



Amendment-1
REQUEST FOR QUOTATION (RFQ)
Long Term Agreement (LTA) for Outsourcing a Company for Stationery Supply Services and Management

NAME & ADDRESS OF FIRM	DATE: September 25, 2019
	REFERENCE: UNDP/RFQ/33/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Stationery Supply Services and Management**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This bidding exercise will result into Long Term Agreement for two years and subject to satisfactory performance of the service provider, it can be extended for additional one year.

Quotations may be submitted on or before **5:00PM, October 23, 2019** in sealed envelope by ***courier mail or hand delivery*** to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/33/2019 (LTA for Stationery Supply and Management)
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

Schedule for pre-bid meeting:

Date: 17 October 2019

Time: 11AM

Venue: UN House, Pulchowk, Lalitpur

All interested bidders are highly encouraged to attend the pre-bid meeting.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: Not Applicable
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Not Applicable
Exact Address/es of Delivery Location/s (identify all, if multiple)	Not applicable
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (if using freight forwarder)	Not applicable
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Not applicable
Delivery/Work Schedule	<input checked="" type="checkbox"/> As and when required basis
Packing Requirements	
Mode of Transport	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Maintain Goods Receipt Notes (GRN) and Database
Deadline for the Submission of Quotation	5:00PM Nepal time, <u>October 23, 2019</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, 3, 4, and 5, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Track record of similar Experience; <input checked="" type="checkbox"/> Annual turnover of minimum NPR 10 Lakh; <input checked="" type="checkbox"/> Client certificates from minimum 2 organizations/firms; <input checked="" type="checkbox"/> Samples of the items proposed; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Quarterly basis based on monthly report and the GRN
Liquidated Damages	<input checked="" type="checkbox"/> Not applicable
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price² <input checked="" type="checkbox"/> Sample verification <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long-Term Agreement³ (<i>LTA will be signed initially for two years with an option to extend for additional one year</i>)
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/33/2019 (SA), on or before 5:00PM, October 17, 2019 . UNDP shall post the compiled inquiries with the responses in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html . Inquiries received after the above date and time shall not be entertained. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

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

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

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

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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

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

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

September 25, 2019

TERMS OF REFERENCE (TOR)
Long Term Agreement (LTA) for Outsourcing a Company for
Stationery Supply Services and Management

A. OBJECTIVE:

UNDP Nepal intends to outsource a company for supply, distribution and management of office stationeries for UNDP staff as per the agreed stationery list (attached herewith). This service is required as and when needed, Monday to Friday during office hours. The supplies need to be provided in line with specifications mentioned in the LTA on a timely manner and in close coordination with General Administration Unit/ Administrative Assistant.

B. OPERATING PROCEDURES:

The contractor should fulfill stationery requests for distribution to staff as per UNDP guidance and instructions.

1. UNDP staff member will directly request the stationery items with supplier via email for official use. The stationery requests will be submitted to the contractor via email through UNDP Supply System and the contractor upon receiving the request, shall deliver the requested items after 2:00 PM every Monday, Wednesday and Friday.
2. The contractor shall also provide/prioritize any urgent request and deliver the items on non-delivery days as well.
3. The contractor shall come to UN House with the supplies and deliver the items to concerned requesters in line with the requests made through the online system. Staff members should sign on the "Goods Receipt Note" (GRN) upon receipt of goods as requested.
4. The Contractor's designated staff members shall upload (GRN) signed by the requester or requesting unit into the system and complete the flow-chart. The flow-chart will be accessible to General Administration Unit/Administrative Assistant for monitoring purpose;
5. The items must be as per LTA. If the outsourced company provides any item which is not in the UNDP list of supplies, UNDP will not be responsible for the payment of those items.
6. At the end of each quarter, the contractor shall submit invoices for the regular payment process to the General Administration (GA) Unit/Administrative Assistant. GA unit will verify the invoice with GRN and if matched, it will process payment. Any discrepancies will be communicated to the contractor.

