

STANDARD OPERATING PROCEDURE (SOP)

LONG TERM AGREEMENT

CONSULTING FIRM TO ACT AS THE SENIOR ADVISOR ON

DISTRICT COOLING

A long-term agreement (LTA) is a mutual arrangement with the contracted vendors to provide services required over a specific period of time and with the quantity to be determined at prescribed prices or pricing provisions. Specific Orders (call-offs) can be placed at any time, during the defined period and with no legal obligation to order any minimum or maximum quantity.

LTAs are distinguished by the repeated nature of the transaction consequent of the relationship established between parties.

UNDP intends to award a Long-Term Agreement (LTA) for the provision of services by a Consulting Firm to act as the Senior Advisor on District Cooling. During the validity of the agreement, the LTA holder will be invited to provide a quotation for each specific task, based on the requirements described in the Terms of Reference.

Placing Call-Offs

Whenever a need arises, UNDP will invite the respective LTA holder through a Request for Quotation. The LTA holder must be able to provide quotes with the ability to offer the required services, considering completion time, availability, accessibility to the required multidisciplinary team, price, etc. The LTA holder shall use the maximum consultancy fee agreed in the LTA.

In case of additional cost relevant to the specific call-off order, it will be agreed by UNDP. In case of living expenses, it shall not exceed the UN DSA rates and all travel tickets will be on economy class regardless of travel hours.

After reviewing and validating the LTA holder's offer, UNDP will issue a Purchase Order, as instrument for signaling and executing call-offs. The Purchase Order must be sent and accepted by the LTA holder.

UNDP reserves the right to review the billing and reports submitted by the LTA holder to ensure the quality of the services provided and the competitiveness of their prices.