



## REQUEST FOR QUOTATION (RFQ) For Services

NAME & ADDRESS OF FIRM	DATE: July 1, 2020
	REFERENCE: UNDP/RFQ/19/2020

Dear Sir / Madam:

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

*This process will result in entering into a Long-Term Agreement with the selected vendor for a period of two years with the provision of extension for one additional year, based on satisfactory performance.*

Quotations may be submitted on or before **5:00PM, July 14, 2020** by e-mail, to [procurement.np@undp.org](mailto:procurement.np@undp.org) with subject line:

“Quotation for Messenger Services (ref: UNDP/RFQ/19/2020)- {Bidder’s Name}”

A pre-bid meeting conference has been arranged via Zoom on **July 6, 2020; 2:30 PM** and the interested vendors are requested to pre-confirm their interest to email [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) so that UNDP will share the meeting ID separately.

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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"/> <b>Other: Not Applicable</b>
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Not Applicable</b>
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>UN House, Pulchowk Lalitpur, Nepal</b>
UNDP Preferred Freight Forwarder, if any	<b>Not applicable</b>
Distribution of shipping documents (if using freight forwarder)	<b>Not applicable</b>
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>As and when required basis</b>
Delivery/Work Schedule	<input checked="" type="checkbox"/> <b>Not Required</b>
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.) inclusive of VAT</b>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and all other applicable indirect taxes</b>
After-sales services required	
Deadline for the Submission of Quotation	<b>5:00PM Nepal time, <u>July 14, 2020</u></b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, 3, 4, and 5, and in accordance with the list of requirements in Annex 1;</b> <input checked="" type="checkbox"/> <b>Business Registration Certificate;</b>

<sup>1</sup> 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.

[illegible]

Evaluation Criteria	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>2</sup></b>  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Long-Term Agreement<sup>3</sup></b> <i>(LTA will be signed initially for two years with an option to extend for additional one year)</i>
Special conditions of Contract	UN Agencies Funds and Programms (UNAFPs) would like to ensure that personnel covered under outsourcing arrangement benefit from adequate work life balance. UNAFPs have set an adequate minimum wage level to ensure that personnel working for UN get acceptable remuneration and can sustain their families. A fixed ceiling of net take home salary of NRs. 23,500.00 per month has been set. The companies are advised to quote their prices factoring this ceiling set by UN accordingly.
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"/> <b>Terms of Reference (Annex 1A and 1B)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<sup>2</sup> 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.

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

Contact address for Inquiries (Written inquiries only) <sup>4</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/19/2020 (SA), on or before 5:00PM, <b>June 30, 2020</b>. UNDP shall post the compiled inquiries with the responses in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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

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

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

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

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

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<sup>4</sup> 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.

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](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*

July 1, 2020

**Annex 1A**

**TERMS OF REFERENCE FOR LONG TERM**  
**AGREEMENT FOR MESSENGER SERVICES**  
**(INTERNAL)**

**1. BACKGROUND**

UNDP on behalf of participating UN agencies in the UN House is seeking for a company registered with the government of Nepal to provide the professional internal messenger services for the offices under the terms and conditions set below.

**2. OBJECTIVE**

Through the mechanism of outsourcing, UNDP wishes to obtain services of an internal Messenger who has previous experience of providing day to day messenger services. The function is primarily responsible to circulate the mail and other relevant document from the central mail room to the various UN Agencies within the UN House in accordance with approved dispatch schedule. The Messenger shall assist and work under the direct monitoring of Mail Room In-charge and occasionally needs to report to UN Common Services Unit.

- 2.1 Collect and Deliver internal document to appropriate staff or offices within UN House
- 2.2 Ensure that the document deliveries are on time and are done with the highest level of confidentiality
- 2.3 Maintain appropriate records of the document delivered
- 2.4 Assist in smooth functioning of the distribution of internal mails within UN House
- 2.5 Provide support to the UNDP administration unit in distribution of stationaries within UN House
- 2.6 The Mail Focal person can assign any other tasks to the messenger when he/she is free.

