



## REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: 22 September 2016
	REFERENCE: UNDP/Projects/926/2016

Dear Sir / Madam:

We kindly request you to submit your quotation for the procurement of **one round baler (Lot 1) and one disc mower (Lot 2)**, 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 06 October 2016, 17.00 local (Minsk) time and via  
☒ e-mail, ☒ courier mail or ☒ facsimile to the address below:

**United Nations Development Programme**  
220050, Republic of Belarus, Minsk, Kirova str., 17, 6th floor  
Receptionist  
+375 17 226 03 40 (fax), [tenders.by@undp.org](mailto:tenders.by@undp.org)

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotation shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline (contact phone: +375 (17) 327 48 76). Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP

Exact Address/es of Delivery Location/s (identify all, if multiple)	SNI "Republican Biological Reserve "Sporovsky", village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents	Shipping documents should be sent to the address: UNDP in Belarus (project 00084642), 220050, Belarus, Minsk, Kirova str., 17, 6th floor. Copies of the documents should be sent to the e-mail address: <a href="mailto:anna.ivanchyk@undp.org">anna.ivanchyk@undp.org</a>
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 90 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	Packing must ensure undamaged delivery of all items
Mode of Transport	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> LAND <input checked="" type="checkbox"/> SEA
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Belarusian Ruble. The contract will be signed and the payment will be made in the currency of submitted quotation
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> The price proposals of the offerors, non-residents of the Republic of Belarus shall not include VAT. In the price proposals of the offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price proposal. The price proposals of the offerors will be compared without VAT
After-sales services required	<input checked="" type="checkbox"/> Warranty for minimum period of 18 months from the delivery date. Warranty/after-sales services as specified under RFQ Annex 1
Deadline for the Submission of Quotation	<b>17.00 local (Minsk) time, October 06, 2016</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> Russian
Documents to be submitted	<input checked="" type="checkbox"/> Duly completed forms as provided in Annex 1, 2, 3; <input checked="" type="checkbox"/> Copy of document confirming quality of goods (valid quality/conformity certificate/declaration or other document confirming quality of goods, or product conformity marking), ISO certificate or equivalent national certificate (if available); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Certification or authorization to act as agent in behalf of the manufacturer (power of attorney, distributor agreement, etc) if Supplier is not the manufacturer; <input checked="" type="checkbox"/> Technical documentation of the proposed goods (technical details of the goods offered in the form of catalogues/descriptive

	<b>literature with pictures/drawings of the goods)</b>
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 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"/> <b>Not permitted</b>
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods
Liquidated Damages	<i>0.1% of contract amount for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated</i>
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to	<input checked="" type="checkbox"/> <u>One Supplier under two lots or two Suppliers under two lots (evaluation will be conducted for each lot separately) based on the following:</u> the contract will be awarded to the quotation that complies with all of the specifications, RFQ requirements as well as all other evaluation criteria indicated in the RFQ and offers the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order (PO), PO form is posted at <a href="http://www.by.undp.org/content/belarus/en/home/operations/procurement/">www.by.undp.org (http://www.by.undp.org/content/belarus/en/home/operations/procurement/ )</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirement
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Others: Company Background Information Form (Annex 3)  <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</b>
Contact Person for Inquiries (Written inquiries only)	Anna Ivanchyk Administrative and Finance Assistant, EU/UNDP Project "Clima-East: Conservation and sustainable management of peatlands in Belarus to minimize carbon emissions and help ecosystems to adapt to climate change" <a href="mailto:anna.ivanchyk@undp.org">anna.ivanchyk@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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

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

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

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

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex4.

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

**Iryna Dubouskaya**  
Procurement Analyst

## Technical Specifications

**Lot 1: Round baler**

The round baler is procured within the framework of EU/UNDP Project "Clima-East: Conservation and sustainable management of peatlands in Belarus to minimize carbon emissions and help ecosystems to adapt to climate change".

The round baler is intended for harvesting peatland grasses, sedges, reeds (with diameter up to 5 mm), small shrubs (with diameter up to 5 mm). The round baler has to be suitable to operate within -25°C to +40°C temperature range. Area of operation: Republican Biological Reserve "Sporauski", Berezovsky Raion, Brestskaya Oblast, Republic of Belarus.

