

REQUEST FOR PROPOSALS

**PROVISION OF CUSTOMS CLEARANCE, FREIGHT FORWARDING AND
TRANSPORTATION SERVICES TO VARIOUS UN AGENCIES IN LEBANON**



United Nations Development Programme

November, 2016

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Section 1. Letter of Invitation

Beirut, Lebanon
November 11, 2016

Request for Proposals for the PROVISION OF CUSTOMS CLEARANCE, FREIGHT FORWARDING AND TRANSPORTATION SERVICES TO VARIOUS UN AGENCIES IN LEBANON

Reference: LEB/CO RFP/230/16

Dear Mr. /Ms.:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Long Term Agreement and Contract, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme

Room # 310, 3rd Floor
Arab African International Bank Building
Riad El Solh Street
Nejmeh, Beirut 2011 5211, Lebanon
Tel: +961 1 962 500
Fax: +961 1 962 491
Email: procurement.lb@undp.org
Attention: Procurement Unit

The letter should be received by UNDP no later than **28 November 2016**. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.



If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,



Luca Renda

UNDP Country Director



Section 2: Instruction to Proposers

Definitions

- a) *"Contract"* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *"Country"* refers to the country indicated in the Data Sheet.
- c) *"Data Sheet"* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *"Day"* refers to calendar day.
- e) *"Government"* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *"Instructions to Proposers"* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *"LOI"* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *"Material Deviation"* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *"Proposal"* refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *"Proposer"* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *"RFP"* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *"Services"* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *"Supplemental Information to the RFP"* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before

the deadline for the submission of Proposals.

- n) *"Terms of Reference"* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:

6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and

6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP

address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.



15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
 - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the

proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the

joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer's name and address, as well as a warning that state "*not to be opened before the time and date for proposal opening*" as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the "Original Proposal" and the "Copy of Proposal", the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to

UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\begin{array}{r} (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) \\ + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%}) \\ \hline \end{array}$$

Total Combined and Final Rating of the Proposal

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

31. Responsiveness of Proposal



UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a)* if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b)* if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c)* if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.



UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for details)

34. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary 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.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

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



Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	UN Agencies in Lebanon
2		Title of Services/Work:	PROVISION OF CUSTOMS CLEARANCE, FREIGHT FORWARDING AND TRANSPORTATION SERVICES TO VARIOUS UN AGENCIES IN LEBANON
3		Country / Region of Work Location:	Lebanon
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	Not Applicable
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	Not Applicable

11	B.9.5 C.15.4 a)	Validity of Proposal Security	Not Applicable
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : If the Contractor fails to provide the specified services within the time period(s) stipulated by the contract, the UN Procuring authority shall, without prejudice to its other remedies under the contract, deduct from the Invoice amount, as liquidated damages, a sum equivalent to, 1.5 percent for invoices amounting up to \$5,000 or equivalent to 1 percent for invoices amounting above \$5,000 and up to \$10,000 or equivalent to 0.5 percent for invoices amounting above \$10,000, of the price of the delayed services for each additional day of delay until actual delivery, up to a maximum of 10 days of delay. Once the maximum is reached, the UN Procuring authority may consider termination of the Contract.
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <i>Reference date for determining UN Operational Exchange Rate: 8 December 2016</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	5 working days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ¹	Focal Person in UNDP: Procurement Unit Address: United Nations Development Programme Arab African International Building Room # 310, 3rd Floor Riad El Solh Street Nejmeh, Beirut 2011 5211, Lebanon Fax No. : +961 1 962 491

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

			E-mail address dedicated for this purpose: procurement.lb@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email and posting on the websites: www.lb.undp.org / www.ungm.org / www.undp.org
19	D.23.3	No. of copies of Proposal that must be submitted	Original: One Copies: One
20	D.23.1 D.23.2 D.24	Proposal Submission Address	United Nations Development Programme Lebanon Room # 310, 3 rd Floor Arab African International Bank Building Riad El Solh Street Nejmeh, Beirut 2011 5211, Lebanon
21	C.21 D.24	Deadline of Submission	Date and Time : December 8, 2016 2:00 PM Beirut Local Time
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	Not Allowed
24	D.23.1	Date, time and venue for opening of Proposals	Not Applicable
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	(a) Company Profile and previous related work assignments and references including proofs that the company has worked during emergency situations, if available. (b) Company's Business License (c) VAT Registration Certificate (d) Evidence of financial strength of the company, preferably two last audited financial reports. (e) List and size of facilities available, i.e. warehouse facilities, equipments including fleet of vehicles. (f) Certificates with any professional bodies like IATA.



		<p>(g) Company Registration Certificate (h) Management plan:</p> <p>This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal and on how the Offeror plans to carry out the assignment on hand.</p> <p>This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UN entity.</p> <p>The time required for accomplishing the various services shall be clearly stated. In addition, the below table shall be completed and provided:</p> <table border="1"> <tr> <td>Clearance of Goods from Beirut International Airport</td> <td>..... Days (Preferably within 3 days)</td> </tr> <tr> <td>Clearance of Goods from Beirut Seaport</td> <td>..... Days (Preferably within 5 days)</td> </tr> </table> <p><u>N.B.:</u> In case of Critical Goods such as Medical Supplies or Batteries, the clearance of Goods needs additional days based on concerned Ministries (MOH, etc....) approval, pharmaceutical inspection and customs approval. Therefore, the bidders are requested to submit, in addition to the above mentioned table, a separate table stating the time needed for the clearance of these goods and of other supplies of similar nature.</p> <p>(i) Resource plan</p> <p>This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.</p> <p>The Offeror shall demonstrate that he is professionally established with sufficient staff adequately trained in all branches of customs clearance procedures to perform all</p>	Clearance of Goods from Beirut International Airport Days (Preferably within 3 days)	Clearance of Goods from Beirut Seaport Days (Preferably within 5 days)
Clearance of Goods from Beirut International Airport Days (Preferably within 3 days)					
Clearance of Goods from Beirut Seaport Days (Preferably within 5 days)					

