**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: *UN Women Moldova Country Office* Date: *[insert date of Quotation Submission]*

*131, 31 August 1989 str., Chisinau*

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the **RfQ-17/01425**, the following **Lease of Office Premises for UN Women Moldova Country Office** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
4. We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **120** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT. | |
| *Exact name and address of company*  COMPANY NAME:  ADDRESS:    PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Quotation Format**

**TABLE 1 : Offer to Supply Services Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Unit** | **Quantity** | **Unit Price per month, USD** | **Total price per month, USD\*** |
| Effective office space | m2 |  |  |  |
| Auxiliary space | m2 |  |  |  |
| Utilities and maintenance (excl. phone, internet and electricity charges) | m2 |  |  |  |
| Service charges |  |  |  |  |
| Agent commission (if any) |  |  |  |  |

\* additionally provide information about any discounts and applicable conditions

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

**TABLE 2: Compliance with Requirements**

|  |  |  |
| --- | --- | --- |
| Criteria | General Criteria Description | Comprehensive description of the proposed office |
| Location: | The location of the office space to be leased must be strategically located within Two- Three (2-3) km radius from the UN House of Moldova (131, 31 August 1989 street, Chisinau). |  |
| Building | Building shall be made of reinforced concrete, structural steel or combination of both.  Premises should be ready to be occupied and in good conditions. Premises should be located in the buildings designed for offices / or on office floors of residential buildings or it may be a private house (no apartments). |  |
| Active area size / effective space | The total office space requirement should be at least Two Hundred Forty-Six square meters (246 sq.m.) on the same floor and in the same area, with possibility of having an open space of at least One Hundred square meters (100 sq.m.).  Proposed space with larger area shall be accepted provided that the excess areas shall be given free. |  |
| Lighting | Daylight (sufficient number of windows to allow for natural light) and lamplight |  |
| Air conditioning | Premises should have operational air conditioning and ventilation system |  |
| Heating | Central heating and/or air conditioning system |  |
| Telephone lines | There should be provision for communication lines/system for at least 6 telephone lines with sufficient number of phone sockets for up to 30 persons and with access to Public Telephone Network (PTN) |  |
| Internet connection | Broad band internet connection should be available |  |
| Water and sewerage system | Water and sewerage network must be in order and function properly |  |
| Number of sanitary rooms | At least 2 sanitary rooms, with one to ensure accessibility for persons with disabilities |  |
| Power supply | Standard grounded electric lines (Type F “Schuko”, 220 V), protected automatic switches, enough sockets to supply 35 workplaces. All electrical fixtures, convenience outlets, switches shall be in good working conditions.  Preferably, the building to have a stand-by generator to keep the lights, desktop PCs and printers operational despite of power failure. |  |
| Elevator | If the offered office is higher than the first floor, elevator in the building is required.  Assessibility for persons with disabilities should be ensured through main entrance of the building and to offered offices. |  |
| Parking space | The Lessor shal provide for free at least three (3) parking slots for the exclusive use of the Office vehicles. To indicate availability of parking space for employees, partners and visitors of UN Women Moldova Country Office. Parking slots under security surveillance shall be an advantage; |  |
| Criteria | Special Security Requirements |  |
| Entrance door and emergency exit | Entrance door and emergency exit door must be securely locked (preferably with code or electromagnetic locks)  Availability of two exits; access to the emergency exit is required |  |
| Security on windows and balcony | Secure lock on windos and balcony doors (if there is a balcony in the office) is required; |  |
| Space entry and basic security system | If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security.  If office is within a business center – adequate security services to be provided |  |
| Fire alarm system | Should have fire safety alarm in operation |  |
| Control access to the building | Should have control access to the building for external public, the offeror should  explain/describe the security access to the building” (levels of control, e.g., may pass freely, shall be stopped by the security and asked to confirm the visit, etc.); |  |

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

**ANNEX 3**

# VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

**Voluntary Agreement to Promote Gender Equality and Women’s Empowerment**

**Between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Contractor)**

**And The United Nations Entity for Gender Equality and the Empowerment of Women**

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

☐ Acknowledge values & principles of [gender equality](http://www.unwomen.org/en/about-us/guiding-documents) (http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment](http://weprinciples.org/Site/PrincipleOverview/) (http://weprinciples.org/Site/PrincipleOverview/);

☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;

☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;

☐ Establish high-level corporate leadership for gender equality;

☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;

☐ Ensure health, safety and wellbeing of all women and men workers;

☐ Promote education, training and professional development for women;

☐ Hold gender-specific trainings or courses for staff;

☐ Implement enterprise development, supply chain and marketing practices that empower women;

☐ Promote equality through community initiatives and advocacy;

☐ Measure and publicly report on progress to achieve gender equality.

