



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 22 October 2013
	REFERENCE: RfQ13/00727

Dear Sir / Madam:

We kindly request you to submit your quotation for *provision of conference facilities, accommodation, transportation and catering services for the organization of five days local training on "Peer driven intervention for IDU's" and three days study visit to the Ukraine* 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 **4 November 2013, 17:30 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Development Programme in Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement
tenders-Moldova@undp.org

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **RfQ13/00727: Peer Training/Study visit facilities for UNODC Moldova**.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. 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:

Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> As per attached Annex 2 – Technical Specifications
Preferred Currency of Quotation ¹	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	4 November 2013, 17:30 (Moldova local time)
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 1 page);

¹ 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 competition deadline.

	<input checked="" type="checkbox"/> Copy of Company's Registration Certificate;
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 60 days <input 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 checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 20% as advance <input checked="" type="checkbox"/> 80% upon complete delivery of goods
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Minimum 2 years' experience in the field; <input checked="" type="checkbox"/> Availability of authorization or license in accommodation; food and beverage services in Moldova; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> PO Contract
Special conditions of Contract	<input checked="" type="checkbox"/> N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Required Services (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). 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) ²	Emilia Rusu, emilia.rusu@unodc.org 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.

²This 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.

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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Ina Tcaci
National HIV/AIDS Officer
UNODC Moldova project office

Technical Specifications

Peer Training/Study visit facilities for UNODC Moldova			
Purpose: <i>provision of conference facilities, accommodation, transportation and catering services for the organization of five days local training on "Peer driven intervention for IDU's" and three days study visit to Donetsk and Odessa</i>			
Location: Moldova and Ukraine			
Period: 12-16 November 2013 (training/five days/Chisinau),			
Period: second part of November 2013 (study visit /three days/Donetsk and Odessa)			
Participants: 26 persons at the training (number might slightly vary, 6 participants will be from Chisinau and 20 from the rural areas); 6 participants for study visit			
Item	Generic Description	Unit	Quantity
VENUE AND ACCOMMODATION (5 DAYS TRAINING)			
1.	Training room for up to 30 persons, equipped with air-condition system, projector, movable desks, video screen, flipchart (200 sheets in total).	room	5 days
2.	Accommodation up to 20 single rooms (with breakfast included) in Chisinau (3* hotel).The rooms to be equipped with air-condition system, fridge, TV, bathroom and toilet in each room. The rooms shall be in the same building as conference room.	room/night	20 single rooms/4 nights
FOOD / CATERING (5 DAYS TRAINING/Chisinau)			
3.	Breakfast (minimum including sandwiches with ham and cheese, pastry, porridge or cereals with milk and/or omelet, coffee & tea, cream/milk) up to 20 persons .	4 breakfasts per person	20 persons / 4 days
4.	Coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream) twice per day organized in the training venue; up to 26 persons	10 breaks per person	26 persons / 10 breaks
5.	Lunch (buffet lunch, including various types of second course, water/juice, dessert), or standard lunch to be served in a restaurant up to 26 persons each day;	5 lunches per person	26 persons / 5 lunches
6.	Dinner (minimum including: main course: meat or fish; side dish, etc. with meat or fish; salad meal; fruit juice; mineral water; coffee & tea; cream/milk up to 26 persons ;	4 dinners per person	26 persons / 4 dinners
7.	Still/sparkling water in 0,5l bottles in the training conference room, up to 26 persons .	10 bottles per person	260 bottles
PRINTING (5 DAYS TRAINING)			
8.	Event materials multiplied (handouts, agenda, list of participants, etc.) – grey scale	pages	1300 pages
TRANSPORTATION AND EXPERT FEES (CHISINAU TRAINING AND STUDY VISIT TO THE UKRAINE)			
9.	Reimbursement of the local transportation costs – 20 participants up to 5 USD per person;	5 USD per participant	100 USD
10.	Procurement of 2 air round trip tickets for 2 Ukrainian experts (Kiev –Chisinau - Kiev)	air ticket per person	2 air tickets
11.	Reimbursement of experts fees – 2 persons (500 USD* 2 persons* 5 days)	daily fee per expert per day	5000 USD
12.	Payment of fully Daily Subsistence Allowance (DSA) for 6 study visit participants according to UNDP rates (3 days in Donetsk for 3 participants (DSA 208 USD/day), 3 days in Odessa for 3 participants (DSA 222 USD/day).	DSA to Donetsk /Odessa per day per participant	3870 USD

