REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND DELIVERY OF SAFETY EQUIPMENT FOR THE WORKERS

Reference No.: STLR PROJECT/RFQ/2021/02

NAME & ADDRESS OF FIRM	DATE: July 23, 2021
	REFERENCE: STLR PROJECT/RFQ/2021/02

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply and Delivery of Safety Equipment for workers**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Sealed quotations may be submitted on or before August 8, 2021 and via $\ \, \boxtimes \,$ courier or $\ \, \boxtimes \,$ hand delivery to the address below:

The National Project Director Sustainable Tourism for Livelihood Recovery (STLR) Project Nepal Tourism Board, Bhrikutimandap, Kathmandu, Nepal

Tel: (977-1)4256909 Ext: 255

Fax: (977-1) 4256910

Website: http://www.stlrp.welcomenepal.com

Email: stlrp@ntb.org.np

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 STLR Project after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Quotations submitted through email will not be entertained.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good/s:

Delivery Terms	□FCA
[INCOTERMS 2010]	□СРТ
(Pls. link this to price	□CIP
schedule)	☑ DDP to Kathmandu



Customs clearance ¹ , if	N/A		
needed, shall be done by:			
Exact Address/es of	Sustainable Tourism for Livelihood Recovery Project		
Delivery Location/s	Nepal Tourism Board, Bhrikutimandap, Kathmandu, Nepal		
(identify all, if multiple)	Tel: (977-1)4256909 Ext: 255		
	Fax: (977-1) 4256910		
	Website: http://www.stlrp.welcomenepal.com		
	Email: stlrp@ntb.org.np		
STLR Project Preferred	N/A		
Freight Forwarder, if any ²			
Distribution of shipping	N/A		
documents (if using freight			
forwarder)			
Latest Expected Delivery	☑ 2-4 weeks of PO		
Date and Time (if delivery	☐ As per Delivery Schedule attached [if delivery will be		
time exceeds this, quote	staggered]		
may be rejected by STLR	Time: [pls.:indicate]		
Project)	Time Zone of Reference : [pls. indicate]		
Delivery Schedule	⊠Required		
Delivery Schedule	□ Not Required		
Parking Poquiroments			
Packing Requirements	N/A		
Mode of Transport	W.S.		
Preferred	☐United States Dollars		
Currency of Quotation ³	□Euro		
Culteries of Quotation	⊠Local Currency : NPR Including VAT and all other applicable		
	taxes and duties		
Value Added Tax on Price			
Quotation ⁴	taxes		
Quotation	☐ Must be exclusive of VAT and other applicable indirect taxes		
A.C			
After-sales services			
required	COB, Sunday, August 8, 2021 and 17:00 hrs		
Deadline for the	COB, Sullady, August 6, 2022 and 2710		
Submission of Quotation	57 F - 15-b		
All documentations,	⊠ English		
including catalogs,			

¹ Must be linked to INCO Terms chosen.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.



²Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with

procedures and documentary requirements applicable to the UNDP when clearing with customs.

3 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.

instructions and operating	□ French
manuals, shall be in this	☐ Spanish
language	COMMANDA DE CONTROL DE COMPTANTE DE COMPTANT
	☐ Others [pls. specify, including dialects, if needed]
Mandatory Documents to	☑ Duly Accomplished Form as provided in Annex 1, and in
be submitted ⁵ (bids	accordance with the list of requirements in Annex 1;
without these documents	☐ A statement whether any import or export licenses are
will lead to	required in respect of the goods to be purchased including any
disqualification)	restrictions on the country of origin, use/dual use nature of
	goods or services, including and disposition to end users;
	☐ Confirmation that licenses of this nature have been obtained
	in the past and an expectation of obtaining all the necessary
	licenses should the quotation be selected;
	☑ Quality Certificates (ISO, etc. if any);
	□ Latest Business Registration Certificate;
	☑ VAT Registration Certificate;
	□ Latest Internal Revenue Certificate / Tax Clearance;
	☑ Product brochure (Highlighting the matched specification
	as per required specification mentioned in the bidding
	document)
	☐ Certificate of Exclusive Distributorship in the country (if
	applicable, and if Supplier is not the manufacturer);
	☐ Evidence/Certification of Environmental Sustainability
	("Green" Standards) of the Company or the Product being
	supplied;
	☐ Complete documentation, information and declaration of
	any goods classified or may be classified as "Dangerous Goods".
	☐ Patent Registration Certificates (if any of technologies
	submitted in the quotation is patented by the Supplier);
	☑ Written Self-Declaration of not being included in the UN
	Security Council 1267/1989 list, UN Procurement Division List
	or other UN Ineligibility List;
	☐ Others [pls. specify as many as required]
Period of Validity of	☐ 60 days
Quotes starting the	⊠ 90 days
Submission Date	☐ 120 days
	In exceptional circumstances, STLR Project 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.

