



## REQUEST FOR QUOTATION (RFQ) (Goods)

<b>Suppliers of visibility souvenir items</b>	DATE: February 25, 2013
	REFERENCE: RFQ 2013/EUBAM/013

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply of visibility souvenir items with the EUBAM logo**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before COB (17:00) March 19, 2013 and via  *e-mail* or  *courier mail* to the address below:

**United Nations Development Programme in Ukraine  
(European Union Border Assistance Mission)  
13, Uyutna str., 65012, Odessa, Ukraine**  
Contact person: Ms. Antuanela Poenaru, Procurement Specialist  
**e-mail address: tenders@eubam.org**

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free. 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. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other
Exact Address/es of Delivery Location/s (identify all, if multiple)	For Ukrainian vendors: 13, Uyutna str., 65012, Odessa, Ukraine  For vendors outside Ukraine: 131, 31 August Str., Chisinau, MD-2012, Moldova
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents (if using freight forwarder)	n/a
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 21 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : n/a Time Zone of Reference : n/a
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> Local Currency : UAH <input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT, which should be mentioned separately (for the VAT payers) <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect
After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others: For warranty requirements please refer to description of each item where applicable (Annex 1 Technical specifications)
Deadline for the Submission of Quotation	<b>COB (17:00 hrs) Tuesday, March 19, 2013 Odessa time</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Russian or Ukrainian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the Technical Specifications in Annex 1; <input checked="" type="checkbox"/> Detailed description of the products <input checked="" type="checkbox"/> Certificate of state registration; <input checked="" type="checkbox"/> Tax payer certificate; <input checked="" type="checkbox"/> Certificate of VAT payer (if applicable);

<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.

	<input checked="" type="checkbox"/> Filled-in the Company profile form (Annex 4); <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 <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted [ <i>by complete Lots only</i> ]
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Liquidated Damages	If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods/services Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>2</sup> <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: Technical responsiveness/Full compliance to requirements and lowest price by lots
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type/s of Contract
Special conditions of Contract	n/a
Conditions for Release of Payment	<input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance

<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.

	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Company profile (Annex 4). <input type="checkbox"/> Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Ms. Antuanela Poenaru</i> <i>Procurement specialist</i> <i>procurement@eubam.org</i> 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.

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/procurement/protest.shtml>.

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,

**Georg Eichhorn**  
Chief of Administration  
February 25, 2013




## Technical specifications


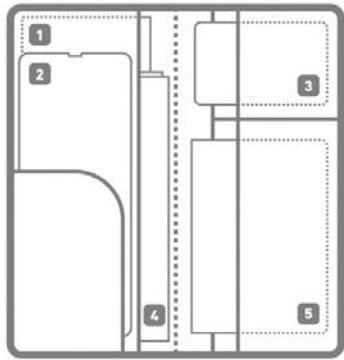


Generic Description			
Lot # 1			
# №	Description	Q-ty	Sample
1	<p><b>Polyvinylchloride USB Flash Drive 4Gb</b> Flesh drive in the form of EUBAM car with keychain and removable cap. Memory – 4 Gb. Material - <b>Polyvinylchloride</b>. Colour: Full colour Reading speed: not less than 15 MB/sec Writing speed: not less than 9 MB/sec Operating System compatibility: Windows 7, Windows Vista, Windows XP, Mac OS X + v.10.3.x, Linux v.2.6.x Size: 57 x 17 x 10 mm Warranty: 12 months Should be produced from polyvinylchloride based on the designed developed by EUBAM. The sample is required.</p>	500	
Lot # 2			
1	<p><b>Cup</b> Material – pottery (glossy). Capacity: 300 ml Height: 9.4 cm Diameter: 7.8 cm Colour on the inside and outside – white. Full colour application in paint on both sides according to the layout and the logo and full name of the Mission – EU Border Assistance Mission to Moldova and Ukraine. Warranty for application – 2 years. Each cup in a separate gift box. The sample is required.</p>	500	




