

**Request for Quotation (RFQ) for
*non-Complex Services***

Reference No.: RfQ17/01549

**Logistic support for the organization of UN
Women Staff Retreat in July 2017**

22 June 2017

Dear Sir/Madam,

Subject: Request for Quotation (RfQ17/01549) for the provision of Logistic support for the organization of UN Women Staff Retreat in July 2017

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of Logistic and organisational support during the high-level consultation as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. Detailed Technical Specifications of the Goods (Annex 1)
 - c. Quotation Submission Form and Quotation Format (Annex 2)
 - d. UN Women General Conditions of Contract (Annex 3)
 - e. Voluntary Agreement (Annex 4)
 - f. Model Form of Contract (Annex 5)
 - g. Terms of Reference (Annex 6)
 - h. Sample of room separators for venue (Annex 7)
3. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : July 7, 2017 6:00 PM (for local time reference, see www.greenwichmeantime.com)</p> <p>City and Country: <i>Chisinau, Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: "RfQ17/01549: Logistic support for the organization of UN Women Staff Retreat in July 2017"</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Romanian
Quotation Currencies¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Moldovan Lei
Quotation Validity Period commencing after closing date of RFQ	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms²	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods/ services
Alternative Offer	<input checked="" type="checkbox"/> Not authorized

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN Women 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 UN Women's issuance of Purchase Order.

² UN Women preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UN Women shall require the vendor to submit a bank guarantee or bank cheque payable to UN Women, in the same amount as the advanced payment made by UN Women to the vendor.

Instructions to Suppliers	Specific Requirements
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 2 days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: <i>"RfQ17/01549 Request for Clarification from Vendor Name"</i></p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
Contact for requesting clarifications:	<p>E-mail address dedicated for this purpose: elena.ceropita@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input checked="" type="checkbox"/> By email to all invited bidders</p>
Expected Delivery Date and Time. <i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i>	<p><input checked="" type="checkbox"/> As per Delivery Schedule (Annex 1)</p>
Value Added Tax on Price Quotation	<p><input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info about the bidder up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Company's list of key customers present and past;</p> <p><input checked="" type="checkbox"/> Preliminary menu per day (breakfast, coffee breaks, lunch, dinner);</p> <p><input checked="" type="checkbox"/> Description of retreat facilities;</p> <p><input checked="" type="checkbox"/> Information on accessibility for persons with disability of retreat facilities;</p> <p><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.</p>

Instructions to Suppliers	Specific Requirements
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ ; <input checked="" type="checkbox"/> Minimum 2 years of experience in the field; <input checked="" type="checkbox"/> Existence of adequate space and relevant IT equipment for the delivery of required services; <input checked="" type="checkbox"/> Accommodation 4* Hotel standard in Iasi (City Center), Romania; <input checked="" type="checkbox"/> Information on accessibility for people with disability of retreat facilities; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Service Contract
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Special conditions of Contract	N/A

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

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

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Galina Corgoja,
Operations Manager,
UN Women Moldova Country Office

³ UN Women 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.

ANNEX 1

SCHEDULE OF REQUIREMENTS OF GOODS

STATEMENT OF NEED:

Logistic support for the organization of UN Women Staff Retreat in July 2017

Purpose: Organization of UN Women Staff Retreat in July 2017
Location: Romania, Iasi, City Center (should there be more options of venues, please provide)
Participants: up to 30 persons, number of participants and types of rooms may vary
Period: the tentative dates are 25 – 28 July 2017 (4 days, 3 nights)

Special requirements to the proposed venue: The venue should be accessible to persons with disability⁴.

The proposed hotel should have at least 1 room adapted for persons in wheel chair.

Staff Retreat facilities for UN Women Moldova CO, tentative 25-28 July 2017

Item #	DESCRIPTION/SPECIFICATION OF GOODS	Unit of measure	No. of days/nights/persons	QUANTITY
1	Accommodation (preferably 20 single rooms) 4* overall accessible hotel	Person	3 nights	Up to 30 persons
2	Accommodation (10 double rooms) in 4* overall accessible hotel *number of participants and types of rooms may slightly vary			
3	Conference room with capacity for up to 30 persons (enough space to arrange tables for work in groups), equipped with suitable tables and chairs, air conditioner and high-speed wireless internet min speed 250 kbps. Support service in the conference room to be available	Conference room	1 st day – half day 2 nd day – full day 3 rd day – full day 4 th day – half day	1 conference room
4	Projector and screen in conference room	set	1 st day – half day 2 nd day – full day 3 rd day – full day 4 th day – half day	1 set
5	Flipcharts , paper and markers in conference room	set	1 st day – half day 2 nd day – full day 3 rd day – full day 4 th day – half day	3 sets
6	Still/sparkling water in 0.5L bottles, in the conference room	bottle		Up to 200 bottles
7	Breakfast (standard continental) *if not included in the accommodation price	person	3 days for 30 persons	Up to 90 persons

⁴ The access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. Bathroom to be accessible for persons in wheel chair.