13.	Organization of transportation (car/bus) for Study Visit in Donetsk, Ukraine (Chisinau – Donetsk - Chisinau), 3 days/3 participants	round trip	1 round trip
14.	Organization of transportation (car/bus) for Study Visit in Odessa, Ukraine (Chisinau – Odessa - Chisinau), 3 days/3 participants	round trip	1 round trip
LOGISTIC ASSISTANCE AND OTHER COSTS			
15.	Management cost, daily supervision and logistical support during the five days Training and three days Study visit. Preparation and dissemination of the list of participants.	daily fee/day	lump sum

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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

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. RfQ13/00727:

TABLE 1: Offer to provide services Compliant with Technical Specifications and Requirements

Peer Training/Study visit facilities for UNODC Moldova					
Purpose: <i>provision of conference facilities, accommodation, transportation and catering services for the organization of five days local training on "Peer driven intervention for IDU's" and three days study visit to Donetsk and Odessa</i>					
Location: Moldova and Ukraine					
Period: 12-16 November 2013 (training/five days/Chisinau),					
Period: second part of November 2013 (study visit /three days/Donetsk and Odessa)					
Participants: 26 persons at the training (number might slightly vary, 6 participants will be from Chisinau and 20 from the rural areas); 6 participants for study visit					
Item	Generic Description	Unit	Quantity	Unit Price MDL	Sub-total Price MDL
VENUE AND ACCOMMODATION (5 DAYS TRAINING)					
1.	Training room for up to 30 persons, equipped with air-condition system, projector, movable desks, video screen, flipchart (200 sheets in total).	room	5 days		
2.	Accommodation up to 20 single rooms (with breakfast included) in Chisinau (3* hotel).The rooms to be equipped with air-condition system, fridge, TV, bathroom and toilet in each room. The rooms shall be in the same building as conference room.	room/night	20 single rooms/4 nights		
FOOD / CATERING (5 DAYS TRAINING)					
3.	Breakfast (minimum including sandwiches with ham and cheese, pastry, porridge or cereals with milk and/or omelet, coffee & tea, cream/milk) up to 20 persons .	4 breakfasts per person	20persons / 4 days		
4.	Coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream) twice per day organized in the training venue; up to 26 persons	10 breaks per person	26 persons / 10 breaks		
5.	Lunch (buffet lunch, including various types of second course, water/juice, dessert), or standard lunch to be served in a restaurant up to 26 persons each day;	5 lunches per person	26 persons / 5 lunches		
6.	Dinner (minimum including: main course: meat or fish; side dish, etc. with meat or fish; salad meal; fruit juice; mineral water; coffee & tea; cream/milk up to 26 persons ;	4 dinners per person	26 persons / 4 dinners		
7.	Still/sparkling water in 0,5l bottles in the training conference room, up to 26 persons .	10 bottles per person	260 bottles		
PRINTING (5 DAYS TRAINING)					

8.	Event materials multiplied (handouts, agenda, list of participants, etc.) – grey scale	pages	1300 pages		
TRANSPORTATION AND EXPERT FEES (CHISINAU TRAINING AND STUDY VISITS IN UKRAINE)					
9.	Reimbursement of the local transportation costs – 20 participants up to 5 USD per person;	5 USD per participant	100 USD		
10.	Procurement of 2 air round trip tickets for 2 Ukrainian experts (Kiev –Chisinau - Kiev)	air ticket per person	2 air tickets		
11.	Reimbursement of experts fees – 2 persons (500 USD* 2 persons * 5 days)	daily fee per expert per day	5000 USD		
12.	Payment of fully Daily Subsistence Allowance (DSA) for 6 study visit participants according to UNDP rates (3 days in Donetsk for 3 participants (DSA 208 USD/day), 3 days in Odessa for 3 participants (DSA 222 USD/day).	DSA to Donetsk /Odessa per day per participant	3870 USD		
13.	Organization of transportation (car/bus) for Study Visit in Donetsk, Ukraine (Chisinau – Donetsk - Chisinau), 3 days/3 participants	round trip	1 round trip		
14.	Organization of transportation (car/bus) for Study Visit in Odessa, Ukraine (Chisinau – Odessa - Chisinau), 3 days/3 participants	round trip	1 round trip		
LOGISTIC ASSISTANCE AND OTHER COSTS					
15.	Management cost, daily supervision and logistical support during the five days Training and three days Study visits. Preparation and dissemination of the list of participants.	daily fee/ day	lump sum		