2	<p><b>Magic Mug</b>  A mug that, when filled with a hot liquid, changes colour  Material – pottery (glossy).  Capacity: 300 ml  Height: 9.4 cm  Diameter: 7.8 cm  Colour on the inside– white.  Colour outside - blue  Sublimation with oxidized ink, full colour application on entire mug according to the layout and the logo and full name of the Mission – EU Border Assistance Mission to Moldova and Ukraine.  Warranty for application – 2 years.  Each cup in a separate gift box.  The sample is required.</p>	300	
<b>Lot # 3</b>			
1	<p><b>Glass paperweight with logo</b>  Material: glass (transparent)  Size: 9cm x 9cm x 2cm.  Shape: square with rounded corners.  Inside: laser engraving of EUBAM’s logo and the full name of the Mission: European Union Border Assistance Mission to Moldova and Ukraine.  Blue gift box according to the layout: outside – blue carton with application in silver paint EUBAM logo and the full name of the Mission “European Union Border Assistance Mission to Moldova and Ukraine” (1+0, silver, silk screen). Inside – light blue fabric.  The sample is required.</p>	50	
2	<p><b>Badge</b>  Material – metal.  Diameter - 2.8 cm, all the contours of convex gilt. Inside the enamel, (colours in accordance with the layout). Engraving EUBAM. Badge is placed in a plastic gift box.  The sample is required.</p>	300	

<p>3</p>	<p><b>Desk stand</b>          Desk stand with a clock in a globe and pen          Weight: 848 g          Color: silver          Material: metal, glass          Size: 128x80x100 mm          Application in dark-blue paint: EUBAM logo,          EU stars, 'EUBAM' and web-site address          «www.eubam.org»          Each item in individual gift box.          The sample is required.</p>	<p>30</p>	
<p><b>Lot # 4</b></p>			
<p>1</p>	<p><b>Coaster</b>          Size: 9 x 9 cm.          Cutting: square with rounded corners.          Material: cork, kappa cardboard - 4 mm,          laminating film.          Application: 2 types, full colour, according to          the layout          The sample is required.</p>	<p>1000</p>	



Lot # 5			
1	<p><b>Bracelet Reflector</b>            3M Scotchlite Reflective Material            Size: 300 x30 mm.            Colour: white (silver), light-blue and yellow-green (lime).            Snap reflex design of the bracelet            Application in white/silver/blue paint on one side according to the layout: EU stars, 'EUBAM' and web-site address «www.eubam.org»            The sample is required.</p>	300	
2	<p><b>Reflector for kids</b>            Size: 100x50mm            Material: plastic            Shape: Car            Fixing: keychain            Colour: white, blue, yellow            Application in white/silver/blue paint on one side according to the layout: EU stars, 'EUBAM' and web-site address «www.eubam.org»            The sample is required.</p>	300	
Lot # 6			
1	<p><b>Key chain in the form of dog</b>            Material: <b>Polyvinylchloride</b>            Size: 6cx3cm, 1 mm thick.            Colour and application: full color according to the layout            The sample is required.</p>	1000	



Lot # 7		
1	<p><b>Travel documents holder</b></p> <ul style="list-style-type: none"> <li>• Passport pocket.</li> <li>• Airline ticket and boarding pass pockets</li> <li>• Features special pockets for documents and currency</li> <li>• ID window</li> </ul> <p>Size: Length 24,5 cm Width 13 cm</p> <p>Material: thick textile, card-board Full-colour application in paint according to the layout (sublimation) The sample is required.</p>	300
		 
2	<p><b>Bag on the neck for documents with a transparent pocket.</b></p> <p>Material: Polyester. Size: 19x14 cm. Color: blue.</p> <p>Application: colour (EU starts, the name and logo of the Mission) The sample is required.</p>	300
		
Lot # 8		
1	<p><b>Polyvinylchloride photo frame in the form of EUBAM car</b></p> <p>Size: 21x15</p> <p><b>Material and application:</b> full color Polyvinylchloride according to the layout The sample is required.</p>	200
		

Lot # 9			
1	<p><b>Folding Umbrella</b>            5 additions, stable mechanical frame, canopy with water repellent.            frame: aluminum / fiberglass.            canopy: polyester.            handle: plastic.            The number of spokes (pcs): 6.            The length of needles (cm): 53.            The length of the umbrella (cm): 16.            The diameter of the open dome: 106 cm            Color: dark blue            Application of paint: the EU stars and the inscription <a href="http://www.eubam.org">www.eubam.org</a>            The sample is required.</p>	200	<p style="text-align: center;">16 см в сложенном</p>  <p style="text-align: right;">B</p>  <p style="text-align: center;">Идеи</p>
2	<p><b>Backpack</b>            Weight: 470 g            Volume: 20 l            Dimensions: 47 x 29 x 18            1 main compartment with zipper            Front zipper pocket            compartment a laptop with a screen diagonal of up to 17 cm            Reinforced angles and bottom            Straps from the 3D Airmesh net            Materials:            1680d nylon            RIPSTOP 420D, PA            PVC free, 420D HD Nylon PU            Reflecting materials            The sample is required.</p>	200	