**On behalf of the Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name, Title:­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**  \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

DD MM YYYY

**ANNEX 4**

# MODEL FORM OF CONTRACT

**LEASE AGREEMENT**

**between**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**and**

# United Nations Entity for Gender Equality and the Empowerment of Women

**THIS LEASE AGREEMENT**, made and entered into this day of in the year two thousand by and between whose address is for himself, his heirs, executors, administrators, successors and assignees, (hereinafter referred to as "**the Lessor**"), and the United Nations Entity for Gender Equality and the Empowerment of Women (hereinafter referred to as "**UN WOMEN**”) whose address at Headquarters is 220 East 42nd Street, New York, New York, USA 10017. The Lessor and UN WOMEN are collectively hereinafter referred to as "**the Parties**".

**WITNESSTH**:

The Parties hereto, for the mutual considerations herein set forth, hereby agree as follows:

**1.** The Lessor hereby leases to UN WOMEN, and UN WOMEN hires from the Lessor, the [house] [building] known as [on the floor(s) in the building known as ] [together with appropriate parking space,] in the city of the said [house] [building] and parking space (hereinafter referred to as "the Demised Premises") being more fully described as follows:

If the building is to be shared with other occupants, the following provisions should be included:

"**TOGETHER WITH** the use in common with other persons entitled thereto of the entrances to the building, its public halls, corridors, elevators, stairways, and public toilets."

**TO BE USED** for a office in the Country and for such other purposes as UN WOMEN may desire, this Lease Agreement cancelling all other agreements, if any, heretofore entered into between the said Parties relating in any way to the Demised Premises.

**FOR A TERM** beginning and ending , or on such earlier date as this Lease Agreement may terminate as herein provided.

**2.** UN WOMEN shall pay the Lessor for the Demised Premises a rent of for each full month of the term of this Lease Agreement. Such rent shall be payable within five calendar days after the end of the calendar month to which the rent payment pertains. In the event UN WOMEN's use and occupancy of the Demised Premises is for less than a full month, the monthly rent shall be pro-rated.

**If the above standard provision is changed and, in particular, if the rent is to be paid in advance after the provisions of UN Women Financial Rule 2407 have been satisfied,[[1]](#footnote-2) the following shall be added at the end of this Article 2 to read as follows:**

The Lessor shall issue a standby irrevocable letter of credit (or give a bank guaranty or other form of guarantee) acceptable to UN WOMEN to the benefit of UN WOMEN.

UN WOMEN shall take good care of the Demised Premises and the fixtures and appurtenances therein reasonable wear and tear excepted.

**4.** The Lessor represents that the Demised Premises [other than the parking space] may lawfully be used for UN WOMEN office and other purposes, if any, expressly set forth in this Lease Agreement, and covenants and agrees that UN WOMEN shall peaceably and quietly have, hold and enjoy the Demised Premises for the term above‑mentioned without any unlawful interruption or disturbance.

**5.** Upon its expiration, this Lease Agreement shall be renewable at the option of UN WOMEN, under the same terms and conditions as are set forth herein.

If the Lessor is agreeable to renewing the Lease Agreement on the same terms and conditions except for the monthly rent, then the following provisions should be added to the end of Article 5:

**", except for the rent which shall be adjusted within agreed limits on the basis of the rate of increase or decrease of the official consumer price index in .....(city).......... or such other index as the Parties may agree."**

It is further understood and agreed that in case UN WOMEN decides to close down the office of its Representative in the Country, or to remove it from , or to change the level of UN WOMEN representation in the Country, or in the event that UN WOMEN acquires its own property in the Country, or decides to move its office into the United Nations system common premises, pursuant to General Assembly resolutions, it shall have the right to terminate this Lease Agreement upon giving written notice to the Lessor not less than thirty days in advance without the Lessor having the right to any payment, other than for rent, to the date UN WOMEN vacates the Demised Premises.

**7.** In the event of a sale or transfer of title or the creation of a mortgage or any other encumbrances affecting the Demised Premises, the Lessor warrants that the Lease terms and conditions shall remain in full force without prejudice to any rights or remedies UN WOMEN has hereunder, including but not limited to, the right to enjoy and use the Demised Premises until its date of expiry as provided in this Lease Agreement, or any extension or renewal thereof.

**8.** The Lessor undertakes to furnish, at no additional cost to UN WOMEN, the services described in Annex A hereto.

**9.** The Lessor undertakes full and sole responsibility for the payment of all taxes and for any other charges of a public nature which are or may be assessed in the future against the Demised Premises.

**10.** The Lessor undertakes to maintain the Demised Premises [and the building, including its entrances, public halls, corridors, elevators, stairways, and public toilets] in good repair and tenantable condition, including repainting and/or repairing at intervals of two years and when their condition warrants earlier attention. For this purpose, and subject to UN WOMEN's agreement, the Lessor shall have the right upon reasonable prior notice to UN WOMEN, and at reasonable times, to enter, inspect and make any necessary repairs to the Demised Premises, and may enter the Demised Premises forthwith whenever reasonably necessary to make urgent, emergency repairs.