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: 12-16 November 2013 (training/five days/Chisinau), Period: second part of November 2013 (study visit /three days/Donetsk and Odessa)			
Validity of quotation (60 days)			
All Provisions of the UNDP General Terms and Conditions: Please see the Annex 3			

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]

ACTIVITY CONCEPT NOTE

Title of the activity:

Activity 1: Training: "Peer driven intervention for IDUs in order to scale-up the HR services"
 Activity 2: Study visit (internship) to Ukraine on Peer Driven Intervention

Timeframe: November 2013

Background information

Despite the rapid expansion of HIV prevention programs in Moldova there are a series of constraints related to coverage of beneficiaries with services and extension of those at country level. Current quantitative indicators related Harm Reduction uptake of new clients is quite low. Both prison and civil sector report stable or lower numbers of beneficiaries involved in programs. The uptake of new clients has gradually declined starting with 2007. According to the Soros Foundation Moldova in 2012, only 7304 IDUs benefited from harm reduction services, which is slightly more than 38% of the planned coverage of IDU within harm reduction services in the framework of the National Programme on HIV/AIDS.

In June 2011 the National Programme on Prevention and Control of HIV/AIDS and STI (2011-2015) underwent an external evaluation performed by a team of national and international experts. As a result of the evaluation, a series of recommendations have been developed and programme objectives have been reformulated. Amongst high priority recommendations the prevention of transmission of HIV, Hepatitis and STI, especially among key-populations was highlighted as one of the highest priorities. Therefore the amended National Program includes several activities targeting vulnerable groups and most at risk populations and sub-population, including IDUs, CSWs, MSMs and their sexual partners, also cross populations such as IDUs/CSWs were considered.

In 2011, in order to accelerate sustainable progress on HIV/AIDS and TB, the Government and relevant other stakeholders decided to apply the Millennium Development Goals Acceleration Framework (MAF), the methodology endorsed by the United Nations Development Group. The Action Plan developed through the MAF exercise identified priority bottlenecks that impede key populations from accessing proper social support and health care and proposed solutions for better and more cost effective models for integrated HIV, tuberculosis and HIV-tuberculosis care. According to MAF there is a high priority need to revise the current interventions and to follow good practice examples from the region.

TRAINING: "PEER DRIVEN INTERVENTION FOR IDUS IN ORDER TO SCALE-UP THE HR SERVICES"

Since there is a need to scale up harm reduction services for key population, a five days training for specialists from Harm Reduction projects, coordinators and social workers is planned to be organized in November 2013. All in all, 25 specialists will be trained. Trainers from Ukraine (Alliance) will be invited to hold the training.

Outcomes/scopes

- Scale up the coverage of high risk groups with harm reduction services
- Identification and simplification methods of the currently existent methods in reaching to sub-populations
- Capacity building for harm reduction service providers in implementing new HIV prevention interventions

STUDY VISIT (INTERNSHIP) TO UKRAINE ON PEER DRIVEN INTERVENTION

Background:

Ukraine shares similar experience with Moldova. Same as Moldova, HIV prophylaxis within vulnerable groups is financed and follows the algorithm provided by the Global Fund. The very first interventions, such as NSEP provided very positive results. However, currently stagnation is noticed in regard to NSEP and other program. The NGOs report a much lower uptake in comparison to previous years.

A Peer-Driven Intervention (PDI) is a “chain-referral” outreach methodology to prevention the spread of HIV. The PDI was created as an alternative to the “provider-client” outreach model dominating HIV prevention efforts for injection drug users (IDUs). Since more than a year Ukraine started applying PDI within HR projects and Ukrainian experience seems to be easily adaptable to Moldovan current situation. The model is working to identifying and meeting new community members who inject drugs, educate them in the community about HIV prevention recruit them for risk assessment interviews and other prevention services, and distribute risk reduction materials directly to IDUs in the community.

As a follow up of the training activity "Peer driven intervention for IDUs in order to scale-up the HR services", a study visit (internship) to Ukraine on Peer Driven Intervention (PDI – to scale up harm reduction services) for IDUs. Study trip for about 3 days to Ukrainian organizations which implement PDI. Upon the return the participants will conduct an informative session for the colleagues from HR. A number of 5-6 participants are planned for the study trip.

Outcomes/scopes:

- Increase the knowledge regarding the good practice models in working with high risk populations and their sexual partners such as IDUs, FSWs, MSM, based on the Ukrainian model
- Participants will have the opportunity to become familiar with the practical application of theory and methodology presented in the training, such as PDI
- Will be able to see how in practice works such intervention as PDI for various groups: IDUs, MSM, sex workers

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 fulfill 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. 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.