			<p>functions relating to clearance of UN supplies in a manner satisfactory to the UN agencies.</p> <p>The following information shall be provided:</p> <table border="1"> <tr> <th colspan="5">Key Employees:</th> </tr> <tr> <th>Last Name</th> <th>First Name</th> <th>Broker Lisc. No.</th> <th>Number of Years with Company</th> <th>Total Number of Years of Experience</th> </tr> <tr><td>1.</td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td><td></td></tr> </table> <p>The Offeror shall provide a copy of each employee's customs Broker License</p> <p>(j) Proposed methodology</p> <p>This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.</p>	Key Employees:					Last Name	First Name	Broker Lisc. No.	Number of Years with Company	Total Number of Years of Experience	1.					2.					3.					4.					5.					6.					7.					8.					9.					10.				
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27		Other documents that should be Submitted to Establish Eligibility	<p>The Offeror shall provide a copy of the Custom Broker License assigning him as an authorized Custom Clearer.</p> <p>The Offeror shall provide a copy of the Freight Forwarding License assigning him as an authorized Freight Forwarder.</p>																																																												

28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	<p>It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.</p> <p>Technical Proposals not providing all requested documents mentioned above will be considered as not substantially responsive and will be rejected by UNDP.</p>
29	C.15.2	Latest Expected date for commencement of Contract	February 17, 2017
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	Long Term Agreement for an initial period of one (1) year starting on 17 February 2017. This Agreement may be renewed, at the sole option of the UN agencies, on the same terms and conditions, for two (2) additional periods of one (1) year each, by means of a written notification of such renewal by the UN agencies to the Contractor and upon satisfactory evaluation of Annual Performance of the services provided.
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Signature of Contract by duly authorized person representing both parties, UNDP and the selected Offeror
35		Other Information Related to the RFP	

Criteria for the Award of Contract and Evaluation of Proposals:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organisation submitting Proposal	30%	300
2.	Proposed Work Plan and Approach	40%	400
3.	Personnel	30%	300
Total			1000

Evaluation forms for technical proposals are indicated here below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organization Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of firm / organisation submitting proposal		
1.1	Reputation of Organisation (Competence / Reliability)	40
1.2	Official Registration Certificates	50
1.3	Audited Financial Statements for the two last financial years	40
1.4	General Organizational Capability which is likely to affect the services implementation; Constitution, or Organigram	20
1.5	Quality assurance procedures	30
1.6	Relevance of: - Specialised Knowledge - Experience and References for Similar Contracts / Projects - Experience on Projects in the Region Work for UN/ major multilateral/ or bilateral programmes	120
Total Form 1		300



Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Work Plan and Approach		
2.1	To what degree does the Offeror understand the requested tasks?	50
2.2	Completeness of Proposal. Have the important aspects of the task been addressed in sufficient detail?	100
2.3	Is the scope of tasks well defined and does it correspond to the TOR?	150
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
Total Form 2		400

Technical Proposal Evaluation Form 3				Points Obtainable
Proposed Personnel				
3.1	Task Manager			125
				Sub-Score
	General Qualification			110
	Suitability for the Project			
	- International Experience	15		
	- Training Experience	20		
	- Professional Experience in the area of specialisation	50		
	- Knowledge of the region	25		
	- Language Qualifications		15	
			125	
3.2	Senior Expert			100
				Sub-Score
	General Qualification			85
	Suitability for the Project			
	- International Experience	10		
	- Training Experience	15		
	- Professional Experience in the area of specialisation	50		
	- Knowledge of the region	10		
	- Language Qualifications		15	
			100	
3.3	Junior Expert			75
				Sub-Score
	General Qualification			65
	Suitability for the Project			
	- International Experience	5		

	- Training Experience	10		
	- Professional Experience in the area of specialisation	45		
	- Knowledge of the region	5		
	- Language Qualification		10	
			75	
Total Form 3				300

Section 3: Terms of Reference (TOR)

PROVISION OF CUSTOMS CLEARANCE, FREIGHT FORWARDING AND TRANSPORTATION SERVICES TO VARIOUS UN AGENCIES IN LEBANON

1. Background

In order to achieve further time and cost efficiency from economies of scale while ensuring outstanding quality of service, UNDP and other UN agencies wishes to enter into a Long Term Agreement with one of the most competent companies to serve its customs clearance, freight forwarding and inland transportation services.

The contractor shall provide the necessary equipment (Trucks, Cranes, Forklift including drivers/operators), facilities, qualified personnel, expertise and other means necessary to perform the customs clearance, freight forwarding and inland transportation and related services in accordance with the best commercial practice.

UN agencies will negotiate an agreement for an initial period of One (1) year with a Contractor for the provision of customs clearance services. This Agreement may be renewed, at the sole option of the UN agencies, on the same terms and conditions, for Two (2) additional periods of One (1) year each, by means of a written notification of such renewal by the UN agencies to the Contractor and upon an Annual Performance Appraisal of the services provided.

2. Objectives:

To provide comprehensive, high quality, efficient and well managed customs clearance and Freight Forwarding services for the following UN agencies in Lebanon:

- The United Nations Development Programme (UNDP);
- The International Organization for Migration (IOM)
- The Food and Agricultural Organization (FAO);
- The United Nations Relief and Works Agency (UNRWA)
- The World Health Organization (WHO);
- The World Food Programme (WFP);
- The International Labor Organization Office for the Arab States, Beirut (ILO).