**3. OPERATING PROCEDURES**

- 3.1 To assist the UN Mail In-charge to segregate incoming and outgoing mails of the UN Agencies and compile them separately
- 3.2 To distribute internal mails within the UN agencies in accordance in with approved mail distribution schedule
- 3.3 Compiles and segregates the internal document/mail on the basis of recipients and distributes it to the concerned staff within the UN House
- 3.4 Collects documents from UN Agency offices from the out tray, pigeon holes and separates them into internal and external
- 3.5 Outgoing mails are handed over to the UN Mail Room to send them out for distribution.

- 3.6 Given rounds of Agency offices are taken during the weekdays to collect mails from the out tray or pigeon holes
- 3.7 Rounds of UN Agency offices for delivery and collection of documents/mails as per the delivery schedule.
- 3.8 Segregation of external and internal documents deposited in the out-tray or pigeon hole. External to be handed over to external messengers and internal document to be circulated to the designated offices or staff.
- 3.9 All the above functions are to be carried out in very close cooperation and coordination with the UN Messenger on day to day basis. Timely delivery of mails of UN Agencies is of a paramount importance and that the consistency in delivery method and adherence to the approved delivery schedule are the keys in determining the timely delivery. Bearing this in mind following schedule shall apply:

**Sundays:** Occasionally (time as assigned by the Mail In-charge)

**Monday to Friday:** 8:45 hours to 17:45 hours (with 1 hour lunch break)

- 3.10 The messengers are expected to maintain the highest level of confidentiality of the facts known to him/her and should not disclose any facts or information to any outsiders unless s/he is asked to do so in writing by the authorized official of the concerned agency.
- 3.11 When the messengers are on leave the replacement has to be arranged accordingly by the contractor for smooth operation of the duties.
- 3.12 The contractor needs to hold regular meetings with the messengers to keep themselves updated on the work being carried out and to address the key ongoing issues.
- 3.13 The company should provide a cell phone, bag, raincoat and a replacement when the messenger is on leave or sick ensuring smooth operation.
- 3.14. In case of support to UNDP Administration Unit, the messenger should report to the Admin Assistants twice in a day ( 9:30 am and 2:30 pm). In the morning at 9:30, the messenger should ensure that the machines are switched to "ON" position and replenish paper into all the trays of photocopy machines. The messenger should be capable of replacing consumable items such as drum cartridge, fuser module, toner for color and B/W toners, printer cartridge etc of photocopy machine whenever needed. An orientation will be provided to them by UNDP initially. In the afternoon at 2:30, the messenger should report to UNDP admin to distributed stationaries to the staffs as per the request.



#### **4. Contractor's Personnel**

The UN as international organization looks for highest industrial standard competency coupled with respect and adaptability for cultural, religious, gender, race and nationality differences of people working for the United Nations.

- 4.1 The company shall provide qualified and experienced messenger having the basic skills in English speaking and understanding. The messenger must possess the knowledge of mail collection, compilation and delivery to the appropriate destinations.
- 4.2 The messenger must be mentally and physically fit to carry out the given work to him/her and should have no criminal record or any ongoing court cases.
- 4.3 A copy of attested citizenship certificate of the messenger to be provided to the UNDP for the internal record.
- 4.4 The messenger should be able to prioritize work and client-oriented services based on the urgency and the importance work.
- 4.5 Should be able to communicate well with good written and spoken skills in Nepali language. Must be able to read, speak and understand English Language.
- 4.6 Should possess a certificate of class ten with at least two years of experience in the relevant field.
- 4.7 Should be able to respond positively to critical feedback and take it in a constructive manner.

#### **5. ENTITLEMENT AND BENEFIT**

The company will be paid with the remuneration as agreed and stated in the contract document for the messenger services provided to the UN agencies. It is the responsibility of the company to provide remuneration and any other perks in accordance with its established rules and regulations for staff benefit, but by no means less than the labor rate determined by the Government of Nepal. The person working for UNDP shall remain staff of the company recruiting him/her and should not be confused as or construed to be staff of UNDP.

It is the responsibility of the company, not UNDP, to provide all such benefits applicable as insurance, leave, gratuity, and workmen's compensation etc. The company shall further assume such full responsibility of its staffs deployed to UNDP at all times as injury, bodily dismemberment or death during the course of performance of the duties and shall keep the UNDP free or harmless of any such occurrence.

It should further be understood that it is the responsibility of the hiring company to pay taxes or any other kind of liabilities that may be incurred in connection with these services and that the company is accountable to the government of Nepal. UNDP does not take any responsibility for payment of any kind of tax or other liabilities that are likely to result in due to this service provision.

