



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>17 May 2019</b>
	REFERENCE: <b>RfQ19/01916</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for reconstruction works in the UN House building, 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 **29 May 2019, 16:30 (Moldova local time)** via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event ID: 0000003765**

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

**Please Consult eTendering Resources for Bidders for additional information on bidding:**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

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.

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)	131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 40 calendar days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered]
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Preferred Currency of Quotation <sup>1</sup>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Others: Warranty on Works and Materials for a minimum period of 3 (three) years
Deadline for the Submission of Quotation	<p><b>29 May 2019, 16:30 (Moldova local time)</b></p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p><b>PLEASE NOTE:</b></p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Proposal  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b>Username: event.guest</b>  <b>Password: why2change</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li><u>It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u></li> <li><u>You can participate in the proposal event only if you have registered in the system.</u></li> </ol> <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 up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the offered materials;</p> <p><input checked="" type="checkbox"/> Filled out BoQ's (Annex 1), all calculations should be performed using WinSmeta software.</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) and/or other similar certificates, accreditations, awards, citations received by the Bidder, if any;</p> <p><input checked="" type="checkbox"/> List of qualified key personnel, together with CVs and professional certificates;</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar repair/reconstruction projects for the past 3 (three) years, indicating beneficiary, contract amount, period of execution;</p> <p><input checked="" type="checkbox"/> Timeframe for execution of works;</p>

<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> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

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	<input checked="" type="checkbox"/> Statement of Satisfactory Performance from 2 (two) Clients in the terms of Contract execution (compliance with deadlines, quality of the works, reasonableness of the value of the contract); <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion of works and signature of acceptance
Liquidated Damages	0.25% 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>3</sup> ; <input checked="" type="checkbox"/> Minimum 3 (three) years' experience in the field; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered materials; <input checked="" type="checkbox"/> Warranty on Works and Materials for a minimum period of 3 (three) years; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Completion of works <input checked="" type="checkbox"/> Written Acceptance of Works based on full compliance with RFQ requirements
Annexes to this RFQ <sup>4</sup>	<input checked="" type="checkbox"/> Specifications of the Works Required (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>5</sup>	Alisa Zaitova, UN House Admin & Finance Assistant alisa.zaitova@one.un.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

<sup>3</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.

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</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. IT

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

*Denis Suschevici*

Denis Suschevici,

Head of Procurement  
and Operational Support Unit

**Annex 1**

**Schedule of Requirements  
(Caiet de Sarcini)**

**Obiectul: Reparatii in birourile Oficiului Organizatiei Natiunilor Unite in  
Moldova din strada 31 august, nr.131, Chisinau, Republica Moldova**

№ crt.	Simbol norme și Cod resurse	Lucrări și cheltuieli	U.M.	Cantitate conform datelor din proiect	Valoarea de deviz, lei	
					Pe unitate de măsură incl. salariu	Total incl. salariu
1	2	3	4	5	6	7
		<b>1. Cabinet 127,128</b>				
1	RpCO56A	Demontari: timplarie din lemn (usi,.)	m2	2,30		
2	RpCO56A	Demontari: timplarie din lemn (fereastră)	m2	2,21		
3	RpCR32B	Desfacerea tapetelor textile, colorate sau similare	m2	71,19		
4	RpCG29A	Demolarea peretilor de zidarie din caramida sau BCA de 6-8 cm grosime	m2	2,30		
5	RCsB21A k=0,2	Forarea mecanica a gaurilor pentru dublu	buc	25,00		
6	CK35D	Dibluri din material plastic fixate in ziduri din beton armat	buc	25,00		
7	CF54A	Placarea peretilor cu placi din ghips-carton, grosime 12,5 mm, montati pe structura din profil zincat: pe suprafete plane, exclusiv glafurile usilor si ferestrelor (usa)	m2	4,60		
8	CD72B	Pereti despartitori plane din PGC cu grosimea 75-125 mm pe carcasa metalica simpla cu placaj de PGC intr-un strat din ambele parti cu izolatatie, cu inaltimea pina la 4 m (fereastră)	m2	2,21		
9	CN54A	Aplicarea manuala a grundului cu cuarț "Betoncontact" intr-un strat, la pereti interioare	m2	68,89		
10	CF17C	Diverse lucrari - strat de impaslitura din fibra de sticla aplicat pe suprafata elementelor prefabricate din b.c.a. lipit cu aracet, inclusiv stratul de amorsaj	m2	68,89		
11	CF50B	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la pereti si pereti	m2	77,91		