7. A separate purchase order will be given to the vendor for bulk purchase requests for Trainings or Workshops. Likewise, a separate purchase order will be given by the projects for their stationery requirements.
8. The contractor shall obtain clearance in writing from UNDP Office/Procurement Unit for any specification alterations prior to making the alterations.
9. The contractor should keep the supplies to be provided to UNDP in a safe and moist free warehouse properly;
10. The Contractor shall work closely with the General Administration Unit/Administrative Assistant, who will be working under the direct supervision of the General Administration Unit/Administrative Analyst.
11. In case of emergency, urgent calls would be made by UNDP and the Contractor shall deliver the requested stationary office supplies as early as possible but no later than 2 hours from the time of UNDP's call and dispatch the items accordingly;
12. UNDP will not provide any transportation and accommodation facilities to the Contractor's designated staff member.
13. It is expected that the Contractor shall keep stock of supplies for minimum 3 months as contingency.

C. PERSONNEL:

- 1) The Contractor will designate two staff members (customer service representative) to handle all UNDP requests for Stationery and provide their contact details: telephone/mobile number and email address. The designated staff members should have a good communication and client orientation skills; preferably with inventory management knowledge. The contractor staff must be physically and mentally sound and should be free from any criminal or legal charges or any other pending court cases according to the prevailing law of the Federal Democratic Republic of Nepal;

The designated contractor staff members will be oriented and trained by Admin staff on UNDP Stationery Management System and show the locations of each unit at the start of the contract.

- 2) The contractor must fulfill orders for country office distribution as per UNDP instructions.

- 3) The Contractor shall assume full responsibility of its employees at times; and especially while they perform their duty within the UNDP premises and in no way hold the UNDP responsible in any manner for any injury, bodily dismemberment or death that may happen during the course of providing the contractual services to the UNDP;
- 4) The contractor shall be fully responsible for all the acts of its staff including their behavior and negligent works.

D. STATUS:

The Contractor and/ or its staff shall be considered as having legal status of an independent Contractor and shall not be considered in any respect as being a member of the United Nations. The rights and obligations of the Contractor are strictly limited in articles mentioned in Terms of Reference. Accordingly, the Contractor shall not be entitled to any benefit except as expressly mentioned in Terms of Reference and the agreement.

E. PAYMENT:

The payment to the Contractor will be on quarterly basis upon receipt of the goods invoices, GRN and the monthly purchased report.

The LTA is for maximum of three years, though contract or PO will be given for one year at a time. Upon satisfactory performance, the contract or PO can be extended for two more years (1 year at a time)

F. TAX:

The Contractor is liable to make the payment of any kinds of tax including the VAT to the government of Nepal that may arise in connection with this contract. UNDP is, in no way, responsible for the payment of any kinds of taxes in this connection.

G. TERMINATION:

The Contract is automatically terminated if there is breach in the Terms and Conditions of this Contract. The Contract can also be terminated by either party by giving the other party a written notice of one month in advance.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/33/2019

TABLE 1 : Offer to Supply Services Compliant with TOR and Requirements

SN	Item Description	Unit	Brand Preference	Unit Price (NPR)
1	A4 Business Card Holder (Big) 20 sheets to hold 600 name cards	Pcs	Deli or equivalent	
2	Battery (AAA)	Pair	Duracell or equivalent	
3	Battery (D) Big	Pair	Duracell or equivalent	
4	Battery AA	Pair	Duracell or equivalent	
5	Binder Clip (19 mm) (3/4")	Boxes	Deli or equivalent	
6	Binder Clip (25 mm) (1")	Boxes	Deli or equivalent	
7	Binder Clip (32 mm) (1 5/8") (33mm) (1, 1/4")	Boxes	Deli or equivalent	
8	Binder Clip (41 mm) (1, 5/8") (1, 3/4")	Boxes	Deli or equivalent	
9	Binder Clip (51 mm) (2")	Boxes	Deli or equivalent	
10	Bindermax Sheet	Pcs	Deli or equivalent	
11	Binding Transparency Sheet	Pcs	Oddy or equivalent	
12	Business File A4	Pcs	Deli or equivalent	
13	Calculator (Casio MT 120)	Pcs	Casio or equivalent (12 digits)	
14	Carbon Paper	Pkt	Camel or equivalent	
15	Cello Tape (Small) 1/2"	Roll	Camat or equivalent	
16	Cello Tape 1" (Big)	Roll	Deli or equivalent	
17	Correction Pen	Pcs	Gangy or equivalent	
18	Colour Paper Clip (29mm)	Boxes	Comix or equivalent	
19	Colour Paper Clip (50mm)	Boxes	SDI	
20	Dust Bin	Pcs	Bagmati or equivalent	
21	Duster	Pcs	Deli or equivalent	