#### **6. TERMINATION**

The contract can be terminated by giving a three months advance notice by one party (UN Agencies or the company of its intension to do so to other party (UN Agencies Company) in writing and acceptance of the same by the other party. However, the contract will render the automatic premature termination in case of breach of terms and conditions mentioned in the Terms of Reference (TOR), and the contract document.

**TERMS OF REFERENCE FOR LONG TERM**  
**AGREEMENT FOR MESSENGER SERVICES**  
**(EXTERNAL)**

**1. Background:**

United Nations Agencies housed within the UN House in Nepal are seeking a registered company with the government of Nepal to provide the professional messenger services for their offices under the terms and conditions set out below:

**2. Objective**

The primary objective of this contract is to provide the professional messenger services to the concerned UN Agencies to deliver their letters, parcels, or any other official documents to their addressees efficiently and effectively on time. The detailed objectives, but not necessarily limited to, are as follows:

- 2.1 deliver the outgoing document to the proper offices/addressees within the Kathmandu valley;
- 2.2 ensure that the document deliveries are on time and with the highest level of confidentiality;
- 2.3 assist in the smooth functioning of the incoming and outgoing mails in the respective agencies;
- 2.4 collect the letters and pouches from the post offices belonging to the concerned UN Agencies from the post office;
- 2.5 Drop the letters, parcels or any other kind of official documents to the post office with proper stamp and postage on.

**3. Operating Procedures**

The mail focal points of each agency delegate the task and supervise the work of the messenger on a day-to-day basis. The messengers shall report to the mail focal points for any matter related to the outgoing mail delivery within the Kathmandu valley. The mail delivery will be governed by the following procedures:

- 3.1 First thing in the morning (between 9:00 A.M to 10:00 A.M), the messenger contacts the mail focal points *in* the respective agencies and collects the letters to be delivered and compiles them in a systematic manner on daily basis during the weekdays:
- 3.2 The outgoing mails shall be delivered twice a day: first at 10:30 A.M. When the first lot of mail delivery is over, the messenger should report back to the UN Mail Room and contact the mail focal points *in* the agencies for the second lot delivery. The second lot of the mail delivery shall start at 2:30 P.M. on daily basis:
- 3.3 The mail focal points contact the messenger over the cell phone in case if they require delivering the urgent mail in addition to the regular schedule deliveries. The messenger should come back to the focal point making the call, collect the urgent mail and start the mail delivery again; occasionally in big events like UN Day, UNICEF DAY, FOOD DAY, Agencies' Report launching and

other big events the said messengers must to deliver the mails and invitations on Sunday as well, as when assigned by the Mail In-charge according to the needs of Office. Sometimes even on Sundays (given urgent letters must be delivered) without any delay.

- 3.4 The messenger must maintain and carry the logbook of the mail delivery at all times when he is out of the office for the mail delivery. He should record and get the signature of the concerned addressee or his representative as soon as s/he distributes the mails
- 3.5 The messenger should provide the mail focal points with the copies of the mail delivery record at the end of each weekday before s/he departs from the office;
- 3.6 It is highly required that mails are carried in a proper bag, which is waterproof and strong enough to hold the mail documents;
- 3.7 The company must provide cell phone, motorcycle and mail carrying bag/Raincoat to the messenger at its own cost; when the messengers are on leave the replacement has to be arranged accordingly by the contractor for smooth operation of the duties.
- 3.8 The company shall also provide the messenger with the Identity Card. The UN Agencies may also issue an identity card or similar kind for the messenger in order for him/her to access the restricted offices like Singha Durbar, Ministry of Foreign Affair and Ministry of Finance etc.  
**“However the contractor/messenger need to ensure that the Identity Card is not misused and is strictly used for relevant official purpose only”**
- 3.9 The messengers are expected to maintain the highest level of confidentiality of the facts known to him/her and should not disclose any facts or information to any outsiders unless s/he is asked to do so in writing by the authorized official of the concerned agency.
- 3.10 The company should provide trained messenger, who has the required knowledge in the delivery of mail delivery and who knows how to behave with the clients. The politeness and courtesy is expected from the messenger at all times, whether it is while dealing with the mail focal points or with the addressees or his/her representatives at various offices.
- 3.11 The messenger should take self initiative at times when there is high volume of mails to deliver and s/he is expected to assist the mail focal points in prioritizing the mails in order to ensure the efficient and timely distribution of the mail. The mail focal person can assign any other task related to Mail Room to the external messengers when they are free.
- 3.12 The company should provide one motorcycle with petrol, a cell phone, bag, raincoat and a replacement when he/she is on leave or sick.

