

Contract for Goods and/or Services
Between the United Nations Capital Development Fund and [Company Name]

1. Country Where Goods Will be Delivered and/or Services Will be Provided: Click or tap here to enter text.	
2. UNCDF <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Direct Contracting Number Click or tap here to enter text. and Date: Click or tap to enter a date.	
3. Contract Reference (e.g. Contract Award Number): [000]	
4. Long Term Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No [indicate as appropriate]	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date: Click or tap to enter a date.	8. Contract Ending Date: Click or tap to enter a date.
9. Total Contract Amount: Click or tap here to enter text. [insert currency and amount in figures and words] 9a. Advance Payment: Click or tap here to enter text. [insert currency and amount in figures and words or indicate “not applicable”]	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNCDF General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNCDF General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods <i>and/or</i> Services) – UNCDF General Terms and Conditions for Contracts apply	
11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor's Name: [Company Name] Address: Country of incorporation: Website:	
13. Contractor's Contact Person's Name: Click or tap here to enter text. Title: Address: Telephone number: Fax: Email:	
14. UNCDF Contact Person's Name: Click or tap here to enter text. Title: Click or tap here to enter text. Address: Click or tap here to enter text. Telephone number: Click or tap here to enter text. Fax: Email:	
15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Click or tap here to enter text. Account name: Click or tap here to enter text.	

Account number:	Click or tap here to enter text.
Bank name:	Click or tap here to enter text.
Bank address:	Click or tap here to enter text.
Bank SWIFT Code:	Click or tap here to enter text.
Bank Code:	Click or tap here to enter text.
Routing instructions for payments:	

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNCDF Special Conditions [delete if not applicable].
3. [UNCDF General Terms and Conditions for Contracts] [UNCDF General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable].
5. Technical Specifications for Goods [delete if not applicable].
6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNCDF	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	Click or tap to enter a date.

Schedule of Payment and Final Terms of Reference

Contract No: [000]

Contractor's name: [Company Name]

Services: [Summary description of the services]

1. Price and Payment

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNCDF shall pay the Contractor a fixed contract price of _____ **[INSERT CURRENCY & AMOUNT IN WORDS AND FIGURES]**.

The Contractor shall submit to UNCDF the deliverables specified hereunder according to the following schedule:

Deliverables	Target Date	AMOUNT (USD)

Invoices shall indicate the milestones achieved and corresponding amount payable.

2. Key Personnel [delete if not applicable].

The Contractor shall provide the services of the following key personnel:

Name	Specialization

Any changes in the above key personnel shall require prior written approval of Click or tap here to enter text. **[NAME and TITLE]**, UNCDF.

[Insert final TOR]