1	2	3	4	5	6	7
		despartitori, preparare manuala a mortarului.				
12	CF51B K=5	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la pereti si pereti despartitori, preparare manuala a mortarului. Diferenta in plus sau in minus pentru fiecare 1,0 mm (se adauga sau se scade la art. CF50)	m2	77,91		
13	CN53A	Grunduirea suprafetelor interioare a peretilor	m2	77,91		
14	CF57A	Aplicarea manuala a chitului pe baza de ipsos "Eurofin" grosime 1,0 mm pe suprafetele peretilor,	m2	77,91		
15	CN53A	Grunduirea suprafetelor interioare a peretilor	m2	77,91		
16	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual	m2	77,91		
17	CF17D	Diverse lucrari - adaos de colorant, material hidrofug, etc.	kg	1,00		
18	CN54A	Aplicarea manuala a grundului cu cuarț "Betoncontact" intr-un strat, la glafuri	m2	12,86		
19	RpCJ06C	Reparatii de tencuieli interioare, in jurul tocurilor si pervazurilor, la usi si ferestre, de 2 cm grosime, driscuite, executate cu mortar de ciment-var marca 25 T, avind spaletii drepti, intre 25 - 35 cm latime	m	38,70		
20	CF17C	Diverse lucrari - strat de impaslitura din fibra de sticla aplicat pe suprafata elementelor prefabricate din b.c.a. lipit cu aracet, inclusiv stratul de amorsaj	m2	12,86		
21	CK18C	Montarea baghetelor la lambriuri din aluminiu (cornier din aluminiu)	m	38,70		
22	CF61A	Driscuire continua a suprafetei (tencuiala de un strat) cu amestec uscat de ipsos: glafuri de ferestre si usi plane	m2	12,86		
23	CN53A	Grunduirea suprafetelor interioare a glafuri	m2	12,86		
24	CF57A	Aplicarea manuala a chitului pe baza de ipsos "Eurofin" grosime 1,0 mm pe suprafetele glafuri	m2	12,86		

1	2	3	4	5	6	7
25	CN53A	Grunduirea suprafetelor interioare a glafuri	m2	12,86		
26	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual -glafuri	m2	12,86		
27	CK03A	Usi din lemn interioare intr-un canat,	m2	2,30		
28	CK33C	Broasca aplicata sistem Yalle	buc	1,00		
<b>Total Cabinet 127,128</b>						
<b>Inclusiv salariu</b>						
		<b>2. Cabinet 108-109</b>				
29	RpCQ11B	Demontarea peretilor cu placi de sticla	m2	10,56		
30	CM07A	Luminator-perete din placi din sticla	m2	3,00		
<b>Total Cabinet 108-109</b>						
<b>Inclusiv salariu</b>						
		<b>3. Garaj</b>				
		<b>3.1. Demontari</b>				
31	RpCQ11C	Demontarea peretilor cu caramizi de sticla	m2	1,68		
32	RpCO56A	Demontari: rolete	m2	6,80		
33	RpCB18E	Demolarea betoanelor vechi cu mijloace manuale, (boiandrug)	m3	0,64		
34	RpCK42C	Desfacerea pardoselilor reci din placi de , gresie, (tambur de intrare )	m2	3,63		
35	RpCK42A	Desfacerea pardoselilor reci din beton sau mortar de ciment (tambur de intrare)	m2	3,63		
36	RpCO56A	Demontari: timplarie din lemn (usi, .)	m2	3,60		
<b>Total Demontari</b>						
<b>Inclusiv salariu</b>						
		<b>3.2. Tavan</b>				
37	CK29F	Tavane suspendate din panouri prefabricate "Armstrong", inclusiv sistemul-grila	m2	42,74		
38	RpCJ35A	Desfaceri de tencuieli interioare sau exterioare driscuite la tavane (tambur de intrare)	m2	3,63		

