



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ-2022-069 - Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan**

Date: 07 September 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan. as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

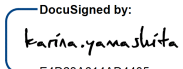
Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Signature:  E4D23A614AD4405...

Name: Karina Yamashita

Title: UNDP Procurement Associate

Date: 07-Sep-2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>September 20, 2022 at 23:59 (Nur-Sultan time)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: procurement.kz@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: *.pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 19 MB ▪ Mandatory subject of email: RFQ-2022-069 - Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. 1 of 5", and the final "email no. 5 of 5." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p><input checked="" type="checkbox"/> United States Dollars – for international Bidders</p> <p><input checked="" type="checkbox"/> Local Currency KZT - for companies registered on the territory of the Republic of Kazakhstan</p>
Joint Venture, Consortium or Association	<p>No participation of Joint Ventures/Consortiums is admitted in the bid.</p>
Only one Bid	<p>The Bidder shall submit only one Bid in its own name.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United</p>

	<p>Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>Russian or English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Brief description of Supplier's activities and experience in provision of activities related to warehousing, transportation and insurance of goods in the Kazakhstan market for at least 3 years, indicating the contacts of previous buyers (submission of recommendation letters, if any)</p> <p><input checked="" type="checkbox"/> State registration/re-registration certificate</p> <p><input checked="" type="checkbox"/> Certificate of VAT registration (if applicable) or written confirmation that the Supplier is not a VAT payer</p> <p><input checked="" type="checkbox"/> Certificate of absence of debts in tax authorities</p> <p><input checked="" type="checkbox"/> Financial statements (profit and loss statement, balance sheets) for 2020-2021.</p> <p><input checked="" type="checkbox"/> Confirmation of offer validity for minimum of 90 days</p> <p><input checked="" type="checkbox"/> Confirmation of delivery period of no more than 10 days from the Contract signing/approval of Purchase Order</p> <p><input checked="" type="checkbox"/> Availability of warehouse not lower than class B;</p> <p><input checked="" type="checkbox"/> Written confirmation on full acceptance of the UNDP General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Written confirmation of the following:</p> <ol style="list-style-type: none"> 1) The cargo should be stored in a dry, well-ventilated place, out of direct exposure to heat and sunlight. Average temperature for storage should be 30o C. 2) The Contractor must provide Cargo insurance by the time of contract award from the moment of receipt of the Cargo and until the transfer of the Cargo to the final recipients, the Contractor is fully responsible for the safety of the Cargo. 3) The Cargo must be transported safely, expeditiously and in accordance with the appropriate temperature mode indicated in the products' instructions. The Contractor will be responsible for taking all necessary steps to ensure that all transport units are always in good operational condition. 4) The Contractor shall not transship any Cargo in whole or in part without the prior written consent of UNDP. 5) The Cargo is to be handed over to the third party indicated in the UNDP consignee list provided to the escorts/drivers (Annex 1). The drivers should have with them sealed acts of goods transfer and acceptance certificates in 2 originals, indicating number of items, according to Annex 2 . Where none of the persons in the recipient list are available, the UNDP focal point should be contacted immediately for further instructions.
Quotation validity period	<p>Quotations shall remain valid for 90 calendar days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% upon full delivery and submission of financial documents, acceptance certificate</p>

Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection of technical specifications in accordance with RFQ requirements <input checked="" type="checkbox"/> The act of delivery of the goods signed by the receiving party. Invoices for the goods delivered based on full compliance with the requirements of this Request and the terms of reference.
Contact Person for correspondence, notifications and clarifications	Yerden Suttanov, Procurement Specialist E-mail address: yerden.suttanov@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Full acceptance of Delivery terms provided in the Terms of Reference
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and/or Services) or Purchase Order (PO)
Expected date for contract award.	25 September, 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures

ANNEX 1: SCHEDULE OF REQUIREMENTS

RFQ-2022-069 - Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan

Major activities expected to be undertaken by the Contractor:

1. The Contractor provide a warehouse in Almaty for acceptance, stacking and storing of the Cargo.
2. The Contractor accompanied by UNDP representative must verify the quantities and check for damage to the packaging with the provision of photographic materials.
3. The Contractor shall keep the cargo in the warehouse in the appropriate storage conditions.
4. After inspection the Contractor shall deliver the cargo to all destination points, according to Annex No. 1 within maximum 10 calendar days.