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

22	Eraser	Pcs	Deli or equivalent	
23	Fastener	Boxes	Deli or equivalent	
24	File - 2 Ring Colour	Pcs	Elfen or equivalent	
25	File - 2 Ring Transparency	Pcs	Elfen or equivalent	
26	File - Index Big	Pcs	Elfen or equivalent	
27	File Separator (12 pcs per packet) (multicolour)	Pkt	Elfen or Deli or equivalent	
28	File Stand Metal	Pcs	Deli or equivalent	
29	Flip Chart Paper (25 sheet)	Pcs	Shipra or equivalent	
30	Glue Stick 35 gm	Pcs	Amos or equivalent	
31	Hanger File	Pcs	Deli or equivalent	
32	Highlighter (Blue)	Pcs	Staedtler or equivalent	
33	Highlighter (Green)	Pcs	Staedtler or equivalent	
34	Highlighter (Orange)	Pcs	Staedtler or equivalent	
35	Highlighter (Pink)	Pcs	Staedtler or equivalent	
36	Highlighter (Yellow)	Pcs	Staedtler or equivalent	
37	In-out Tray	Set	Deli or equivalent	
38	Lamination Sheet	Pkt	Odos or equivalent	
39	Magazine File (Box)	Pcs	Deli or equivalent	
40	Manila Folder	Pcs	Good quality hard paper	
41	Marker Board (Black)	Pcs	Snowman or equivalent	
42	Marker Board (Blue)	Pcs	Snowman or equivalent	
43	Marker Board (Green)	Pcs	Snowman or equivalent	
44	Marker Board (Red)	Pcs	Snowman or equivalent	
45	Marker Permanent (Black)	Pcs	Snowman or equivalent	
46	Marker Permanent (Blue)	Pcs	Snowman or equivalent	
47	Marker Permanent (Green)	Pcs	Snowman or equivalent	
48	Marker Permanent (Red)	Pcs	Snowman or equivalent	
49	Meta Cards (Multicolours)	Pcs	Colourful good quality hard paper	
50	My Clear Bag	Pcs	Deli or equivalent	

51	Note Book Spiral A4	Pcs	Deli or equivalent	
52	Note Book Spiral A5	Pcs	Neelgagan Spiral or equivalent	
53	Note Book Spiral B5	Pcs	Deli or equivalent	
54	OHP Pen	Pcs	Staedtler or equivalent	
55	Packing Box (Brown, 12"x 22"x14"), 7 ply	Pcs	Brown Ply (Thickness) with Blue cotton tape	
57	Paper Clip (35 mm)	Boxes	Deli or equivalent	
58	Paper Clip (51 mm)	Pcs	Deli or equivalent	
59	Paper Cutter	Pcs	Deli or equivalent	
60	Pen Cello (Black)	Pcs	Cello Technotip or equivalent	
61	Pen Cello (Blue)	Pcs	Cello Technotip or equivalent	
62	Pen Cello (Red)	Pcs	Cello Technotip or equivalent	
63	Pen Cello Gel (Red)	Pcs	Cello or equivalent	
64	Pen Holder	Pcs	Deli or equivalent	
65	Pencil	Pcs	Deli HB with eraser on top or equivalent	
66	Pen Cello Gel (Blue)	Pcs	Cello or equivalent	
67	Tape Invisible Dispenser	Pcs	Camat or equivalent	
66	Pendrive (16GB)	Pcs	Transcent or equivalent	
67	Pilot Dot Pen (Blue)	Pcs	Pilot or equivalent	
68	Pilot Dot Pen (Red)	Pcs	Staedtler or equivalent	
69	Pilot Pen (Black)	Pcs	V5 Pilot or equivalent	
70	Pilot Pen (Blue)	Pcs	V5 Pilot or equivalent	
71	Pilot Pen (Green)	Pcs	V5 Pilot or equivalent	
72	Pilot Pen (Red)	Pcs	V5 Pilot or equivalent	
73	Pin Thumb	Boxes	Deli or equivalent	
74	Plastic Folder	Pcs	Deli or equivalent	
76	Plastic Rope	Pcs	Good quality	
78	Post-it-Pad (1.5X2)	Pcs	Deli or Eagle or equivalent	
79	Post-it-Pad (3X3)	Pcs	Deli or Eagle or equivalent	
80	Post-it-Pad (3X5)	Pcs	Deli or Eagle or equivalent	