The latest customs clearance and freight forwarding statistics of the above-mentioned UN agencies are as follows:

Agency	Customs Clearance and Freight Forwarding Spent: For the Year Ended 31 December 2014	Customs Clearance and Freight Forwarding Spent: For the Year Ended 31 December 2015
UNDP	USD 6,341.00	USD 44,073.00
FAO	USD 3,000.00	USD 4,000.00

IOM	USD 802.00	USD 1,487.00
UNRWA	USD 29,500.00	USD 26,200.00
ILO	USD 30,000.00	USD 25,000.00
WHO	USD 102,503.00	USD 150,620.00
WFP	USD 22,970.00	USD 26,000.00
TOTAL	\$195,116.00	\$277,380.00

The figures shown above are a good and fair estimate of the customs clearance and freight forwarding spent by the participating UN agencies. However, any agreement resulting from this Request for Proposal carries with it no guarantee of future business levels.

In addition, any resulting contract will be non-exclusive. UN reserves the right to contract any other agency, as it may seem prudent.

3. Scope of services:

The services to be provided by the Contractor shall include freight and cargo handling, customs documentation, clearance, stuffing/un-stuffing of containers, packing or re-packing of cargo/consignments, use/lease of equipment required for loading/offloading operations.

The successful Contractor shall:

1. Provide services for the Clearance of goods, motor vehicles and other consignments arriving into Lebanon, on behalf of UN agencies;
2. Process and handle all Customs formalities, i.e. application of rebate letters, application for permits and completion of Customs bills of entry and related Customs clearance documentation;
3. Ensure that the number of pieces, dimensions of each piece, the description of items, the packing and the gross weight and markings are in accordance with the information contained in the documents submitted by the UN agency;
4. Liaise with relevant authority at the UN agency and the Government;
5. Give such timely notice of any loss, damage or delay in respect of the goods as may be required under the applicable contract of carriage or other contract, or under the applicable transport document;
6. Notify and consult with the UN agency assigned unit on any problems encountered with respect to the UN agency consignments;
7. As soon as it has received the goods on behalf of the UN agency, issue a signed Forwarder Certificate of Receipt (FCR) indicating the date, the Purchase Order or Request number, the delivery number, the date goods were received, the number of pieces, goods volume and weight, a description of the goods, name of the supplier, supplier's invoice number, currency and amount, point of origin (delivery point or port of loading) and the port of discharge, and submit the arrival notice to the UN agency as soon as the shipping arrangement has been made;
8. Prepay or arrange for prepayment of all applicable charges from the point of delivery by the supplier as indicated in the purchase order to point of ultimate destination named in the purchase order, provided that the Contractor shall ensure that such charges do not include taxes, excises or other duties imposed by governmental authorities.

9. Promptly inform the UN agency for purpose of approval of any situation under the Contract, which might impose additional financial obligations on the UN agency.
10. Arrange with the UN agency Unit for timely transportation of consignments to avoid storage or demurrage charges.
11. Provide Attendance at Customs Physical Examinations, at a required time and relevant point of entry;
12. Collect and deliver cargo, if required;
13. Perform Removals in transit or bond, if required;
14. Perform Clearance and delivery of diplomatic mail to UN agencies' offices, if required;
15. Provide Diplomatic Car Registration, if required;
16. Provide Handling and processing of export documentation, if required;
17. Manage the entire transport chain and logistical functions from the point of origin to the point of destination, including all elements of the various modes of transport necessary up to and including the delivery to the pre-defined final destination. This will include all necessary equipment, facilities, qualified personnel, expertise and other means necessary to perform the transport, freight forwarding and related services in accordance with best commercial practice;
18. Provide services to UN on a priority basis throughout the contractual period.

Customs Clearance at the following crossing points.

- a. Beirut International Airport.
- b. Beirut seaport.
- c. Lebanese-Syrian crossing borders.

The Contractor shall initially receive notifications of shipment arrivals from the UN agency. The Contractor will contact all shipping Agents and airline companies and obtain delivery orders, AWB/BoL. The Contractor shall monitor the arrival of the vessels and/or airplanes and advise the UN agency of any delay in the arrivals.

The Contractor will thereafter process all the customs formalities in the various customs departments. The Contractor will issue all load notes and/or all the necessary documentation required and prepare correspondence for the Lebanese Customs department and/or concerned Ministries. The Contractor will ensure delivery of these documents to the UN agency Office to be correctly stamped and signed by the UN agency Operations Officer prior to submitting them to the concerned Customs departments and/or concerned Ministries.

The Contractor shall invoice the UN agency monthly for all shipments handled during the prior month. Invoices shall be submitted in English, and including a breakdown of costs detailing all corresponding charges per consignment to avoid any misunderstanding. All invoices submitted to the UN agency must show detailed breakdown of services and charges and a copy of Original Bill of Lading, Master Airway Bill or other pertinent transport document must be attached to the invoices together with proof of expenditures.

If under the Contractor's responsibilities, the Contractor shall be liable for damage to and/or loss of cargo shipment during its delivery from air/sea ports of Beirut to the designated place of the UN agency.



4. Anticipated result of the services:

- Dependability – strict adherence to contracted obligations;
- Job knowledge – professional and technical expertise;
- Quality of work - High quality of work;
- Cooperation – integration with all levels of staff;
- Inter-personal – responsiveness and recognition of cultural diversity;
- Judgment - highest form of integrity

5. Reports:

The Contractor is expected to submit reports on goods cleared on a monthly basis to the Operations Manager of the concerned UN agency.

6. Duration.

The successful Contractor shall be contracted for the provision of the above detailed services for an initial period of one (1) year (where the first three (3) months will be probationary). This Agreement may be renewed, at the sole option of the UN agencies, on the same terms and conditions, for two (2) additional periods of one (1) year each, by means of a written notification of such renewal by the UN agencies to the Contractor and upon satisfactory evaluation of Annual Performance of the services provided.

7. Qualifications.

Staff should be well experienced in customs clearance and other requested services.