#### **4. Contractor’s Personnel**

- 4.1 The company shall provide qualified and experienced messenger having the basic skills in English speaking and understanding. The messenger must possess the knowledge of mail collection, compilation and delivery to the appropriate destinations
- 4.2 The messenger should be capable of handling the cell phone and should have valid driving Licence

for the motorcycle;

- 4.3 The messenger must be fit to carry out the work given to him/her both mentally and physically and should have no criminal record or any pending court cases
- 4.4 A copy of attested citizenship certificate of the messenger must be provided to the UNDP for the record purpose;
- 4.5 The messenger must possess the knowledge on the city map of Kathmandu, Lalitpur and Bhaktapur in order for him/her to be able to locate the addresses of the offices at reasonable time.
- 4.6 The company and the messenger provided will have the independent, legal status as contractor and in no respect shall they be considered as the staff member of the UNDP or any UN Agencies;
- 4.7 The proposed messenger should have at least 2 years of proven experience in the relevant field with certificate of class ten.

5. **Entitlement and Benefit**

The company will be paid with the remuneration as agreed and stated in the Contract document for the messenger services provided to the UN Agencies. The company and the messenger are not entitled to any other benefit unless otherwise expressly written in the document. The company shall assume the full responsibility for the settlement of any kind tax/es that he may be liable to pay to the Government of Nepal in connection with the service provided to the UN agencies under the scope of this contract.

**Important Note:**

**UN Agencies Funds and Programms (UNAFPs) would like to ensure that personnel covered under outsourcing arrangement benefit from adequate work life balance. UNAFPs have set an adequate minimum wage level to ensure that personnel working for UN can sustain their families. Therefore, a fixed ceiling of nett take home salary of NRs. 23,500.00 per month has been set. The companies are advised to quote their prices factoring this ceiling set by UN accordingly.**

6. **Termination**

The contract can be terminated by giving a three months advance notice by one party (UN Agencies or the company) of its intension to do so to other party (UN Agencies Company) in writing and acceptance of the same by the other party. However, the contract will render the automatic premature termination in case of breach of terms and conditions mentioned in the Terms of Reference (TOR), and the contract document.

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## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

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/19/2020

**TABLE 1 : Offer to Messenger Services****PART-A: For Internal Messenger**

SN	Item Description	Quantity	Unit Price (NPR)	Total Price (NPR)
1	Monthly cost of internal messenger	2		
	Add: Applicable VAT/tax			
	<b>All-inclusive total cost (A)</b>			

**PART-B: For External Messenger**

SN	Item Description	Quantity	Unit Price (NPR)	Total Price (NPR)
1	Monthly cost of external messenger	2		
	Add: Applicable VAT/tax			
	<b>All-inclusive total cost (B)</b>			

**Total Cost, all-inclusive (A+B) = NPR \_\_\_\_\_**

**Important Notes:**

- The price can be offered per contract year and shall be valid for the entire period of the Long-Term Agreement.
- UN Agencies Funds and Programs (UNAFPs) would like to ensure that personnel covered under outsourcing arrangement benefit from adequate work life balance. UNAFPs have set an adequate minimum wage level to ensure that personnel working for UN can sustain their families. Therefore, a fixed ceiling of net take home salary of NRs. 23,500.00 per month has been set. The companies are advised to quote their prices factoring this ceiling set by UN accordingly and attach the detailed breakdown of their management costs, net salary of the personnel, other allowances and others if applicable. The messenger's take home salary should not be less than the ceiling given by UN.**
- Requirement on the number of messengers may vary

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

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

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Item/s	Year	Unit Price	Total Price (NPR)
N/A	N/A		

**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	NA	NA	
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin <sup>7</sup> :			
Warranty and After-Sales Requirements	NA	NA	
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	NA	NA	
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]*

<sup>7</sup> 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.

## **Annex 3**

### **General Terms and Conditions for Services**

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