



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 16 January 2018
	REFERENCE: RFQ18/01673

Dear Sir / Madam:

We kindly request you to submit your quotation for Consulting services related to the Audit of the PRM's new website 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 23 January 2018, 16:30 (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](mailto:tenders-Moldova@undp.org)

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RFQ18/01673: Consulting services related to the Audit of the PRM's new website"**.

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:

Exact Address of Delivery Location (identify all, if multiple)	105 Stefan cel Mare Str., Office 502, Chisinau, MD-2073, Republic of Moldova
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> As per Delivery Schedule specified in Terms of Reference
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars <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
After-sales services required	<input checked="" type="checkbox"/> Technical Support
Deadline for the Submission of Quotation	23 January 2018, 16:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian
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); <input checked="" type="checkbox"/> <b>Copy of Company's</b> Registration Certificate; <input checked="" type="checkbox"/> Detailed technical description of the offered service <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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;
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"/> 100% upon complete delivery of goods <input type="checkbox"/> Others: <specify>
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 <sup>2</sup> ; <input checked="" type="checkbox"/> Minimum 5 year experience in the field; <input checked="" type="checkbox"/> Demonstrated experience in conducting analyses or audits of similar nature, size in the past 2 years; <input checked="" type="checkbox"/> Availability of ICT certification for the provided type of Service <input checked="" type="checkbox"/> Experience of working with Government / Parliament would be an advantage <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Maximum delivery period not to exceed the one mentioned in Terms of Reference;
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>2</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type/s of Contract: Contract for Goods and Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others: <specify>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection of Report <input checked="" type="checkbox"/> Passing all Testing stages as per Terms of Reference <input type="checkbox"/> Written Acceptance of Service based on full compliance with RFO requirements
Annexes to this RFQ <sup>3</sup>	<input checked="" type="checkbox"/> Terms of Reference (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) <sup>4</sup>	Sergiu Galitchi – Project Manager, UNDP Moldova <sergiu.galitchi@undp.org>  <b>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.</b>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be **corrected**. **If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.**

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is **found to be higher than UNDP's own estimated** cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>4</sup> This 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.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf).

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Denis Suschevici,  
Head of Procurement Unit  
UNDP Moldova

## TERMS OF REFERENCE

**Consulting services related to the Audit of the PRM's new website****1. Background**

In January 2015, UNDP contracted through an open competition a company to develop the new website of the Parliament of the Republic of Moldova (PRM). Unfortunately, the company could not finalize the product in line with the original Terms of Reference's **requirements** and the contract was subsequently terminated in June, 2016. In order to finalize the product, UNDP contracted a local company, based on a market research that had experience with the Cake PHP and MySQL software applications to complete the development of the new Parliament's website.

The company delivered the final version of the website on 2 May 2017. Before the official launch, the final product needed to be tested **on the parliament's servers** for which UNDP hired two independent Load, Stress and Security testers. The first test carried out in May showed that the loading time during multiple (300) simultaneous accesses was too long and not in line with the provisions of the ToR. The results of the second test (done on 6 June) confirmed that the response time of website was still too long (average response time 22 seconds).

On 19 June 2017, the UNDP load tester tested the new website of parliament on the international Cloud Digital Ocean. This load test showed much better results than those **done on the parliament's servers**.

Since the results of load tests are different, a thorough assessment of the website needs to be carried out. In this regard, the UNDP Parliament Project is looking to hire an IT company (Contractor) to conduct an analysis of the Parliament's new website (product) as specified in the TOR, and review the original technical specifications for the website **as well as the Parliament's technical infrastructure (servers)** where the website is planned to be hosted.

**2. Objective of the assignment**

The main objective of the assignment is to carry out an analysis of PRM's new website by checking its correspondence to the technical requirements and best international practices for software development. The service provider is also requested to perform a comprehensive analysis of the original technical requirements for the new website in terms of its relevance and carry out an audit of the **Parliament's infrastructure** where the website is planned to be hosted.

The assignment will be carried out in close cooperation with the Secretariat of Parliament, including the IT Unit and other involved departments of PRM Secretariat - owners/publishers of the information.

### 3. Scope of work and expected output

In order to achieve the stated objectives, the Contractor will have the following responsibilities:

- Assess whether the new **PRM's website** including its content management system (CMS) and database structure were developed and implemented in accordance with the technical requirements;
- Specifically assess the used technology, architecture, performance, security and processes assuring information is protected, reliable, quickly available;
- **Analyze both the results of load testing carried out on Parliament's servers and those using the international Cloud Platform Digital Ocean;**
- Carry out an **analysis of the PRM's new website source** code with the intent of discovering bugs, security breaches or violations of programming conventions and best practices;
- Identify existing vulnerabilities of the new website such as (non-exhaustive list):
  - Non-bounds-checking functions;
  - SQL injection vulnerability;
  - File inclusion functions;
  - Pointer manipulation of buffers that may interfere with later bounds checking;
  - Libraries that may be linked with malicious code;
  - Client-side code vulnerabilities that do not affect the server side; and
  - Other relevant vulnerabilities suggested by the Contractor.
- Provide a list of recommendations **regarding the new PRM's website based on** website audit findings and conclusions;
- Carry out a comprehensive analysis of the technical requirements (ToR) regarding the **development and implementation of the new PRM's website and prepare a clear conclusion** whether the technical requirements were relevant and are realistic to be implemented;
- Perform an **audit of the PRM's infrastructure** (servers, network, firewall, hard drives, etc.), where the new website is planned to be hosted, in terms of performance and security. The audit related to the network should look at physical system set-up, including the hardware itself, and it should examine software and applications, as well as other programming in place. It should also consider the way users will access the system. **The audit results must clearly conclude whether the PRM's existing infrastructure has the capacity to host the new website without any latencies.**

### 4. Management Arrangements and Timeframe

The Contractor will work under the guidance of UNDP/SPGM for substantive aspects of the assignment. The time frame for this assignment is 5 February – 9 March, 2018 with final delivery date of 9 March, 2018.