Section 4: Proposal Submission Form²

[insert: Location]

[insert: Date]

To: UNDP Lebanon, Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to provide **professional, high quality, efficient and well managed customs clearance, freight forwarding and Transportation services for UN agencies in Lebanon** in accordance with your Request for Proposal dated **11/11/2016** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for **120 days**.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

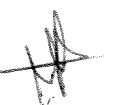
² No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[Please mark this letter with your corporate seal, if available]

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of initials and a surname.

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form³

Date: *[insert date (as day, month and year) of Proposal Submission]*
RFP No.: LEB/CO RFP/230/16

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

³ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.



14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.



Joint Venture Partner Information Form (if Registered)⁴

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: LEB/CO RFP/230/16

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁴ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT PROVISION OF CUSTOMS CLEARANCE, FREIGHT FORWARDING AND TRANSPORTATION SERVICES TO VARIOUS UN AGENCIES IN LEBANON Reference: LEB/CO RFP/230/16
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Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION						
<p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p> <p>1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p> <p>1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p> <p>1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.</p>						
Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)



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SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		



I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member

Date Signed



Section 7: Financial Proposal Form⁵

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex V, Clause 18.

The Offeror is requested to fill the Price Schedule Table, Annex A (At Beirut Airport), Annex B (At Beirut Sea Port), Annex C (Clearance fees), Annex D (Transportation Charges) and Annex E (Rental of Equipment with Operators / Drivers).

UNDP envisages to enter into contract for 1 (one) year with the option to renew for the 2nd and 3rd year. The proposed rates in (Price Schedule Table and Annexes A, B, C, D and E) shall be valid for a period of 1 (one) year from contract signature. The Bidders should specify whether the prices would remain firm for the entire contract period of 3 (three) years, or alternatively, they should indicate a maximum yearly increase rate.

For the 2nd year of the contract [please check one]

- ☐ the prices will remain fixed for the duration of the contract
- ☐ the prices will increase yearly by a maximum percentage of ____% [specify], which includes the overhead cost.

For the 3rd year of the contract [please check one]

- ☐ the prices will remain fixed for the duration of the contract
- ☐ the prices will increase yearly by a maximum percentage of ____% [specify], which includes the overhead cost.

The Financial Regulations and Rules of UN normal payment terms are 30 days upon satisfactory completion of services and acceptance thereof by UN.

In addition to the hard copy, the Offeror is requested to provide the complete Price Schedule and related Annexes on CD.

⁵ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

PRICE SCHEDULE TABLE

Annex	Description	SUB-TOTAL AMOUNT (USD); excluding VAT
ANNEX A (CARGO BY AIR)	CUSTOMS CLEARANCE SERVICES AT (BEIRUT INTERNATIONAL AIRPORT) Subtotal 1	
ANNEX B. (CARGO BY SEA)	CUSTOMS CLEARANCE SERVICES AT BEIRUT SEAPORT Subtotal 2	
ANNEX C. (CLEARANCE WITHOUT LOADING / UNLOADING & WITHOUT TRANSPORTATION)	CUSTOMS CLEARANCE SERVICES WITHOUT LOADING / UNLOADING & WITHOUT TRANSPORTATION Subtotal 3	
ANNEX D. (TRANSPORTATION CHARGES)	(a): Transport Services: Transport Cost per truckload (Cost Based on 3.5MT, 7 MT, 10MT and 15 MT Trucks). Subtotal 4	
	(b): Transport Services: by Reefer (Cold Storage) Subtotal 5	
	(c): Transport Cost per truck load Subtotal 6	
ANNEX E. (RENTAL OF EQUIPMENT WITH OPERATORS / DRIVERS)	Transportation and Loading / Offloading Equipments Subtotal 7	
TOTAL PROPOSAL AMOUNT (USD); excluding VAT		
VAT value (if applicable)		
TOTAL PROPOSAL AMOUNT (USD); including VAT		

ANNEX A (CARGO BY AIR)

I. CUSTOMS CLEARANCE SERVICES AT (BEIRUT INTERNATIONAL AIRPORT):

LUMP SUM AMOUNT FOR CLEARANCE SERVICE FORMALITIES INDICATED BY THE OFFEROR IN THE BELOW TABLE SHOULD INCLUDE THE FOLLOWING COSTS:

1. Attendance at airport.
2. Issuance of all formalities (including legalization if needed) related to clearance of the Shipment from customs.
3. Loading of shipment at airport including manpower, forklift, etc...
4. Unloading of shipment at delivery destination within greater Beirut including manpower, forklift, etc.
5. Transportation cost of the shipments within Greater Beirut area
6. In case of Medical Supplies, obtaining necessary approvals from Ministry of Public Health, Ministry of Foreign Affairs, arranging and attending Pharmaceutical inspection at port.

Additional costs, such as: Delivery Orders, Customs Fees, storage at the airport, correction letters, porters for additional stuffing, etc. will be paid against the original official invoices or receipts issued by the airlines, customs and airport authorities, etc... The Original documents should be submitted to UN procuring agency together with the invoice.

ITEM	CLEARANCE SERVICE FORMALITIES FOR CATEGORY PER WEIGHT	TOTAL AMOUNT (USD); excluding VAT
1	1 to 100 kilograms	
2	101 to 300 kilograms	
3	301 to 500 kilograms	
4	501 to 1000 kilograms	
5	1001 to 1500 kilograms	
6	More than 1500 kilograms	
7	Hiring of forklift per day	
8	Hiring of Crane per day	
9	Hiring of Trans pallet per day	
10	Hiring of Labor per day	
Subtotal 1 - CUSTOMS CLEARANCE SERVICES AT BEIRUT INTERNATIONAL AIRPORT		



ANNEX B. (CARGO BY SEA)

II. CUSTOMS CLEARANCE SERVICES AT BEIRUT SEAPORT:

LUMP SUM AMOUNT FOR CLEARANCE SERVICE FORMALITIES INDICATED BY THE OFFEROR IN THE BELOW TABLE SHOULD INCLUDE THE FOLLOWING COSTS:

1. Attendance at seaport.
2. Issuance of all formalities (including legalization if needed) related to clearance of the Shipment from customs.
3. Loading of shipment at seaport including manpower, forklift, etc...
4. Unloading of shipment at delivery destination within greater Beirut including manpower, forklift, etc.
5. Transportation cost of the shipments within Greater Beirut area
6. Returning of Container to the Seaport

Additional costs, such as: F.I.O., , Customs Fees, Port Fees, correction letters, Storage at the seaport, porters for additional stuffing, etc. will be paid against the original official invoices or receipts issued by the shipping agent, customs and seaport authorities, etc... The Original documents should be submitted to the UN procuring agency together with the invoice.