The Offerors shall provide sample of each offered item together with the offer for verification of quality conformance. Should the quality of submitted samples not meet EUBAM expectations, the item will be considered as technically not qualified.

All samples will be returned to the Offerors after evaluation of the offers.

Georg Eichhorn  
 Chief of Administration  
 February 25, 2013

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 2013/EUBAM/011:

No #	Item	Description and image	Q-ty	Unit price	Total price per item
<b>Lot # 1</b>					
1	<b>Polyvinylchloride USB Flash Drive 4Gb</b> Flesh drive in the form of EUBAM car with keychain and removable cap. Memory – 4 Gb. Material - <b>Polyvinylchloride.</b> Colour: Full colour Reading speed: not less than 15 MB/sec Writing speed: not less than 9 MB/sec Operating System compatibility: Windows 7, Windows Vista, Windows XP, Mac OS X + v.10.3.x, Linux v.2.6.x Size: 57 x 17 x 10 mm Warranty: 12 months Should be produced from polyvinylchloride based on the designed developed by EUBAM.		<b>500</b>		
<b>Total for Lot 1</b>					
<b>Lot # 2</b>					
1	<b>Cup</b> Material – pottery (glossy). Capacity: 300 ml Height: 9.4 cm Diameter: 7.8 cm Colour on the inside and outside – white. Full colour application in paint on both sides according to the layout and the logo and full name of the Mission – EU Border		<b>500</b>		

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Assistance Mission to Moldova and Ukraine. Warranty for application – 2 years. Each cup in a separate gift box.				
2	<b>Magic Mug</b> A mug that, when filled with a hot liquid, changes colour Material – pottery (glossy). Capacity: 300 ml Height: 9.4 cm Diameter: 7.8 cm Colour on the inside– white. Colour outside - blue Sublimation with oxidized ink, full colour application on entire mug according to the layout and the logo and full name of the Mission – EU Border Assistance Mission to Moldova and Ukraine. Warranty for application – 2 years. Each cup in a separate gift box.		300		
<b>Total for Lot 2</b>					
<b>Lot # 3</b>					
1	<b>Glass paperweight with logo</b> Material: glass (transparent) Size: 9cm x 9cm x 2cm. Shape: square with rounded corners. Inside: laser engraving of EUBAM's logo and the full name of the Mission: European Union Border Assistance Mission to Moldova and Ukraine. Blue gift box according to the layout: outside – blue carton with application in silver paint EUBAM logo and the full name of the Mission “European Union Border Assistance Mission to Moldova and Ukraine” (1+0, silver, silk screen). Inside – light blue fabric.		50		
2	<b>Badge</b> Material – metal. Diameter - 2.8 cm, all the contours of convex gilt. Inside the enamel, (colours in accordance with the layout). Engraving EUBAM. Badge is placed in a plastic gift box.		300		

3	<b>Desk stand</b> Desk stand with a clock in a globe and pen Weight: 848 g Color: silver Material: metal, glass Size: 128x80x100 mm Application in dark-blue paint: EUBAM logo, EU stars, 'EUBAM' and web-site address «www.eubam.org» Each item in individual gift box.		30		
<b>Total for Lot 3</b>					
<b>Lot # 4</b>					
1	<b>Coaster</b> Size: 9 x 9 cm. Cutting: square with rounded corners. Material: cork, kappa cardboard - 4 mm, laminating film. Application: 2 types, full colour, according to the layout		1000		
<b>Total for Lot 4</b>					
<b>Lot # 5</b>					
1	<b>Bracelet Reflector</b> 3M Scotchlite Reflective Material Size: 300 x30 mm. Colour: white (silver), light-blue and yellow-green (lime). Snap reflex design of the bracelet Application in white/silver/blue paint on one side according to the layout: EU stars, 'EUBAM' and web-site address «www.eubam.org»		300		
2	<b>Reflector for kids</b>  Size: 100x50mm Material: plastic Shape: Car Fixing: keychain Colour: white, blue, yellow Application in white/silver/blue paint on one side according to the layout: EU stars, 'EUBAM' and web-site address «www.eubam.org»		300		
<b>Total for Lot 5</b>					