Technical Specifications for Goods:

Description	Quantity	Cargo details
Personal water-based lubricant 4.3 ml / sachet	1,798,000	4.3 ml in an aluminum bag (sachet), 100 sachets per pack, 10 packs on a tray, 3 trays per box. Total 3,000 packs per box. Total 604 boxes Total net weight: 7,731.4 kg Total gross weight: 11,489 kg Volume: 39.31 m ³
Male condom 53 mm standard H.s code: 4014.10.10	3,154,320	Total 439 boxes = 439 pallets Box size: 1020 x 360 x 320 mm. 1 box of 7200 condoms (50 packs of 144 condoms each) Shipping net weight: 10,799.4 kg Shipping weight gross: 12,601.3 kg Total volume: 56.87 m3

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 10 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	to the destination in accordance with Annex 1 of the Terms of Reference.
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not required
Exact Address(es) of Delivery Location(s)	Almaty city. Further, the Cargo must be delivered to warehouses of final addressees in 17 regions of the country. The number, addresses of warehouses and the list of persons responsible for accepting the goods are indicated in Appendix No. 1
Packing Requirements	All equipment and materials must be new, in the factory packaging, not previously used. Packaging of equipment/goods must ensure safety during transportation.
Warranty Period	It is necessary to provide for the period of cargo transportation to addressees in the regions
After-sales service and local service support requirements	Not required

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-2022-069 - Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: 90 calendar days. I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-2022-069 - Storage and Transportation of contraceptives to the regions of the Republic of Kazakhstan	Date: Click or tap to enter a date.

Currency of the Quotation: indicate currency					
Item No	Description	UOM	Qty	Unit price (indicate currency)	Total price (indicate currency)
1.	Acceptance, sorting, and subsequent delivery of contraceptives to the regions of the Republic of Kazakhstan				
VAT (if applicable)					
Total Final and All-inclusive Price (indicate currency)					

*It is necessary to provide a detailed table of calculations for the financial proposal.

Table A: Compliance with requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Terms (INCOTERMS 2020): to the final recipient in the regions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Terms of delivery of goods - not more than 10 calendar days from the date of receipt of the goods	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation: minimum 90 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms: 100 % upon full delivery and submission of financial documents, acceptance certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The total value of the goods includes VAT, if the Supplier is a VAT payer, as well as other applicable indirect taxes;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
A valid certificate of state registration of the Company was provided	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
VAT registration certificate provided (if applicable);	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
A brief description of the company's activities is provided, demonstrating at least 3 years of activity related to the storage, transportation and insurance of goods in the Kazakhstan	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

market with the provision of the following evidence - Purchase orders / contracts (indicating to whom and when the goods were delivered, with the contact information of the Customer).			
Written confirmation of the presence of a warehouse not lower than class B	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Provided a clear indication of the number and type of vehicles allocated to each region, the estimated time of delivery to each region; and the total delivery time of the entire cargo	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Written confirmation was provided that:			
The cargo should be stored in a dry, well-ventilated place, out of direct exposure to heat and sunlight. Average temperature for storage should be 30o C.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Contractor must provide Cargo insurance by the time of contract award from the moment of receipt of the Cargo and until the transfer of the Cargo to the final recipients, the Contractor is fully responsible for the safety of the Cargo.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Cargo must be transported safely, expeditiously and in accordance with the appropriate temperature mode indicated in the products' instructions. The Contractor will be responsible for taking all necessary steps to ensure that all transport units are always in good operational condition.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Contractor shall not transship any Cargo in whole or in part without the prior written consent of UNDP.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Cargo is to be handed over to the third party indicated in the UNDP consignee list provided to the escorts/drivers (Annex 1). The drivers should have with them sealed acts of goods transfer and acceptance certificates in 2 originals, indicating number of items, according to Annex 2 . Where none of the persons in the recipient list are available, the UNDP focal point should be contacted immediately for further instructions.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text.

<p>Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Functional Title of Authorised</p> <p>Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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