Item #	DESCRIPTION/SPECIFICATION OF GOODS	Unit of measure	No. of days/nights/persons	QUANTITY
8	Buffet lunch (including vegetarian option) to include: <ul style="list-style-type: none"> - 2 types of salad - 2 types of appetizers (tartles, canape, etc.) - 2 types of soup for choice - 2 types of meat/fish as main course (small pieces for easy serving) - 2 types of garnish (pasta, rice or vegetables) - 2 types of specialty mini-cakes - fruit assortment (e.g. apple, banana, orange, or other seasonal) - water still/sparkling - juice assortment - tea and brewed coffee, milk, sugar, lemon 	person	4 days for 30 persons	Up to 120 persons
9	Buffet dinner (including vegetarian option) to include: <ul style="list-style-type: none"> - 2 types of salad - 2 types of appetizers (tartles, canape, etc.) - 2 types of meat/fish as main course (small pieces for easy serving) - 2 types of garnish (pasta, rice or vegetables) - 2 types of specialty mini-cakes - fruit assortment (e.g. apple, banana, orange, or other seasonal) - water still/sparkling - juice assortment - tea and brewed coffee, milk, sugar, lemon 	person	3 days for 30 persons	Up to 90 persons
10	Coffee breaks (1 per day on 25 and 28 July, 2 per day on 26 and 27 July), to include: <ul style="list-style-type: none"> - tea, brewed coffee, lemon, sugar, milk, - non-sweet pies or sandwiches - sweet pies, muffins, or mini-cakes - fruit assortment (e.g. apple, banana, orange, or other seasonal) - fruit juice 	person	6 coffee breaks for 30 persons	Up to 180 persons
11	Stationery – pens, notebooks	Pcs		Up to 30 each
12	Round trip transportation Chisinau-Venue-Chisinau (Open Door type , meaning that the group component can differ from one trip to another) (3)*** category buses (capacity 25 places)	Round trip		2 round trips

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

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: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) 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;
- (b) 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;
- (c) We offer to supply in conformity with the **RfQ17/01549** the following **Logistic support for the organization of UN Women Staff Retreat in July 2017** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) 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;
- (e) Our offer shall be valid for a period of **60 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;
- (f) 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

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

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: Staff Retreat facilities for UN Women Moldova, 25-28 July 2017

ITEM	DESCRIPTION	Unit of measure	No. of days/nights/persons	Q-ty	CURRENCY (please specify):	
					UNIT PRICE, USD	TOTAL PRICE, USD
1	Accommodation (preferably 20 single rooms) 4* overall accessible hotel	Person	3 nights	Up to 30 persons		
2	Accommodation (10 double rooms) in 4* overall accessible hotel *number of participants and types of rooms may slightly vary					
3	Conference room with capacity for up to 30 persons (enough space to arrange tables for work in groups), equipped with suitable tables and chairs, air conditioner and high-speed wireless internet min speed 250 kbps. Support service in the conference room to be available	Conference room	1 st day – half day 2 nd day – full day 3 rd day – full day 4 th day – half day	1		
4	Projector and screen in conference room	set	1 st day – half day 2 nd day – full day 3 rd day – full day 4 th day – half day	1 set		
5	Flipcharts , paper and markers in conference room	set	1 st day – half day 2 nd day – full day 3 rd day – full day 4 th day – half day	3 sets		
6	Still/sparkling water in 0.5L bottles, in the conference room	bottle		Up to 200 bottles		
7	Breakfast (standard continental) *if not included in the accommodation price	Person	3 days for 30 persons	Up to 90 persons		
8	Buffet lunch (including vegetarian option) to include: - 2 types of salad - 2 types of appetizers (tartlets, canape, etc.) - 2 types of soup for choice - 2 types of meat/fish as main course (small pieces for easy serving) - 2 types of garnish (pasta, rice or vegetables) - 2 types of specialty mini-cakes - fruit assortment (e.g. apple, banana, orange, or other seasonal) - water still/sparkling - juice assortment - tea and brewed coffee, milk, sugar, lemon	person	4 days for 30 persons	Up to 120 persons		

9	Buffet dinner (including vegetarian option) to include: - 2 types of salad - 2 types of appetizers (tartles, canape, etc.) - 2 types of meat/fish as main course (small pieces for easy serving) - 2 types of garnish (pasta, rice or vegetables) - 2 types of specialty mini-cakes - fruit assortment (e.g. apple, banana, orange, or other seasonal) - water still/sparkling - juice assortment - tea and brewed coffee, milk, sugar, lemon	person	3 days for 30 persons	Up to 90 persons		
10	Coffee breaks (1 per day on 25 and 28 July, 2 per day on 26 and 27 July), to include: - tea, brewed coffee, lemon, sugar, milk, - non-sweet pies or sandwiches - sweet pies, muffins, or mini-cakes - fruit assortment (e.g. apple, banana, orange, or other seasonal) - fruit juice	person	6 coffee breaks for 30 persons	Up to 180 persons		
11	Stationery – pens, notebooks	Pcs		Up to 30 each		
12	Round trip transportation Chisinau-Venue-Chisinau (Open Door type , meaning that the group component can differ from one trip to another) (3)*** category buses (capacity 25 places)	Round trip		2 round trips		
Total price, USD:						

TABLE 2: Compliance Requirements

Compliance Requirements:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: as per Delivery Schedule (Annex 1)			
Validity Period of Quotation: 60 day			
All Provisions of the UN Women General Terms and Conditions			

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

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

ANNEX 4

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

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) The “Fee List” annexed hereto as Annex C

2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [insert currency & amount in figures and words] (“the Maximum Total Amount”). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [insert

annex number] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every *[insert period of time or milestones]*.

5. INVOICES

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

[Insert address and contact details for submission of invoices].

6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:
Bank Address:
Bank ID:
Account No:
Title/name:

All payments will be done by the United Nations Development Programme (UNDP) Moldova on behalf of UN Women Moldova Office

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

For UN Women:

[Insert Name, Address, Phone and Email]

For the Contractor:

[Insert Name, Address, Phone and Email]

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature _____

Name _____

Title _____

Date _____