ITEM	CLEARANCE SERVICE FORMALITIES FOR CATEGORY PER WEIGHT	AMOUNT (USD); excluding VAT
1	1 to 1500 Kilograms Loose Cargo	
2	1501 to 3000 kilograms Loose Cargo	
3	More than 3000 kilograms	
4	20 Feet Container if discharged inside Beirut sea port	
5	20 Feet Container if discharged outside Beirut sea port	
6	40 Feet Container if discharged inside Beirut sea port	
7	40 Feet Container if discharged outside Beirut sea port	
Subtotal 2 - CUSTOMS CLEARANCE SERVICES AT BEIRUT SEAPORT		



ANNEX C. (CLEARANCE WITHOUT LOADING/UNLOADING AND WITHOUT TRANSPORTATION)

III. CUSTOMS CLEARANCE SERVICES WITHOUT LOADING/UNLOADING AND WITHOUT TRANSPORTATION:

LUMP SUM AMOUNT FOR CLEARANCE SERVICE FORMALITIES INDICATED BY THE OFFEROR IN THE BELOW TABLE SHOULD INCLUDE THE FOLLOWING COSTS:

1. Attendance at airport/seaport.
2. Issuance of all formalities (including legalization if needed) related to clearance of the Shipment from customs.

ITEM LINE	CLEARANCE SERVICE FORMALITIES FOR CATEGORY	AMOUNT (USD); excluding VAT
1	Clearance of Vehicles	
2	Registration of Diplomatic Car	
3	Clearance formalities at Beirut International Airport without loading/unloading and without transportation	
4	Clearance formalities at Beirut Seaport without loading/unloading and without transportation	
5	Clearance formalities at Syrian/Lebanese Land Borders without loading/unloading and without transportation	
Subtotal 3 - CUSTOMS CLEARANCE SERVICES WITHOUT LOADING/UNLOADING AND WITHOUT TRANSPORTATION		

ANNEX D. (TRANSPORTATION CHARGES)

Form D. (a): Transport Services: Transport Cost **per truckload** (Cost Based on 3.5MT, 7 MT, 10MT and 15 MT Trucks).

Note: Beirut= Greater Beirut.

Item No.	Transport Services	COST IN US DOLLARS, excluding VAT			
		3.5MT	7MT	10MT	15MT
1	Within Beirut including airport				
2	Within Beirut including sea port				
3	From Arida border with Syria to Beirut				
4	From Masnaa border with Syria to Beirut				
5	From Arida border with Syria to Saida				
6	From Masnaa border with Syria to Saida				
7	From Beirut to Saida District				
8	From Arida border with Syria to Tyre				
9	From Masnaa border with Syria to Tyre				
10	From Beirut to Tyre District				
11	From Beirut to Naqoura District				
12	From Arida border with Syria to Tripoli				
13	From Masnaa border with Syria to Tripoli				
14	From Beirut to Tripoli District				
15	From Arida border with Syria to Bekaa District				
16	From Masnaa border with Syria to Bekaa District (Anjaar)				
17	From Beirut to Bekaa District				
18	From Beirut to Chouf District				
19	From Tripoli to Chouf District				
20	From Saida to Chouf District				
21	From Tyre to Chouf District				
22	From Bekaa to Chouf District				
23	From Beirut to Marjeyoun				

	District				
24	From Tripoli to Marjeyoun District				
25	From Saida to Marjeyoun District				
26	From Tyre to Marjeyoun District				
27	From Bekaato Marjeyoun District				
28	From Beirut to Bent Jbeil District				
29	From Tripoli to Bent Jbeil District				
30	From Saida to Bent Jbeil District				
31	From Tyre to Bent Jbeil District				
32	From Bekaa to Bent Jbeil District				
33	From Beirut to Zgharta District				
34	From Tripoli to Zgharta District				
35	From Saida to Zgharta District				
36	From Tyre to Zgharta District				
37	From Bekaa to Zgharta District				
38	Handling Cost Per Man per Day				
39	Clearing Cost per shipment by air				
40	Clearing Cost per shipment by sea				
Subtotal 4 - Transport Services: Transport Cost per truckload					

Form D. (b): Transport Services: by Reefer (Cold Storage). Transport Services: Cost **per truckload (Reefer)** for transport. Please mention the capacity of the Reefer in M3.
 Note: Beirut= Greater Beirut.

Item No.	Transport Services	CAPACITY	COST in US Dollars, excluding VAT
1	Within Beirut including airport	3 CBM	
2	Within Beirut including seaport	10 CBM	
3	From Arida border with Syria to Beirut	35 CBM	
4	From Masnaa border with Syria to Beirut	35 CBM	
5	Handling Cost Per Man per Day		
6	Clearing Cost per shipment at airport		
7	Clearing Cost per shipment at seaport		
Subtotal 5 - Transport Services: by Reefer (Cold Storage). Transport Services: Cost per truckload (Reefer) for transport			

Form D. (c): Transport Cost per truck load

Note: Beirut= Greater Beirut.