**11.** The Lessor undertakes and agrees to maintain the sidewalks of the [house] [building] in proper condition and free [of ice, snow and] any obstruction, and to accept all responsibility in connection therewith.

**If the building is to be shared with other occupants, the following paragraph should be included:**

"12. The Lessor undertakes that other parts of the building shall not be let or used for any illegal purpose or for gambling, and to take into account that UN WOMEN is a tenant in the building."

**13.** (a) UN WOMEN shall have the right to make alterations, attach fixtures, install protection films on windows, install permanent walls, and erect additions, structures, and signs in or upon the Demised Premises, and to affix a flagstaff and office signs and insignia outside the [house] [building] and on the Demised Premises provided such alterations, additions, structures, or signs shall not be detrimental to or inconsistent with the rights granted to other tenants in the building. Such fixtures, additions, or structures so placed in or upon or attached to the Demised Premises shall be and remain the property of UN WOMEN and may be removed therefrom by UN WOMEN prior to or within a reasonable time after the term of this Lease Agreement expires or is terminated in accordance herewith;

(b) Where minor alterations, renovations or additions are made on the Demised Premises, UN WOMEN, at the request of the Lessor, shall restore the Demised Premises to the same condition as that existing at the time of entering upon the same under this Lease Agreement, reasonable wear and tear and damage by the elements or by circumstances over which UN WOMEN has no control, excepted. If the Lessor requires such restoration, the Lessor shall give written notice thereof to UN WOMEN not less than thirty days before the expiration or termination of this Lease Agreement.

(c) Where, with the prior written consent of the Lessor, major alterations, renovations or additions are made on the Demised Premises, UN WOMEN shall not be under any obligation to restore the Demised Premises to the state and conditions existing prior to entering upon the same under this Lease Agreement. Such consent shall be set forth in writing and shall contain provisions on the amortization or compensation of the expenses either through offsetting the expenses against rental payments, or payment for their fair market value.

**14.** UN WOMEN shall not transfer, assign or sublet the Demised Premises or any part thereof, except to other units, organs or bodies of the United Nations or Specialized Agencies within the United Nations system, without the written consent of the Lessor, which consent shall not, however, be unreasonably withheld, and when given to a transfer or assignment, said consent shall have the legal effect of releasing and discharging UN WOMEN from its obligations under this Lease Agreement as of the date of the transfer or assignment.

Should the [house] [building] or any part thereof be damaged by fire or any other cause, this Lease Agreement shall, in case of total destruction of either the [house] [building] or the Demised Premises, or upon either the [house] [building] or the Demised Premises being rendered unfit for further tenancy or for use by UN WOMEN, immediately terminate and, in case of partial destruction or damage of either the [house] [building] or the Demised Premises, shall terminate at the option of UN WOMEN upon giving notice in writing to the Lessor within thirty days after such fire or partial destruction or damage. In the event of termination of this Lease Agreement under this paragraph, no rent shall accrue to the Lessor after such total or partial destruction or damage. Should UN WOMEN elect to remain on the Demised Premises rendered partially untenantable, it shall have the right to a proportionate rebate or reduction of the rent payments. In such circumstances, the Lessor shall promptly undertake the repairs or permit UN WOMEN to undertake the repairs at the expense of the Lessor. Such permission shall be set forth in writing and shall contain a provision authorizing UN WOMEN to offset the expenses incurred on Lessor's behalf against the monthly rent.

**16.** In the event of interruption or curtailment, whether due to strikes, mechanical difficulties or other causes, of any service maintained or required to be maintained in the [house] [building], or the Demised Premises, the Lessor undertakes to take such measures as may be necessary in the circumstances to restore the service without undue delay. UN WOMEN shall have the right to a proportionate abatement of rent during the period of such interruption or curtailment.

**17.** In the event the Lessor fails to substantially fulfil any of the terms and conditions of this Lease Agreement, and without prejudice to any other remedy which UN WOMEN may have for such failure, UN WOMEN shall have the right either to terminate this Lease Agreement without prior notice and/or, at its option, to take any other measures which it may deem necessary, to establish the conditions contemplated by this Lease Agreement and at the entire cost and expense of the Lessor.

If advance payment is made, the following paragraph should be added:

18. Without prejudice to any other rights available to UN WOMEN against the Lessor, and notwithstanding any provision of this Lease Agreement to the contrary, should this Lease Agreement be terminated for any reason prior to the ending date set forth in Article 1 or any extension thereof, the Lessor shall refund to UN WOMEN the balance of any advance payment after having deducted the rent corresponding to the period of UN WOMEN's actual occupancy of the Demised Premises. Such refund shall be effected on the date UN WOMEN vacates the Demised Premises."