1	2	3	4	5	6	7
39	CN54A	Aplicarea manuala a grundului cu cuart "Betono contact" intr-un strat, tavane interioare (tambur)	m2	3,63		
40	CF17C	Diverse lucrari - strat de impaslitura din fibra de sticla aplicat pe suprafata elementelor prefabricate din b.c.a. lipit cu aracet, inclusiv stratul de amorsaj	m2	3,63		
41	CF52B	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la tavan, preparare manuala a mortarului	m2	3,63		
42	CF53B K=5	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la tavan, preparare manuala a mortarului. Diferenta in plus sau in minus pentru fiecare 1,0 mm (se adauga sau se scade la art CF52)	m2	3,63		
43	CN53A	Grunduirea suprafetelor interioare a tavanelor	m2	3,63		
44	CF57A	Aplicarea manuala a chitului pe baza de ipsos "Eurofin" grosime 1,0 mm pe suprafetele tavanului	m2	3,63		
45	CN53A	Grunduirea suprafetelor interioare a tavanelor	m2	3,63		
46	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual	m2	3,63		
<b>Total Tavan</b>						
<b>Inclusiv salariu</b>						
		<b>3.3. Pereti</b>				
47	CD55A	Zidarie din blocuri de calcar (cotilet) la pereti cu inaltimea pina la 4 m, zidarie ordinara	m3	1,44		
48	CF54A	Placarea peretilor cu placi din ghips-carton, grosime 12,5 mm, montati pe structura din profil zincat: pe suprafete plane, exclusiv glafurile usilor si ferestrelor (corob p/u tevii)	m2	2,00		
49	CF15A	Tencuieli interioare scivilisite, executate manual, cu mortar de ciment M 100-T de 2 cm grosime medie, la pereti din beton sau caramida, cu suprafete plane (по кладке)	m2	2,90		



1	2	3	4	5	6	7
50	CN54A	Aplicarea manuala a grundului cu cuarț "Betoncontact" într-un strat, la pereti interioare	m2	86,20		
51	CF17C	Diverse lucrari - strat de impaslitura din fibra de sticla aplicat pe suprafata elementelor prefabricate din b.c.a. lipit cu aracet, inclusiv stratul de amorsaj	m2	86,20		
52	CF50B	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la pereti si pereti despartitori, preparare manuala a mortarului.	m2	86,20		
53	CF51B K=5	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la pereti si pereti despartitori, preparare manuala a mortarului. Diferenta in plus sau in minus pentru fiecare 1,0 mm (se adauga sau se scade la art. CF50)	m2	86,20		
54	CN53A	Grunduirea suprafetelor interioare a peretilor	m2	86,20		
55	CF57A	Aplicarea manuala a chitului pe baza de ipsos "Eurofin" grosime 1,0 mm pe suprafetele peretilor,	m2	86,20		
56	CN53A	Grunduirea suprafetelor interioare a peretilor	m2	86,20		
57	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual	m2	86,20		
58	CF17D	Diverse lucrari - adaos de colorant, material hidrofug, etc.	kg	1,00		
59	CN54A	Aplicarea manuala a grundului cu cuarț "Betoncontact" într-un strat, la glafuri	m2	8,36		
60	RpCJ06C	Reparatii de tencuieli interioare, in jurul tocurilor si pervazurilor, la usi si ferestre, de 2 cm grosime, driscuite, executate cu mortar de ciment-var marca 25 T, avind spaletii drepti, intre 25 - 35 cm latime	m	16,40		
61	CF17C	Diverse lucrari - strat de impaslitura din fibra de sticla aplicat pe suprafata elementelor prefabricate din b.c.a. lipit cu aracet, inclusiv stratul de amorsaj	m2	8,36		
62	CK18C	Montarea baghetelor la lambriuri din aluminiu (cornier din aluminiu)	m	20,00		