⁵ First 2 items in this list are mandatory for the supply of imported goods



Partial Quotes	Not permitted Not
l de la companya de	☐ Permitted [Contract will be awarded to the technically
	qualified lowest bidder in each lot]
Payment Terms ⁶	☑ 100% upon delivery of the goods
, ,	☐ Based on deliverables
Liquidated Damages	Liquidated Damages for delay of supply would be: 0.5% of
Eldaldated Palliages	contract for every day of delay, up to a maximum duration of I
	calendar month. Thereafter, the contract may be terminated by
	STIR Project without notice.
Evaluation Criteria	☑ Technical responsiveness/Full compliance to requirements
[check as many as	and lowest price ⁷
applicable]	Comprehensiveness of after-sales services
-	☑ Full acceptance of the PO/Contract General Terms and
i e	Conditions [this is a mandatory criteria and cannot be deleted
	regardless of the nature of services required]
	☐ Earliest Delivery / Shortest Lead Time ⁸
	☐ Acceptance of the samples as per the technical specification
STLR Project will award to:	☐ One and only one supplier
- 	⊠ One or more Supplier, depending on the following factors:
	[Technically qualified lowest bidder in each lot]
Type of Contract to be	⊠ Purchase Order
Signed	☐ Institutional Contract
	☐ Long-Term Agreement ⁹ (if LTA will be signed, specify the
	document that will trigger the call-off. E.g., PO, etc.)
	☐ Civil Works Contract
Special conditions of	N/A
Contract	☐ Others [pls. specify]
Conditions for Release of	☐ Upon certification on 100 % delivery of the goods.
Payment	Passing all Testing [specify standard, if possible]
	Completion of Training on Operation and Maintenance
	[specify no. of trainees, and location of training, if possible
	Others [pls. specify]

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank checque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

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⁷ 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.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).
⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ ¹⁰	☐ Terms of Service (TOR) (Annex 1)
	☑ Price Schedule (Annex 2)
	☐ General Terms and Conditions / Special Conditions (Annex
	3).
	☐ Others [pls. specify, if any]
	Non-acceptance of the terms of the General Terms and
	Conditions (GTC) shall be grounds for disqualification from this
	procurement process.
Contact Person for	Khagendra Khadka
Inquiries	stlrp@ntb.org.np
(Written inquiries only)11	Any delay in STLR Project response shall be not used as a reason
	for extending the deadline for submission, unless STLR Project
	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 STLR Project 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 STER Project. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on STER Project's re-computation and correction of errors, its quotation will be rejected.

After STLR Project has identified the lowest price offer, STLR Project 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 STLR Project'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 STLR Project after it has received the quotation. At the time of award of Contract or Purchase Order, STLR Project 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.

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Where the information is available in the web, a URL for the information may simply be provided.

"I 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.

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 STLR Project herein attached as Annex 3.

STLR Project 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 STLR Project'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.

STLR Project encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to STLR Project 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.