Lot # 6				
1	<b>Key chain in the form of dog</b> Material: <b>Polyvinylchloride</b> <b>Size:</b> 6cmx3cm, 1 mm thick. <b>Colour and application:</b> full color according to the layout		1000	
<b>Total for Lot 6</b>				
Lot # 7				
1	<b>Travel documents holder</b> <ul style="list-style-type: none"> <li>• Passport pocket.</li> <li>• Airline ticket and boarding pass pockets</li> <li>• Features special pockets for documents and currency</li> <li>• ID window</li> </ul> <b>Size:</b> Length 24,5 cm Width 13 cm Material: thick textile, card-board Full-colour application in paint according to the layout (sublimation)		300	
2	<b>Bag on the neck for documents with a transparent pocket.</b> Material: Polyester. <b>Size:</b> 19x14 cm. Color: blue. Application: colour (EU starts, the name and logo of the Mission)		300	
<b>Total for Lot 7</b>				
Lot # 8				
1	<b>Polyvinylchloride photo frame in the form of EUBAM car</b> <b>Size:</b> 21x15 <b>Material and application:</b> full color Polyvinylchloride according to the layout		200	
<b>Total for Lot 8</b>				

<b>Lot # 9</b>				
1	<p><b>Folding Umbrella</b>            5 additions, stable mechanical frame,            canopy with water repellent.            frame: aluminum / fiberglass.            canopy: polyester.            handle: plastic.            The number of spokes (pcs): 6.            The length of needles (cm): 53.            The length of the umbrella (cm): 16.            The diameter of the open dome: 106 cm            Color: dark blue            Application of paint: the EU stars and the            inscription <a href="http://www.eubam.org">www.eubam.org</a></p>		<b>200</b> Идее	
2	<p><b>Backpack</b>            Weight: 470 g            Volume: 20 l            Dimensions: 47 x 29 x 18            1 main compartment with zipper            Front zipper pocket            compartment a laptop with a screen            diagonal of up to 17 cm            Reinforced angles and bottom            Straps from the 3D Airmesh net            Materials:            1680d nylon            RIPSTOP 420D, PA            PVC free, 420D HD Nylon PU            Reflecting materials</p>		<b>200</b>	
<b>Total for Lot 9</b>				



**Offer to comply with the Technical specifications**

<b>Information pertaining to our Quotation are as follows :</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Warranty as per description of each item where applicable			
Delivery period (21 days from the issuance of the Purchase Order)			
Acceptance of UNDP General Terms and conditions, Payment and Delivery terms.			
Validity of quotation (90 days)			

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]*

## **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 UNDP unless agreed to in writing by a duly authorized official of UNDP.

### **2. PAYMENT**

2.1 UNDP 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 UNDP, 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 UNDP.

### **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 UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP 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 UNDP, 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 UNDP 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 UNDP 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 UNDP and the United Nations harmless from any actions or claims brought against UNDP 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 UNDP**

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, UNDP 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 UNDP 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 UNDP.

**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 UNDP 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 UNDP.

**11. ASSIGNMENT AND INSOLVENCY**

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, 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, UNDP 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 UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP 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 UNDP without specific permission of UNDP 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 UNDP 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 UNDP.

## **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 UNDP 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 UNDP.

## **16. SETTLEMENT OF DISPUTES**

**16.1 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 UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP 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.

**19.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP 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 UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP 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 UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

**ИНФОРМАЦИЯ О ПРОДАВЦЕ**  
**COMPANY PROFILE**

Полное название / Full Name	
Полное название на английском языке / Full name in English Language	
Юридический статус / Form of entrepreneurship	
Юридический адрес / Legal Address	
Фактический адрес Actual Address	
Год основания / Year of foundation	
Банковские реквизиты / Bank Details	
Статус плательщика НДС / VAT payer details	
Почтовый адрес / Postal Address	
Руководитель организации (ФИО) / Name of the Head of Company	
Контактное лицо / Contact Person	
Номер телефона / Telephone Number	