1	2	3	4	5	6	7
63	CF61A	Driscuire continua a suprafetei (tencuiala de un strat) cu amestec uscat de ipsos: glafuri de ferestre si usi plane	m2	8,36		
64	CN53A	Grunduirea suprafetelor interioare a glafuri	m2	8,36		
65	CF57A	Aplicarea manuala a chitului pe baza de ipsos "Eurofin" grosime 1,0 mm pe suprafetele glafuri	m2	8,36		
66	CN53A	Grunduirea suprafetelor interioare a glafuri	m2	8,36		
67	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual -glafuri	m2	8,36		
<b>Total Pereti</b>						
<b>Inclusiv salariu</b>						
		<b>3.4. Pereti dispartitor din sticla</b>				
68	CM07A	Luminator-perete din placi din sticla	m2	33,76		
<b>Total Pereti dispartitor din sticla</b>						
<b>Inclusiv salariu</b>						
		<b>3.5. Pardosele</b>				
69	CN54A	Aplicarea manuala a grundului cu cuart "Betono contact" intr-un strat, la pardosele (inclusiv tambur de intrare)	m2	46,50		
70	CG01A	Strat suport pentru pardoseli executat din mortar din ciment M 100-T de 3 cm grosime cu fata driscuita fin	m2	46,50		
71	CG56A	Sapa din amestec de autonivelare "Nivelir": grosime 10mm	m2	46,50		
72	CG36A	Pardoseli din placi laminat montale pe uscat cu pozarea stratului sintetic pe suport existent, inclusiv plintele de lemn si curatarea, in incaperii mai mare de 16 mp Clasa 33 gr 12mm	m2	46,50		
<b>Total Pardosele</b>						
<b>Inclusiv salariu</b>						
		<b>3.6. Usi si ferestre</b>				
73	CK23C	Ferestre din mase plastice cu unul sau mai multe canaturi la constructii cu	m2	6,82		

1	2	3	4	5	6	7
		inaltimi pina la 35 m inclusiv, avind suprafata tocului peste 2,5 mp				
74	CK26C	Pervazuri montate la ferestre sau usi din mase plastice b=400mm	m	3,00		
75	CK03A	Usi din lemn interioare intr-un canat,	m2	1,89		
76	CK33C	Broasca aplicata sistem Yalle	buc	1,00		
77	CK25A	Usi confectionate din profiluri din mase plastice inclusiv armaturile si accesoriile necesare usilor montate in zidarie de orice natura la constructii cu inaltimea pina la 35 m inclusiv, intr-un canat, cu suprafata tocului pina la 7 mp inclusiv (usa pentru dulap de incendiu)	m2	1,00		
<b>Total Usi si ferestre</b>						
<b>Inclusiv salariu</b>						
		<b>3.7. Lucrari exterioare</b>				
78	CK26D	Pervazuri montate la ferestre sau usi din aluminiu	m	2,90		
79	CN54A	Aplicarea manuala a grundului cu cuart "Betoncontact" intr-un strat, la glafuri	m2	1,58		
80	RpCJ06B	Reparatii de tencuieli interioare, in jurul tocurilor si pervazurilor, la usi si ferestre, de 2 cm grosime, driscuite, executate cu mortar de ciment-var marca 25 T, avind spaletii drepti, intre 15 - 25 cm latime	m	10,50		
81	CF61A	Driscuire continua a suprafetei (tencuiala de un strat) cu amestec uscat de ipsos: glafuri de ferestre si usi plane	m2	1,14		
82	CN53A	Grunduirea suprafetelor interioare a peretilor si tavanelor	m2	1,14		
83	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual -glafuri	m2	1,14		
84	CF15A	Tencuieli exterioare sclivisite, executate manual, cu mortar de ciment M 100-T de 2 cm grosime medie, la pereti din beton sau caramida, cu suprafete plane (по кладке)	m2	2,90		
85	CF50B	Tencuieli interioare de 5 mm grosime, executate manual, cu amestec uscat pe baza de ipsos, la pereti si pereti despartitori, preparare manuala a mortarului.	m2	2,90		