**19.** The Lessor undertakes to provide and maintain at its own cost public liability insurance which shall hold UN WOMEN harmless, and name UN WOMEN as additional insured, from claims against it as occupant of the Demised Premises, and the Lessor shall provide UN WOMEN with proof that such insurance has been obtained and remains in effect.

**20.** (a) The Lessor shall keep the Demised Premises insured for all risks, including fire, explosion, civil strife, as well as earthquake, flood or other natural phenomenon, under a comprehensive policy taken out with an insurance company acceptable to UN WOMEN, and shall make known to such insurance company the use to which the building will be put by UN WOMEN.

(b) The Lessor shall obtain, for each policy of each insurance, provisions providing for a waiver of subrogation of the Lessor's rights to the insurance carrier against UN WOMEN.

(c) UN WOMEN shall be responsible for the insurance of its own property, equipment and furnishings in the Demised Premises.

(d) The Lessor shall be responsible for satisfying any tort claims by third parties for personal injury, loss, illness, death or damage to their property occurring on or about the Demised Premises and attributable to the acts or omissions of the Lessor or of its servants or agents, and shall hold UN WOMEN harmless against such claims.

(e) UN WOMEN shall be responsible for dealing with any tort claims by third parties for personal injury, loss, illness, death or damage to their property arising from its occupation and use of the Demised Premises. The Lessor acknowledges and agrees that UN WOMEN shall self-insure against such risks.

**21.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Lease Agreement or the breach, termination or invalidity thereof through negotiation, conciliation or other modes of amicable settlement. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall be undertaken in accordance with the UNCITRAL Conciliation Rules then obtaining. If the Parties fail to resolve the dispute, controversy or claim amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, either party shall submit the dispute, controversy or claim to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by the arbitration award rendered in accordance with such arbitration, as the final adjudication of any such dispute, controversy or claim.

**22.** Nothing contained in this Lease Agreement shall be deemed a waiver, express or implied, of any immunity from suit or legal process, or of any privilege, exemption or other immunity enjoyed by UN WOMEN, whether pursuant to the Convention on the Privileges and Immunities of the United Nations or other Convention, law or decree of an international or national character or otherwise.

1. The Lessor undertakes to pay the stamp duties for and the taxes or levies on this Lease Agreement, if any.
2. This Lease Agreement has been prepared in \_\_\_ Paragraphs and \_\_\_ Annexes, which are an integral part of this Lease Agreement.

**IN WITNESS WHEREOF,** the undersigned, duly appointed representatives of the Parties, have signed the present Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr./Ms. Date

Title

Lessor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr./Ms. Date

Title

United Nations Entity for Gender Equality and the Empowerment of Women[[2]](#footnote-3)

**Annex A**

Items entered in this Annex are examples – they should be deleted if not relevant, and additional items relevant to specificity of the Lease Agreement may be added.

Services to be provided by the Lessor at no additional cost to UN WOMEN referred to under Paragraph 8 of the Lease Agreement.

(1) Passenger elevator service on official UN WOMEN working days, from 8:00 a.m. to 7:30 p.m., it being agreed that at all other times there shall be one elevator subject to call;

(2) Adequate heat or air conditioning, during the appropriate seasons, on official UN WOMEN working days from 8:00 a.m. to 7:30 p.m.;

(3) Hot and cold water for lavatory purposes;

(4) Cleaning services, adequate to maintain the Demised Premises in a condition and at a standard of cleanliness appropriate for the use for which they are intended by UN WOMEN;

(5) Light and electricity;

(6) Rubbish disposal;

(7) Toilet facilities, including necessary sewage facilities;

(8) Provision for access to the Demised Premises on all days and at all times and hours, whether business days or hours or otherwise;

1. All facilities and services which it makes available generally to tenants in the building; and

The Lessor undertakes to furnish heat and air conditioning at the rate of \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ respectively at times other than those indicated in subparagraph (a)(2) above, whenever requested by UN WOMEN and for the periods requested by it.

1. Except where normal commercial practice or the interests of UN-Women so require, no contract shall be made on behalf of UN-Women that requires a payment or payments in advance of the delivery of products or the performance of contractual services. Whenever an advance payment is agreed in accordance with administrative instructions and justification is issued by the Chief Procurement Officer, the reason therefor shall be recorded. Progress payments may be permitted pursuant to normal commercial practice or in the interest of the organization, in accordance with administrative instructions issued by the Chief Procurement Officer. [↑](#footnote-ref-2)
2. Note that all Leases, except for renewals of standard leases with no variations in terms and conditions, are signed at Headquarters. [↑](#footnote-ref-3)