STLR Project implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against STLR Project, as well as third parties involved in STLR Project activities.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Mani Raj Lamichhane

National Project Coordinator

July 23, 2021

FORM FOR SUBMITTING SUPPLIER'S PRICE SCHEDULE (QUOTATION)12

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

We, the undersigned, hereby accept in full the STLR Project C	General Terms and Conditions, and
hereby offer to supply the items listed below in conformity with the	specification and requirements of
STLR Project as per RFQ Reference No.	

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

To be quoted as per the technical specification

The project has anticipated to procure about 1500 to 2000 sets of the below mentioned safety equipment. The general specification for the safety equipment is as follows:

Description of Safety Equipment	Units	Quantity	Price in NPR
Helmet, Workers Helmet HDPE or ABS materials, available in various colors, chip strap adjustable, free size, Size Adjustable, by high quality ratchet system, durable and light weight, CE/ANSI approved. • Easy fitting for earmuff and face shield • Triple corrugated shell for extra strength • It is shock absorbent which is a huge advantage to protect your head • Comes with manual adjustment to suit most head sizes • The head band is made of non-irritant and soft fabric to provide maximum comfort to the user	Pcs	1	
Gloves, Workers gloves Use for heavy cargo handling worker, slight sharp objects carrier etc. From pressing, longer lifetime than normal. Polyester seamless knitted shell. Textured palm dip for extra grip and durability. To protect hands from, abrasion, cuts and other possible injuries.		1	
Boot, Gumboot Synthetic PVC Materials, 15" height, 1.5-2.0kg/pair weight, black color, usage: daily use, construction, rainy season100%PVC	Pcs	1	

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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Material.				
Good physical properties		ļ		
 Seamless injection process for Fully Waterproof 				
Hard Rubber Sole				
 Resistant to mild acids, alkali and oils 				
3 trim heights for wearer comfort				
 3 trim heights for wearer comfort Jacket, Safety Vest Double safety Lining, Highest Lighting, Flexible and Strong Net Sewing Jacket, Easy and Smooth Wear Safety Vest, polyester materials, Light Weight, Breathable mesh fabric (can be worn over clothes) 100% polyester, 120gsm solid mesh Fabric Highly reflective fluorescent stripes, Velcro front closures EN ISO 20471 Class 2 compliant free size. Net Price Any discount (if applicable)		1		
Total of Net Price				
13% VAT amount				
Grand total				

(Amount in words:	
١	A MILLO COLLEGE HAS A COLOR	

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

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind STLR P Project unless agreed to in writing by a duly authorized official of STLR Project.

2. PAYMENT

- 2.1 STLR Project shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by STLR Project, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of STLR Project.

3. TAX EXEMPTION

- 3.1 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 utilities 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 STLR Project 's exemption from such taxes, duties or charges, the Supplier shall immediately consult with STLR Project to determine a mutually acceptable procedure.
 - 3.2 Accordingly, the Supplier authorizes STLR Project to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with STLR Project before the payment thereof and STLR Project has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide STLR Project with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.



4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by STLR Project, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 STLR Project shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by STLR Project of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold STLR Project and the United Nations harmless from any actions or claims brought against STLR Project or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF STLR PROJECT

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, STLR Project may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event STLR Project may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of STLR Project.



10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with STLR Project to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by STLR Project.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of STLR Project, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, STLR Project may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF STLR PROJECTOR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of STLR Project or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to STLR Project without specific permission of STLR Project in each instance.

14, CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates 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.

Any breach of this representation and warranty shall entitle STLR Project to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of STLR Project.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates 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.

Any breach of this representation and warranty shall entitle STLR Project to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of STLR Project

16. SETTLEMENT OF DISPUTES

- Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order 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. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 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 STLR Project to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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18.2 STLR PROJECT 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.

19. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of STLR Project 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.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of STLR Project, only the STLR Project Authorized Official possess the authority to agree on behalf of STLR Project 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 STLR Project unless provided by an amendment to this Agreement signed by the Contractor and jointly by the STLR Project Authorized Official.