Item to be Supplied	Quantity	Description / Specifications of Goods (required)	Description / Specifications of Goods (offered) <i>Please indicate parameters of the offered goods</i>
Round baler	1 unit	<b>1. Round baler</b>	
		<b>Model, manufacturer, country of origin</b>	<i>Please indicate for the offered goods:</i> <i>Model: _____</i> <i>Manufacturer: _____</i> <i>Country of origin: _____</i>
		<b>1.1. Type:</b> Fixed chamber round baler without cutting system;	<i>Please state conformity with the type:</i>
		<b>1.2. Drive:</b> Direct drive through cardan shafts - combination of reduction gears;	<i>Please describe drive:</i>
		<b>1.3. Effective width of pickup grasp:</b> Not less than 1800 mm;	<i>Please indicate width of pickup grasp:</i>
		<b>1.4. Quantity of rows of the teeth:</b> 4-6;	<i>Please indicate quantity of rows of the teeth:</i>
		<b>1.5. Type of pickup:</b> Non- controlled, without running track;	<i>Please indicate type of pickup:</i>
		<b>1.6 Type of conveyer:</b> Rod-and-chain or slat-and-chain type with automatic tightener;	<i>Please indicate type of conveyer:</i>
		<b>1.7 Tractor's power:</b> Not more than 85kW;	<i>Please indicate tractor's power:</i>
		<b>1.8 Weight of baler:</b> Not more than 3000 kg;	<i>Please indicate weight:</i>
		<b>1.9 Mounting to tractor:</b> Towing loop 40/50;	<i>Please describe mounting to tractor:</i>
		<b>1.10 Hitch:</b> Pendulum, height adjustable;	<i>Please describe hitch:</i>
		<b>1.11 Automatic lubrication of chains:</b>	<i>Please state availability:</i>

		Available;	
		<b>1.12 Reduction gear assembly:</b> Located at the center, 540 RPM;	<i>Please describe reduction gear assembly:</i>
		<b>1.13 Control panel:</b> For installation in tractor cabin;	<i>Please state compliance with the requirement:</i>
		<b>1.14 Cardan shaft:</b> With jaw clutch;	<i>Please indicate cardan shaft type:</i>
		<b>1.15 Connection:</b> Cardan connection with 6 slots, 35 mm;	<i>Please describe connection:</i>
		<b>1.16 PTO shaft speed:</b> 540 RPM;	<i>Please indicate PTO RPM:</i>
		<b>1.17 Chassis:</b> One tandem or two;	<i>Please indicate chassis type:</i>
		<b>1.18 Means of baling:</b> Mesh and/or binding twine;	<i>Please describe means of baling:</i>
		<b>1.19 Bale discharge:</b> Rolling ramp;	<i>Please describe bale discharge:</i>
		<b>1.20 Pressing density:</b> Hydraulic regulation;	<i>Please state compliance with the requirement:</i>
		<b>1.21 Hard-to-reach points for lubrication:</b> Located at one console in accessible place;	<i>Please state compliance with the requirement:</i>
		<b>1.22 Power supply:</b> 12V;	<i>Please indicate power supply:</i>
		<b>1.23 Hydraulic connection:</b> 2x1-action, free discharge;	<i>Please describe hydraulic connection:</i>
		<b>1.24 Tyres:</b> Width not less than 470mm, dual;	<i>Please describe type and width of tyres:</i>
		<b>2.0 Year of manufacture:</b> 2015-2016. All component parts and units shall be brand new, not used and of 2015-2016 make;	<i>Please indicate the year of manufacture and confirm that the equipment is brand new, not used (operated), is not a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items:</i>
		<b>3.0 Warranty:</b> Standard manufacturer's warranty but not less than 18 months from the delivery date;	<i>Please indicate the period and terms of warranty:</i>
		<b>4.0 Operating and maintenance manuals:</b> In Russian;	<i>Please state conformity with language requirements:</i>
		<b>5.0 Warranty servicing:</b> The Supplier shall provide warranty repairs and replacement of faulty parts of the supplied Goods at the request of the Purchaser/End-user within seven (7) days upon receipt of such request (if and when required the Supplier's qualified specialist(s) shall be send to the Goods location for the rectification of defects). Provision of remote technical support in normal working hours;	<i>Please confirm acceptance of the warranty servicing requirements, indicate warranty servicing provider:</i>

	<p><b>6.0 After-sales servicing:</b> Technical support, servicing and supply of spare parts for not less than three (3) years from the date of Goods acceptance by the Purchaser under a separate service agreement signed between the Supplier and the Purchaser or the End-user of the Goods; availability of the service/technical support centre in the Republic of Belarus (or adjacent countries);</p>	<p><i>Please state conformity with the requirement and indicate the details of the service provider/service centre:</i></p>
	<p><b>7.0 Documents confirming quality of Goods:</b> Copy of document confirming quality of goods (valid quality/conformity certificate/declaration or other document confirming quality of goods, or product conformity marking), ISO certificate or equivalent national certificate (if available).</p>	<p><i>Please indicate type and term of validity of the document and attach its copy to the offer:</i></p>

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*



### Lot 2: Disc Mower

The disc mower is procured within the framework of EU/UNDP Project “Clima-East: Conservation and sustainable management of peatlands in Belarus to minimize carbon emissions and help ecosystems to adapt to climate change”.