1	2	3	4	5	6	7
86	CN06A	Vopsitorii interioare cu vopsea pe baza de copolimeri vinilici in emulsie apoasa, aplicate in 2 straturi pe glet existent, executate manual	m2	3,00		
<b>Total Lucrari exterioare</b>						
<b>Inclusiv salariu</b>						
		<b>3.8. Lucrari tehnice sanitare</b>				
87	RpSC05A	Demontarea unui lavoar de faianta, inclusiv accesoriile	buc	1,00		
88	RpSE06A	Demontarea racordurilor unui boiler la conductele de apa rece si calda,	buc	2,00		
89	RpSE25A Ksal=0,5	Demontarea preparatorului de apa calda menajera,	buc	1,00		
90	RCsB21A	Forarea mecanica a gaurilor pentru dublu	buc	2,00		
91	SA14B	Teava din material plastic imbinata prin sudura prin polifuziune, la constructii industriale, avind diametrul de 20 mm	m	12,00		
92	SA38B	Bratara pentru fixarea conductelor de alimentare cu apa si gaze, din otel sau PVC montata prin inpuscare, conductele avind diametrul de 3.4"	buc	10,00		
93	SE57A	Preparator de apa calda menajera, functionind cu agent termic apa calda 70-90 grade C, avind capacitatea de pina la 80l (boiler existent)	buc	1,00		
94	CL20A	Usita din masa plastice gata confectionate 400x400mm	buc	1,00		
<b>Total Lucrari tehnice sanitare</b>						
<b>Inclusiv salariu</b>						
		<b>3.9. Incalzire</b>				
95	RpIC30A	Busonarea conductelor de otel , pentru instalatia de incalzire, in vederea desfiintarii sau reparatiilor cu diametrul de 3/8"-3/4"	buc	2,00		
96	RpIB11A	Demontari radiatoare de pozitie pentru desfiintare	m2	5,00		

1	2	3	4	5	6	7
97	RpIB11C	Demontarea consolelor sau dispozitivelor de sustinere pentru desfiintare	buc	6,00		
98	IC30D	Fitinguri din fonta maleabila, avind 2 insurubari, montata prin insurubare cu teava de otel, avind diametrul de 1"	buc	2,00		
99	GD12A	Legatura conductei noi la retea in fuctiune	buc	2,00		
100	IC36B	Teava din polietilena armata de inalta densitate sau polipropilena armata sau nearmata, montata in coloane la instalatii de incalzire centrala, avind diametrul exterior de 25,0 mm.	m	24,00		
101	IC40A	Bratara pentru fixarea conductelor din otel pentru instalatia de incalzire centrala sau gaze, montata prin dibluri pina la 1" inclusiv, pe dibluri din PVC pe zid de caramida	buc	24,00		
102	IC37C	Piese de racordare cu doua imbinari din polietilena, imbinare prin presare cu infiletare cu teava din polietilena armata, avind diametrul exterior de 25,0 mm	buc	12,00		
103	IC36A	Teava din polietilena armata de inalta densitate sau polipropilena armata sau nearmata, montata in coloane la instalatii de incalzire centrala, avind diametrul exterior de pina la 20,0 mm, inclusiv.	m	1,50		
104	IC37B	Piese de racordare cu doua imbinari (fitinguri) din polietilena, imbinare prin presare cu infiletare cu teava din polietilena armata, avind diametrul exterior de 20,0 mm	buc	6,00		
105	IC37B	Piese de racordare cu doua imbinari (fitinguri) din polietilena, imbinare prin presare cu infiletare cu teava din polietilena armata, avind diametrul exterior de 20,0 mm Racord 20x1/2"	buc	6,00		
106	ID04A	Robinet de trecere sau de retinere cu mufe pentru instalatii de incalzire central, avind diametrul nominal de 1/2" -1" (3/4")	buc	3,00		
107	IB06B	Radiatoare avind lungimea de 1500 mm 15 sectii	buc	3,00		
108	IB20B	Elemente de sustinere pentru corpuri de incalzire, montat pe zid de beton	buc	12,00		