81	Post-it-Pad (9/24) (2x3)	Pcs	Deli or Eagle or equivalent	
82	Punching Machine 800 HDP	Pcs	Kangaroo or Equivalent	
83	Punching Machine HDP 2160	Pcs	Kangaroo or Equivalent	
84	Punching Machine Small DP 280	Pcs	Kangaroo or Equivalent	
85	Register No. 1	Pcs	Delux or equivalent	
86	Register No. 4	Pcs	Delux or equivalent	
87	Rubber Band (Big)	Pkt	Deli or equivalent	
88	Rubber Band (Small)	Pkt	Deli or equivalent	
89	Ruler (Plastic) 12"	Pcs	Delux or equivalent	
90	Ruler/Scale (Metal) 12"	Pcs	Deli or equivalent	
91	Scissors (210 mm) (8 1/4")	Pair	Deli or equivalent	
92	Sharpener (Small)	Pcs	Deli or equivalent	
93	Sign Flag (Plastic) 30 flags each of 5 colours (12.7mm x 43.7mm)	Pcs	Oddy or equivalent	
94	Stamp Pad (Black)	Pcs	Deli or equivalent	
95	Stamp Pad (Blue)	Pcs	Deli or equivalent	
96	Stamp Pad (Red)	Pcs	Deli or equivalent	
97	Stapler (HD 23S24)	Pcs	Kangaroo or Equivalent	
98	Stapler (No 45)	Pcs	Kangaroo or Equivalent	
99	Stapler No-10 (Small)	Pcs	Kangaroo or Equivalent	
100	Stapler Pin (10 Number)	Boxes	Kangaroo or Equivalent	
101	Stapler Pin HD 45	Boxes	Kangaroo or Equivalent	
102	Stapler Remover	Pcs	Deli or equivalent	
103	Table Sharpener	Pcs	Deli or equivalent	
104	Tape Binding (Black+Big) 2"	Roll	Camat or equivalent	
105	Tape Binding (Black+Small) 1"	Roll	Camat or equivalent	
106	Tape Binding (Blue+Big) 2"	Roll	Camat or equivalent	
107	Tape Binding (Green+Big) 2"	Roll	Camat or equivalent	
108	Tape Binding (Green+Small)	Roll	Camat or equivalent	
109	Tape Binding (Red+Big) 2"	Roll	Camat or equivalent	
110	Tape Binding (Red+Small)	Roll	Camat or equivalent	
111	Tape Binding (Blue+Small) 1"	Roll	Camat or equivalent	
112	Tape Dispenser (Small) 815	Roll	Deli or equivalent	

113	Tape Dispenser 816 (Big)	Roll	Deli or equivalent	
114	Tape Invisible	Roll	Camat or equivalent	
115	Tape Masking	Roll	Deli or equivalent	
116	Tape Masking (Both side)	Roll	Camat or equivalent	
117	Tape Packing (Brown, 2")	Roll	Elfen or equivalent	
Total (in NPR)				
VAT 13%				
Grand Total				

Note-1: The stationary office supplies cost should include service charge as well as transportation cost for the distribution of the requested items in the UNDP Nepal Country Office. In case of projects, the vendor will not have to distribute the supplies at each individual desks.

Note-2: UNDP sample will be displayed during the pre-bid meeting on 17 October 2019.

TABLE 2 : Estimated Operating Costs (if applicable)

List of Item/s	Months	Unit Price	Total Price (NPR)
Not Applicable			

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

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁷ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>