The disc mower is intended sedges, willow-shrubs. The mower has to be suitable to operate within -25°C to 40°C temperature range. Place of work: Republican Biological Reserve “Sporauski”, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus.

Item to be Supplied	Quantity	Description / Specifications of Goods (required)	Description / Specifications of Goods (offered) <i>Please indicate parameters of the offered goods</i>
Disc mower	1 unit	<b>2. Disc mower</b>	
		<b>Model, manufacturer, country of origin</b>	<i>Please indicate for the offered goods:</i> Model: _____ Manufacturer: _____ Country of origin: _____
		<b>1.1 Type:</b> Front-mounted disc mower without crusher, tractor mounted;	<i>Please state conformity with the type:</i>
		<b>1.2 Drive:</b> direct drive through cardan shafts - combination of reduction gears;	<i>Please describe drive:</i>
		<b>1.3 Effective width (grasp width):</b> Not less than 3550mm;	<i>Please indicate width of pickup grasp:</i>
		<b>1.4 Quantity of cylinders:</b> 2-4;	<i>Please indicate quantity of cylinders:</i>
		<b>1.5 Quantity of discs:</b> 6-10	<i>Please indicate quantity of discs:</i>
		<b>1.6 Amount of blades on each cylinder/disk:</b> 2-3;	<i>Please indicate amount of blades:</i>
		<b>1.7 Output:</b> Not less than 3,5 ha/hour;	<i>Please indicate output:</i>
		<b>1.8 Tractor's power:</b> Not more than 85kW;	<i>Please indicate tractor's power:</i>
		<b>1.9 Weight of mower:</b> Not more than 1000 kg;	<i>Please indicate weight:</i>
		<b>1.10 Tractor mounting:</b> Adapter for lower adjustable thrust including extension for telescopic upper adjustable thrust;	<i>Please describe mounting to tractor:</i>
		<b>1.11 Adjustable unloading springs:</b> Available;	<i>Please state availability:</i>
		<b>1.12 Formation of roll:</b> One at the center;	<i>Please describe formation of roll:</i>
		<b>1.13 Reduction gear assembly:</b> With freewheeling;	<i>Please describe reduction gear assembly:</i>
		<b>1.14 Skids:</b> Special, wide, hardened;	<i>Please describe skids:</i>
		<b>1.15 Blades:</b> Turn at 360°, blade	<i>Please describe blades:</i>

		quick-release lock;	
		<b>1.16 Cardan shaft:</b> With jaw clutch;	<i>Please describe cardan shaft:</i>
		<b>1.17 Connection:</b> Cardan connection with 6 slots, 35 mm;	<i>Please indicate connection type:</i>
		<b>1.18 PTO shaft speed:</b> 1000 RPM;	<i>Please indicate PTO RPM:</i>
		<b>1.19 Protection:</b> Flap side shields and rubber protection, breaking pin «SafeCut». Mechanism for protection from tripping over obstacles prevents damages of the mower;	<i>Please describe protection system:</i>
		<b>1.20 Height of cut:</b> Adjustable;	<i>Please state compliance with the requirement:</i>
		<b>1.21 Placing into working position:</b> transformation of the mower from transport to working position is conducted from the tractor's cabin by using hydraulics;	<i>Please state compliance with the requirement:</i>
		<b>2.0 Year of manufacture:</b> 2015-2016. All component parts and units shall be brand new, not used and of 2015-2016 make;	<i>Please indicate the year of manufacture and confirm that the equipment is brand new, not used (operated), is not a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items:</i>
		<b>3.0 Warranty:</b> Standard manufacturer's warranty but not less than 18 months from the delivery date;	<i>Please indicate the period and terms of warranty:</i>
		<b>4.0 Operating and maintenance manuals:</b> In Russian;	<i>Please state conformity with language requirements:</i>
		<b>5.0 Warranty servicing:</b> The Supplier shall provide warranty repairs and replacement of faulty parts of the supplied Goods at the request of the Purchaser/End-user within seven (7) days upon receipt of such request (if and when required the Supplier's qualified specialist(s) shall be send to the Goods location for the rectification of defects). Provision of remote technical support in normal working hours;	<i>Please confirm acceptance of the warranty servicing requirements, indicate warranty servicing provider:</i>
		<b>6.0 After-sales servicing:</b> Technical support, servicing and supply of spare parts for not less than three (3) years from the date of Goods acceptance by the Purchaser under a separate service agreement signed between the Supplier and the Purchaser or the End-user of the Goods; availability of	<i>Please state conformity with the requirement and indicate the details of the service provider/service centre:</i>