## 5. Deliverables

The Contractor will prepare the following deliverables:

Audit <b>report on PRM's new website</b> containing a description of the findings (all technical issues discovered), clear and practicable recommendations for each identified issue specified per stakeholder, as well as a final conclusion regarding the feasibility of the entire website project;	9 March, 2018
Analytical report on the technical requirements of the <b>PRM's new website</b> containing clear conclusions and recommendations whether the document is still relevant and all requirements are realistic or there is a need to re-write the technical requirements;	
Audit report on <b>PRM's infrastructure</b> , which will contain a clear conclusion whether <b>the PRM's available infrastructure is sufficient and</b> capable to host the new website.	

## 6. Qualifications of the successful service provider

Technical competencies

- At least 5 years of experience in providing information services and development of software solutions for state and private companies;
- Demonstrated experience in conducting analyses or audits of similar nature, size in the past 2 years;
- Experience of working with Government / Parliament would be an advantage.

### Requirements for the Contractor's Project Team

Profile	Minimum Requirements
<b>Project Manager (Contractor's Representative)</b>	
Qualifications and skills	<ul style="list-style-type: none"> <li>• University graduate in IT&amp;C or related fields, completed by graduation diploma;</li> <li>• Knowledge regarding a methodology for IT services management, and the necessary and sufficient skills for managing the IT flows and processes, respectively;</li> <li>• Ability to speak, write and read Romanian language fluently;</li> <li>• Ability to speak, write and read in English.</li> </ul>
General professional experience	<ul style="list-style-type: none"> <li>• At least 5 years of overall professional experience in the IT field.</li> </ul>
Specific professional experience	<ul style="list-style-type: none"> <li>• At least 5 years of experience in the management of IT&amp;C projects;</li> <li>• Professional experience as Project Manager in at least one project completed for implementation of a similar project.</li> </ul>
<b>Business Analyst (For the analysis of the PRM website Technical Requirements)</b>	
Qualifications and skills	<ul style="list-style-type: none"> <li>• Graduate studies in the IT&amp;C or related field, completed by graduation diploma.;</li> <li>• Knowledge on business processes modeling in the content of IT systems</li> <li>• Ability to speak, write and read English and Romanian fluently</li> </ul>
General professional experience	<ul style="list-style-type: none"> <li>• At least 5 years of overall professional experience</li> </ul>
Specific professional experience	<ul style="list-style-type: none"> <li>• At least 5 years of experience in the field of IT&amp;C</li> <li>• Specific professional experience proved through participating in at least one similar project;</li> </ul>
<b>Software Auditor (For the audit of the PRM new website, including MySql database)</b>	
Qualifications and skills	<ul style="list-style-type: none"> <li>• Graduate studies in the IT&amp;C field, completed by graduation diploma</li> <li>• Ability to speak, write and read Romanian and English fluently</li> </ul>

Profile	Minimum Requirements
General professional experience	<ul style="list-style-type: none"> <li>At least 5 years of overall professional experience</li> </ul>
Specific professional experience	<ul style="list-style-type: none"> <li>At least 5 years of experience in the IT field;</li> <li>Specific professional experience proved through participating in at least one similar project</li> <li>Sound Knowledge and experience in working with PHP and MySQL and web technologies;</li> </ul>
ICT Infrastructure Auditor	
Qualifications and skills	<ul style="list-style-type: none"> <li>Graduate studies in the IT&amp;C field, completed by graduation diploma</li> <li>Ability to speak, write and read Romanian and English fluently</li> </ul>
General professional experience	<ul style="list-style-type: none"> <li>At least 5 years of overall professional experience</li> </ul>
Specific professional experience	<ul style="list-style-type: none"> <li>At least 5 years of experience in the IT field;</li> <li>Specific professional experience proved through participating in at least one similar project</li> <li>Working knowledge of hardware infrastructure and virtualization (servers, networking, routers, Hyper-V, etc);</li> <li>Working knowledge of regulatory and industry data security standards</li> <li>Sound knowledge in Windows and Linux operating systems</li> <li>Familiar with ISO 27001/27002, ITIL and/or COBIT frameworks</li> <li>Experience in managing firewall and intrusion detection/prevention protocols</li> </ul>

The company shall present a brief description of similar assignments previously conducted and an estimation of activities and their duration.



## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

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

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<b>Total Prices of Goods<sup>7</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

	<b>Your Responses</b>
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<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>7</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<b>Other Information pertaining to our Quotation are as follows :</b>	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>8</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*

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<sup>8</sup> *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### 2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### 3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### 4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### 5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### 6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used

and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

## 7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

## 8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

## 9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## 10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

## 11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## 12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

## 13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

#### 14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

#### 15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

#### 16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### 17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### 18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent,

shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the **Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.**

19. 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.