1	2	3	4	5	6	7
109	ID01A	Robinet cu ventil cu dublu reglaj (tur sau retur) pentru instalatii de incalzire central, avind diametrul nominal de 3/8" -1/2" Robinet Tur tip coltar M Dy=15mm	buc	3,00		
110	ID01A	Robinet cu ventil cu dublu reglaj (tur sau retur) pentru instalatii de incalzire central, avind diametrul nominal de 3/8" -1/2" Robinet Retur tip coltar M Dy=15mm	buc	3,00		
111	ID06A	Robinet de aerisire cu cheie mobila pentru instalatii de incalzire centrala, avind diametrul nominal de 1/4"	buc	3,00		
112	RpIzA07C	Vopsitorii la corpurile radiatoarelor de calorifer, executate manual, cu vopsea de ulei	m2	11,43		
<b>Total Incalzire</b>						
<b>Inclusiv salariu</b>						
		<b>3.10. Ventilare</b>				
113	VA02E	Confectionarea si montarea canalelor de ventilatie drepte, din tabla zincata sau aluminiu de 0,3 - 2 mm grosime, avind perimetrul sectiunii circulare de 250 - 700 mm d=125	m2	6,00		
114	VA02E	Confectionarea si montarea canalelor de ventilatie drepte, din tabla zincata sau aluminiu de 0,3 - 2 mm grosime, avind perimetrul sectiunii circulare de 250 - 700 mm d=100	m2	8,00		
115	CL20A	Grile de ventilatie gata confectionate din tabla neagra, cu jaluzele reglabile manual, vopsite si montate in zidarie Difuzor CRL `125	buc	16,00		
<b>Total Ventilare</b>						
<b>Inclusiv salariu</b>						
		<b>3.11. Lucrari diverse</b>				
116	TrI1AA08 A1	Descarcarea materialelor din grupa A - grele si marunte prin aruncare - pe rampa, din vagon, categoria 1 (materiale de constructie)	t	5,00		
117	TrB05B1-9	Transportul, prin purtare directa, al materialelor comode, avind peste 25 kg, pe distanta de 90 m (materiale de constructie)	t	4,00		