Item No.		Cost in USD excluding VAT	Cost in USD excluding VAT	Cost in USD excluding VAT	Cost in USD excluding VAT	Cost in USD excluding VAT
		1 to	1501 to	>3000	20'	40'
		1500 KGS	3000 KGS	KGS	cont	cont
	Transportation from Beirut to					
1	Within Beirut					
2	South Leb. Saida					
3	South Leb. Tyre					
4	South Leb. Marjayoun					
5	South Leb. Naqoura					
6	South Leb. Hasbaya					
7	South Leb. Bint Jbeil					
8	Chouf: Aley					
9	Beqaa: Zahle					
10	Beqaa: Baalbeck					
11	Beqaa: Anjaar					
12	East: Baabda					
13	Kesserwan/Jbeil					
14	North Leb. Tripoli					
15	North Leb. Akkar					
16	B. Zone: Jezzine					
17	Masnaah Border					
18	Arida Border					
	Transportation from Saida to					
19	Within Saida					
20	Beirut					
21	South Leb. Tyre					
22	South Leb. Marjayoun					
23	South Leb. Naqoura					
24	South Leb. Hasbaya					
25	South Leb. Bint Jbeil					
26	Chouf: Aley					
27	Beqaa: Zahle					
28	Beqaa: Baalbeck					
29	Beqaa: Anjaar					
30	East: Baabda					
27	Kesserwan/Jbeil					
28	North Leb. Tripoli					
29	North Leb. Akkar					
30	B. Zone: Jezzine					

31	Masnaah Border					
32	Arida Border					
	Transportation from Tyre to					
33	Within Tyre					
34	Beirut					
35	South Leb. Saida					
36	South Leb. Marjayoun					
37	South Leb. Naqoura					
38	South Leb. Hasbaya					
39	South Leb. Bint Jbeil					
40	Chouf: Aley					
41	Beqaa: Zahle					
42	Beqaa: Baalbeck					
43	Beqaa: Anjaar					
44	East: Baabda					
45	Kesserwan/Jbeil					
46	North Leb. Tripoli					
47	North Leb. Akkar					
48	B. Zone: Jezzine					
49	Masnaah Border					
50	Arida Border					
	Transportation from Tripoli to					
51	Within Tripoli					
52	Beirut					
53	South Leb. Saida					
54	South Leb. Marjayoun					
55	South Leb. Tyre					
56	South Leb. Naqoura					
57	South Leb. Hasbaya					
58	South Leb. Bint Jbeil					
59	Chouf: Aley					
60	Beqaa: Zahle					
61	Beqaa: Baalbeck					
62	Beqaa: Anjaar					
63	East: Baabda					
64	Kesserwan/Jbeil					
65	North Leb. Akkar					
66	B. Zone: Jezzine					
67	Masnaah Border					
68	Arida Border					
	Transportation from Bekaa (Anjar District to					

69	Within Bekaa (Anjar district)					
70	Beirut					
71	South Leb. Saida					
72	South Leb. Marjayoun					
73	South Leb. Tyre					
74	South Leb. Naqoura					
75	South Leb. Hasbaya					
76	South Leb. Bint Jbeil					
77	Chouf: Aley					
78	Beqaa: Zahle					
79	Beqaa: Baalbeck					
80	Beqaa: Anjaar					
81	East: Baabda					
82	Kesserwan/Jbeil					
83	North Leb. Tripoli					
84	North Leb. Akkar					
85	B. Zone: Jezzine					
86	Masnaah Border					
87	Arida Border					
Subtotal 6 - Transport Cost per truck load						

ANNEX E. (RENTAL OF EQUIPMENT WITH OPERATORS / DRIVERS)

Rental Cost, in US Dollars, Including Driver (Operator) of MHE, Transportation Equipment and Related

Services:

Description of Service	Per hour	Per ½ day	Per day
Open truck medium size 6 ton			
Closed truck medium size (20 tons)			
Small crane size 2.5			
Medium size crane			
Heavy duty size crane			
Medium size forklift			
Heavy duty forklift			
Low bed Truck/trailer			
Flat bed truck/trailer			
Additional charges if the delay in unloading involves a delay of one night			
Sea Containers inspection and certification fees:			
Single Container			
Multiple container			
Sea container repair (cost per hour)			
Subtotal 8 - RENTAL OF EQUIPMENT WITH OPERATORS / DRIVERS			



Section 8

LONG TERM AGREEMENT

LEB/CO RFP/230/16

“Provision of Customs Clearance, Freight Forwarding and Transportation Services for UN agencies in Lebanon”

This Long Term Agreement is made between the **Nations Development Programme, acting for itself and on behalf of the other participating organizations in the United Nations system in Lebanon**, (hereinafter referred to as "UNDP"), and (hereinafter called "Contractor") with its headquarters at

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to below listed UN agencies in Lebanon, pursuant to which the UNDP Lebanon Country Office can conclude specific contractual arrangements with the Contractor, as provided herein;

- The United Nations Development Programme (UNDP);
- The International Organization for Migration (IOM)
- The Food and Agricultural Organization (FAO);
- The United Nations Relief and Works Agency (UNRWA)
- The World Health Organization (WHO);
- The World Food Programme (WFP);
- The International Labor Organization Office for the Arab States, Beirut (ILO).

WHEREAS pursuant to the Request for Proposal for the Provision of Customs Clearance, Freight Forwarding and Transportation Services for UN agencies in Lebanon, on Long Term Agreement (LTA) basis, ref. # LEB/ RFP/230/16, the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the "Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of services and deliverables, which are reflected in a contract for professional services, in the form attached hereto.
2. Such Services shall be delivered as listed in Annex II of the Contract (Terms of Reference) and at the prices listed in Annex III of the Contract. The prices shall remain in effect for a period of one year from Entry into Force of this Agreement. For the period of the two additional years, the prices might increase yearly by a maximum percentage of ..% including the overhead cost.