	the service/technical support centre in the Republic of Belarus (or adjacent countries);	
	<b>7.0. Documents confirming quality of Goods:</b> Copy of document confirming quality of goods (valid quality/conformity certificate/declaration or other document confirming quality of goods, or product conformity marking), ISO certificate or equivalent national certificate (if available).	<i>Please indicate type and term of validity of the document and attach its copy to the offer:</i>

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. UNDP/Projects/926/2016:

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

Item No.	Description/Specification of Goods	Quantity, Unit of measurement	Latest Delivery Date	Unit Price* (less VAT)	Total Price per Item* (less VAT)
1	<b>Round baler</b> (as per the Technical Specifications of Annex 1)	1 pc.			
4	Add: Other Charges ( <i>VAT if applicable</i> )				
5	<b>Total Final and All-Inclusive Price Quotation</b> ( <i>DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus</i> )**				
	<b>Currency of offer</b>				
	<b>Country of origin<sup>1</sup></b>				
	<b>Estimated weight/volume/dimension of the Consignment</b>				

\*Unit Price and Total Price per item should be based on terms of delivery: DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus (Incoterms 2010).

\*\* Total Final and All-Inclusive Price Quotation should be based on terms of delivery: DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus (Incoterms 2010).

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

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

**TABLE 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements for  
Lot 2:**

Item No.	Description/Specification of Goods	Quantity, Unit of measurement	Latest Delivery Date	Unit Price* (less VAT)	Total Price per Item* (less VAT)
1	<b>Disc mower</b> (as per the Technical Specifications of Annex 1)	1 unit			
4	Add: Other Charges ( <i>VAT if applicable</i> )				
5	<b>Total Final and All-Inclusive Price Quotation</b> ( <i>DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus</i> )**				
	<b>Currency of offer</b>				
	<b>Country of origin<sup>2</sup></b>				
	<b>Estimated weight/volume/dimension of the Consignment</b>				

\*Unit Price and Total Price per item should be based on terms of delivery: DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus (Incoterms 2010).

\*\* Total Final and All-Inclusive Price Quotation should be based on terms of delivery: DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus (Incoterms 2010).

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

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

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time [ <i>not later than 90 days from the date of signing of the contract</i> ]			
Terms of delivery [ <i>DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus</i> ]			
Warranty and After-Sales Requirements:			
a) Minimum eighteen (18) months warranty from the delivery date			
b) The Supplier shall provide warranty repairs and replacement of faulty parts of the supplied Goods at the request of the Purchaser/End-user within seven (7) days upon receipt of such request (if and when required the Supplier's qualified specialist(s) shall be send to the Goods location for the rectification of defects). Provision of remote technical support in normal working hours			
Validity of Quotation [ <i>not less than 90 days starting from the Submission Date</i> ]			
Payment terms [ <i>100% upon complete delivery and acceptance of goods</i> ]			
All Provisions of the UNDP General Terms and Conditions (Annex 4)			

We hereby declare of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

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]*

### Company Background Information

Each legal entity or individual enterpriser submitting the quotation shall complete the form:

<b>1</b>	<b><i>Offeror's Legal Name:</i></b>	
<b>2</b>	<b><i>Address:</i></b>	
<b>3</b>	<b><i>Telephone number:</i></b>	
<b>4</b>	<b><i>E-mail address:</i></b>	
<b>5</b>	<b><i>Fax Number:</i></b>	
<b>6</b>	<b><i>Country of Registration, Place of Registration:</i></b>	
<b>7</b>	<b><i>Year of Registration:</i></b>	
<b>8</b>	<b><i>Name of Body Issuing Registration Certificate:</i></b>	
<b>9</b>	<b><i>Name and Position of the Head of Company/Organization:</i></b>	
<b>10</b>	<b><i>Contact Person under the Offer:</i></b>	
<b>11</b>	<b><i>Bank Details:</i></b>	
<b>12</b>	<b><i>Corporate experience in supply of equipment similar to the system procured under the RFQ, years:</i></b>	

*[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.