1	2	3	4	5	6	7
118	TrB05B1-9	Transportul, prin purtare directa, al materialelor comode, avind peste 25 kg, pe distanta de 90 m (gunoi)	t	1,50		
119	TsH92B	Incarcarea in auto gunoi	t	1,50		
120	TsI50G	Transportarea incarcaturilor cu autocamione la distanta 15 km	t	1,50		
<b>Total Lucrari diverse</b>						
<b>Inclusiv salariu</b>						
		<b>3.12. Lucrari electrice</b>				
121	RpEK06A	Demontarea corpurilor de iluminat cu bec incandescent	buc	4,00		
122	RpEE24A	Demontarea aparatelor electrice pentru curent tari : (intrerupatoare,	buc	2,00		
123	RpEE24A	Demontarea aparatelor electrice pentru curent tari : prize	buc	2,00		
124		Panou 12 module	buc	1,00		
125		Automat VA 47 29 1P 16A	buc	12,00		
126	08-03-594-3	Corp de iluminat cu lampi luminescente montat separat pe pivoti, cantitate lampi, in corp de iluminat, pina la 4	100 buc	0,13		
127		Corp de iluminat LED 600x600 45wt in tavane suspendata cu sticla omogena	buc	12,00		
128		Corp de iluminat LED 600x600 45wt cu sticla omogena	buc	1,00		
129		Lampa 18w LED	buc	52,00		
130		Starter	buc	13,00		
131	08-03-591-4	Intreruptor cu doua clape, tip neingropat, la instalatie deschisa (material este inclus in norma)	100 buc	0,06		
132	08-03-591-1	Intreruptor cu o clapa, tip neingropat, la instalatie deschisa (material este inclus in norma)	100 buc	0,01		
133	08-03-591-8	Priza de fisa tip neingropat, la instalatie deschisa (material este inclus in norma)	100 buc	0,18		
134	08-02-409-1	Teava din vinilplast pe constructii instalate, pe pereti si coloane, fixare cu scoabe, diametru pina la 25 mm	100 m	1,50		

1	2	3	4	5	6	7
135		Gofra d=20mm	m	150,00		
136	RpEB10H	Cordoane din cupru, cu izolatie din PVC, in executie mijlocie, pentru tensiuni de 300/500 V, simbol MYYM, montate aparent, avind sectiunea 3x2,5 mmp	m	100,00		
137	RpEB10G	Cordoane din cupru, cu izolatie din PVC, in executie mijlocie, pentru tensiuni de 300/500 V, simbol MYYM, montate aparent, avind sectiunea 3x1,5 mmp	m	50,00		
138	10-01-055-03	Кабель FTR cat 5 (material este inclus in norma) -pentru computer	100 m	0,35		
139	10-04-066-07	Aparataj de perete: Priza RJ45 cat 5 (material este inclus in norma) pentru computer	buc	3,00		
140	10-01-055-03	Кабель FTR cat 5 (material este inclus in norma) pentru telefon	100 m	0,35		
141	10-04-066-07	Aparataj de perete: Priza RJ 12 (material este inclus in norma) pentru telefon	buc	3,00		
Total Lucrari electrice						
Inclusiv salariu						
Total Garaj						
Inclusiv salariu						
Прямые затраты			lei			
Asigurarea sociala si medicala						
Transportarea materialelor						
Total						
Cheltuieli de regie						
Total						
Beneficiu de deviz						
Total						
TVA						



## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>6</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>7</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. 19/00xxx:

**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>8</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**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			

<sup>6</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>7</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>8</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>9</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]*

<sup>9</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.

## Certificate Of Completion

Envelope Id: C011AA58A06346F8830793CCAF8C9D50	Status: Completed
Subject: Please DocuSign: RfQ_repair works UN House.pdf	
Source Envelope:	
Document Pages: 22	Signatures: 1
Certificate Pages: 5	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Iurie Tarcenco
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	iurie.tarcenco@undp.org
	IP Address: 87.255.68.247

## Record Tracking

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iurie.tarcenco@undp.org	Viewed: 5/17/2019 7:26:20 AM
United Nations Development Program	Signed: 5/17/2019 7:26:32 AM
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denis.suschevici@undp.org	Viewed: 5/17/2019 7:28:57 AM
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ID: e79b0495-f51d-4a1c-9cd2-f770dcd9a7aa

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/17/2019 7:26:34 AM
Certified Delivered	Security Checked	5/17/2019 7:28:57 AM
Signing Complete	Security Checked	5/17/2019 7:29:27 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	5/17/2019 7:29:27 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, United Nations Development Program (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact United Nations Development Program:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [pavol.mates@undp.org](mailto:pavol.mates@undp.org)

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