Article 2: CHANGES IN CONDITION

3. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

4. The Contractor will report monthly to each UN agency on the Services provided to this UN agency.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

5. The standard UNDP General Conditions for Professional Services, attached to the Contract as Annex I, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

6. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
7. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for an initial period of One (1) year. This Agreement may be renewed, at the sole option of the UNDP, on the same terms and conditions, for Two (2) additional periods of One (1) year each, by means of a written notification of such renewal by the UNDP to the awarded Company and upon an Annual Performance Appraisal of the services provided.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

.....

**UNITED NATIONS
DEVELOPMENT PROGRAMME**

.....
.....

**Luca Renda
UNDP Country Director**

Date: _____

Date: _____



CUSTOMS CLEARANCE, FREIGHT FORWARDING and TRANSPORTATION SERVICES CONTRACT

NO.: 17/...

**BETWEEN
UNDP
AND**

.....

Ref.: Professional Services: LEB/CO RFP/230/16

THIS CONTRACT is made on 2017, between the **United Nations Development Programme, a subsidiary organ of the United Nations, acting for itself and on behalf of the other participating organizations in the United Nations system in Lebanon** located at the Arab African International Bank Building, Riad El Solh Street, Beirut, Lebanon (hereafter, "**UNDP**"), and, a **company organized under the laws of**, and having its principal offices located at

WITNESSETH

WHEREAS, UNDP, seeks a highly qualified, independent contractor to provide full and comprehensive Customs Clearance, Freight Forwarding and Transportation services to UNDP's Country Office and other Participating UN Agencies in Lebanon, and has issued a Request for Proposal ("**RFP**") dated 11 November 2016;

WHEREAS, the Contractor represents that it is familiar with the requirements of UNDP Office and other Participating UN Agencies in Lebanon, and is qualified, ready, and able to perform the services on the terms and conditions, herein provided.

NOW, THEREFORE, the parties hereto agree as follows:

1.0 SCOPE OF AGREEMENT

This Agreement is a contract for the provision of customs clearance, freight forwarding and Transportation services such as, but not limited to, all customs clearing of incoming consignments, loading/unloading and transportation of goods when needed, on behalf of "Participating UN Agencies".



"Participating UN Agencies" shall mean the organs and agencies of the United Nations and the other organizations of the United Nations system, requesting services under this Contract and as listed below:

- The United Nations Development Programme (UNDP);
- The International Organization for Migration (IOM)
- The Food and Agricultural Organization (FAO);
- The United Nations Relief and Works Agency (UNRWA)
- The World Health Organization (WHO);
- The World Food Programme (WFP);
- The International Labor Organization Office for the Arab States, Beirut (ILO).

2.0 CONTRACT DOCUMENTS

- 2.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 2.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
- a) This letter;
 - b) General Conditions of Contract, attached hereto as Annex I;
 - c) The Terms of Reference, attached hereto as Annex II;
 - d) The Contractor's Technical and Financial Proposals, attached hereto as Annex III.
- 2.3 All the above shall form this Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

3.0 TERMS OF SERVICES

The Contractor shall provide comprehensive, high quality, efficient and well managed customs clearance, freight forwarding and Transportation services for UN agencies, including:

1. Clearance of goods, motor vehicles and other consignments arriving into Lebanon, on behalf of UN agencies;
2. Processing and handling of all Customs formalities, i.e. application of rebate letters, application for permits and completion of Customs bills of entry and related Customs Clearing documentation;
3. Ensure that the number of pieces, dimensions of each piece, the description of items, the packing and the gross weight and markings are in accordance with the information contained in the documents submitted by the UN agency;
4. Liaise with relevant authority at the UN agency and the Government;



5. Give such timely notice of any loss, damage or delay in respect of the goods as may be required under the applicable contract of carriage or other contract, or under the applicable transport document;
6. Notify and consult with the UN agency assigned unit on any problems encountered with respect to the UN agency consignments;
7. As soon as it has received the goods on behalf of the UN agency, issue a signed Forwarder Certificate of Receipt (FCR) indicating the date, the Purchase Order or Request number, the delivery number, the date goods were received, the number of pieces, goods volume and weight, a description of the goods, name of the supplier, supplier's invoice number, currency and amount, point of origin (delivery point or port of loading) and the port of discharge, and submit the arrival notice to the UN agency as soon as the shipping arrangement has been made;
8. Prepay or arrange for prepayment of all applicable charges from the point of delivery by the supplier as indicated in the purchase order to point of ultimate destination named in the purchase order, provided that the Contractor shall ensure that such charges do not include taxes, excises or other duties imposed by governmental authorities;
9. Promptly inform the UN agency for purpose of approval of any situation under the Contract, which might impose additional financial obligations on the UN agency;
10. If required, arrange with the UN agency Unit for timely transportation of consignments to avoid storage or demurrage charges;
11. Collection and delivery of cargo, if required;
12. Removals in transit or bond, if required;
13. Attendance at Customs Physical Examinations, at a required time and relevant point of entry;
14. Clearance and delivery of diplomatic mail to UN agencies' offices, if required;
15. Registration of a Diplomatic Car, if required;
16. Handling and processing of export documentation, if required.

The Contractor shall initially receive notifications of shipment arrivals from the UN agency. The Contractor will contact all shipping Agents and airline companies and obtain delivery orders, AWB/BoL. The Contractor shall monitor the arrival of the vessels and/or airplanes and advise the UN agency of any delay in the arrivals.

The Contractor will thereafter process all the customs formalities in the various customs departments. The Contractor will issue all load notes and/or all the necessary documentation required and prepare correspondence for the Lebanese Customs department and/or concerned Ministries. The Contractor will ensure delivery of these documents to the UN agency Office to be correctly stamped and signed by the UN agency Operations Officer prior to submitting them to the concerned Customs departments and/or concerned Ministries.

The Contractor shall invoice the UN agency monthly for all shipments handled during the prior month. Invoices shall be submitted in English, and including a breakdown of costs detailing all corresponding charges per consignment to avoid any misunderstanding. All invoices submitted to the UN agency must show detailed breakdown of services and charges and a copy of Original Bill of Lading, Master Airway Bill



or other pertinent transport document must be attached to the invoices together with proof of expenditures.

