Nations in connection with its business or otherwise.

**13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.2 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.3 use the Discloser's Information solely for the purpose for which it was disclosed.

13.4 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.4.1 any other party with the Discloser's prior written consent; and,

13.4.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.4.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.4.2.2 any entity over which the Party exercises effective managerial control; or,

13.4.2.3 for the United Nations, a governing organ or subsidiary organ of the United Nations established in accordance with the Charter of the United Nations.

13.5 The Contractor may disclose Information to the extent required by law, *provided that*, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the United Nations sufficient prior notice of a request for the disclosure of Information in order to allow the United Nations to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.6 The United Nations may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.7 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.8 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### 14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the United Nations, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the United Nations of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the United Nations shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the United Nations shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the United Nations is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Contract.

#### 15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2 The United Nations may terminate forthwith this Contract at any time should the mandate or the funding of the Mission/Agency be curtailed or terminated, in which case the Contractor shall be reimbursed by the United Nations for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3 In the event of any termination by the United Nations under this Article, no payment shall be due from the United Nations to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the United Nations may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UN of the occurrence of any of the above events.

## 16. SETTLEMENT OF DISPUTES

- 16.1 **Amicable Settlement** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 19.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17. **PRIVILEGES AND IMMUNITIES:** Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## 18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the

Contractor shall immediately consult with the United Nations to determine a mutually acceptable procedure.

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

19. **OBSERVANCE OF THE LAW:** The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

20. **SEXUAL EXPLOITATION:** The Contractor represents and warrants that it has taken 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 represents and warrants that it shall refrain from, and that it has taken all appropriate measures to prohibit its employees or other persons engaged by the Contractor 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 the United Nations to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

21. **AUTHORITY TO MODIFY:** Pursuant to the Financial Regulations and Rules of the United Nations, only the Procurement Division at New York possesses the authority to agree on behalf of the United Nations to any modification of or change in this Contract, 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 the United Nations unless provided by an amendment to this Contract signed by the Contractor and the Chief, United Nations Procurement Service, or his or her authorized delegate.

## **INFORMATION TO UNITED NATIONS VENDORS**

The United Nations encourages all vendors to the United Nations to participate in the Global Compact by:

1. Issuing a clear statement of support for the Global Compact and its ten principles, and publicly Advocating the Global Compact. The ten principles of the Global Compact are contained in page 2 of this

Appendix. Businesses wishing to participate in the Global Compact should visit the web site at [www.unglobalcompact.org/HowToParticipate/index.html](http://www.unglobalcompact.org/HowToParticipate/index.html). For more general information on the Global Compact, visit [www.unglobalcompact.org](http://www.unglobalcompact.org).

The other means by which businesses can support the Global Compact include the following:

1. Informing employees, shareholders, customers and suppliers
  2. Integrating the Global Compact and nine principles into the corporate development and training program
  3. Incorporating the Global Compact principles in the company's mission statement
  4. Including the Global Compact commitment in the company's Annual Report and other public documents
  5. Issuing press-releases to make the commitment public
- 
2. Providing, once a year, a concrete example of progress made or a lesson learned in implementing the principles, for posting on the Global Compact website.

This letter should be sent to:

**Secretary-General  
The United Nations  
New York, NY 10017**

In addition, within the framework of the Global Compact, a company may wish to:

1. Actively support the principles and broad United Nations goals by initiating and participating in projects in partnership with the United Nations.
2. Participate in result-oriented Issue Dialogues related to the critical problems facing our world, e.g. The Role of Business in Zones of Conflict (March 2001)



## **The Ten Principles of the Global Compact**

The Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption enjoy universal consensus and are derived from:

1. [The Universal Declaration of Human Rights](#)
2. [The International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#)
3. [The Rio Declaration on Environment and Development](#)
4. [The United Nations Convention Against Corruption](#)

The Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment, and anti-corruption:

### **Human Rights**

[Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2](#): make sure that they are not complicit in human rights abuses.

### **Labour Standards**

[Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4](#): the elimination of all forms of forced and compulsory labour;

[Principle 5](#): the effective abolition of child labour; and

[Principle 6](#): the elimination of discrimination in respect of employment and occupation.

### **Environment**

[Principle 7](#): Businesses should support a precautionary approach to environmental challenges;

[Principle 8](#): undertake initiatives to promote greater environmental responsibility; and

[Principle 9](#): encourage the development and diffusion of environmentally friendly technologies

### **Anti-Corruption**

[Principle 10](#): Businesses should work against all forms of corruption, including extortion and bribery.

(See < <http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html> >