The Contractor shall not add any related additional expenses to invoices unless supported by an official receipt and/or negotiated and approved charges by the UN agency in advance. Such related additional expenses shall be listed separately and accompanied with official receipts for: Cost of Delivery Order, Portage at port of entry, Transportation if not mentioned in the contract, Demurage, Custom related expenses, Forklift, and other incidental expenses. The UN agency will pay only for these charges if accompanied by official receipts and UN advanced approval.

If under the Contractor's responsibilities, the Contractor shall be liable for damage to and/or loss of cargo shipment during its delivery from air/sea ports of Beirut to the designated place by the UN agency.

4.0 DURATION OF CONTRACT

This Contract shall enter into force upon its signature by both parties and shall remain valid for a one year period from **2017** to **2018** subject to performance review, with possibility to extend up to two more years based on satisfactory performance.

5.0 RENEWAL

This contract shall be renewable by mutual agreement of the Parties and in writing by mutual agreement of the parties, subject to annual evaluation by UN agencies, and in writing.

6.0 REMUNERATION

The services performed shall be at the prices listed in Annex III.

The amounts shall be payable 30 days from the receipt of an invoice, after the successful provision of services, certified and authorized by the UN procuring agency.

All payments shall be made by UN to the Bank account of the Contractor by bank transfer. The banking details are as follows:

Bank Name :
Branch Name
Account No. :
Account Name :
Currency of Account :
Type of Account:
IBAN Number:
Swift Number :



7.0 RIGHTS AND OBLIGATIONS OF THE CONTRACTOR

The rights and obligations of the contractor are strictly limited in terms and conditions of this contract. Accordingly, the contractor shall not be entitled to any benefits, payments, subsidy, compensation or any claim from UN, except as expressly provided in the contract.

8.0 RESCISSION

Either party may rescind the contract at any time by giving the other party 60 days written notice of its intention to do so.

Should dismissal for improper service be deemed necessary, the contract may be rescinded with immediate effect upon written notice. Compensation for work done shall be considered.

9.0 INSURANCE

The Contractor shall provide and maintain at its own cost, insurance for the service rendered against all risks including, but not limited to pilferage by their staff.

10.0 CODE OF CONDUCT

10.1 The Contractor and its agents shall conduct themselves at all times with the fullest regard for the purposes and principles of the United Nations and its Agencies, and in a manner befitting their relationship with UNDP under the contract. The Contractor shall not engage in any activity that is incompatible with those purposes and principles or the proper discharge of its duties with the UNDP. It shall avoid any action, and in particular any kind of the public pronouncement which may adversely reflect on that relationship, its integrity, independence and impartiality which are required by the relationship.

10.2 The Contractor shall not accept any favour, gifts or remuneration from any source external to the UNDP.

11.0 LIQUIDATED DAMAGES

If the Contractor fails to provide the specified services within the time period(s) stipulated by the contract, the UN Procuring authority shall, without prejudice to its other remedies under the contract, deduct from the Invoice amount, as liquidated damages, a sum equivalent to, 1.5 percent for invoices amounting up to \$5,000 or equivalent to 1 percent for invoices amounting above \$5,000 and up to \$10,000 or equivalent to 0.5 percent for invoices amounting above \$10,000, of the price of the delayed services for each additional day of delay until actual delivery, up to a maximum of 10 days of delay. Once the maximum is reached, the UN Procuring authority may consider termination of the Contract.

12.0 SETTLEMENT OF DISPUTES

- 12.1 Any dispute, controversy or claim arising out of or relating to the present contract, or the breach, termination or invalidity thereof shall, unless it is settled amicably by negotiation or other agreed mode of settlement, be settled in terms of paragraph 16 of United Nations General Conditions for Contracts for Professional Services, Annex I.
- 12.2 Nothing in or relating to this contract shall be deemed a waiver in respect of the Contractor, expressed or implied, of any of the privileges and immunities of the United Nations or other Convention, law or decree of an international or national character or otherwise, including, but not limited to, immunity from any of legal processes.
- 12.3 No modification of or changes in this contract or waiver of any of its provisions shall be valid or enforceable unless previously approved in writing by the parties hereto or their duly authorized representative in the form of an amendment to this contract duly signed by the Parties hereto.

13.0 ACCEPTANCE

If the above terms and conditions meet with your agreement as they are typed in this letter and in this Contract Documents, please initial every page of this letter and its attachments and return to the UNDP office one original of this Contract, duly signed and dated.

Yours sincerely,

.....

Luca Renda
UNDP Country director

For

Agreed and Accepted:

Signature: _____

Name:

Title:

Date: _____





UNDP
GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 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.

4.0 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 UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP 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.

6.0 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.

A handwritten signature in black ink, located in the bottom right corner of the page.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, 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.

8.0 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 UNDP as additional insured;

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

8.4.3 Provide that the UNDP 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 UNDP with satisfactory evidence of the insurance required under this Article.

9.0 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 UNDP 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.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall

rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, 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 UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP 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 UNDP 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 UNDP.

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 UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP 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 UNDP; 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 UNDP 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 UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 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:

13.1.1 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,

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

13.2 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:

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

13.2.2 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:

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

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

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 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 UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 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.

13.6 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.

14.0 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 UNDP, 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 UNDP 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 UNDP 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 UNDP 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 UNDP 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..

15.0 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 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor 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 UNDP under this Article, no payment shall be due from UNDP 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 UNDP 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 UNDP of the occurrence of any of the above events.

16.0 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 16.1, 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.

17.0 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.

18.0 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 UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP 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 UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers 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.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers 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.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 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.

22.0 SEXUAL EXPLOITATION:

22.1 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.

22.2 The 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.

23.0 SECURITY:

23.1 The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses 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.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of initials and a surname.