



## REQUEST FOR QUOTATION (RFQ)

REFERENCE: **RfQ-17/1482**DATE: **April 05, 2017**

Dear Sir / Madam:

We kindly request you to submit your quotation for **RfQ-17/1482 – Supply of 1 (one) Panel Van vehicle, 1 (one) Backhoe – Bulldozer and 1 (one) Boom lift Tractor**, 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 **April 26, 2017, 16:00 (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 **“RfQ-17/1482 – Supply of 1 (one) Panel Van vehicle, 1 (one) Backhoe – Bulldozer and 1 (one) Boom lift Tractor”**.

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:

Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address of Delivery/ Location (identify all, if multiple)	Vinogradovca and Congaz community, Taraclia district, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> up to 60 calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required

Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT, excise and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Minimum 3 years' warranty or 100 000 km (LOT #1) <input checked="" type="checkbox"/> Minimum 12 months' warranty or 1,000 motor-hours (LOT #2) <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Availability of authorized service in Moldova for maintenance/repair
Deadline for the Submission of Quotation	<b>April 26, 2017, 16:00 (Moldova local time)</b>
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 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Detailed description of the offered vehicle (including photos); <input checked="" type="checkbox"/> List of recommended consumables and spares, including their prices and details on local availability for: <ul style="list-style-type: none"> <li>- period of 3 years or 100 000 km mileage for LOT #1;</li> <li>- period of 12 months or 1,000 motor-hours LOT #2.</li> </ul> <input checked="" type="checkbox"/> Name and address of authorized service in Moldova; <input checked="" type="checkbox"/> Statement or certificate of origin for the offered vehicle and spares; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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 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 Vendor shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted per Lot
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<b>0.2%</b> of contract for every day of delay, up to a maximum duration of 30 calendar days. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price for vehicle life cycle cost <sup>2</sup> ; <input checked="" type="checkbox"/> Minimum 3 years of experience in the field; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered vehicle;

<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 competition deadline.

<sup>2</sup> Offerors shall provide a detailed list of recommended replacement parts and scheduled maintenance services required for 100,000 km for LOT #1 and/or 1,000 motor-hours for LOT #2 of operation of the vehicle (including current prices). These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.

	<input checked="" type="checkbox"/> Availability of authorized service in Moldova; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Maximum delivery period not to exceed 60 calendar days upon signature of contract. <input checked="" type="checkbox"/> Minimum warranty period: - 3 years or 100 000 km (LOT #1) - 12 months or 1,000 motor-hours (LOT #2)
UNDP will award to:	<input checked="" type="checkbox"/> One or more Offeror/s, depending on the following factors: Lowest-priced technically responsive offer per Lot
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 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written acceptance of equipment based on full compliance with contract requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods 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>3</sup>	Leonid Mazilu, Procurements and Contracts Associate <a href="mailto:leonid.mazilu@undp.org">leonid.mazilu@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

**The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected. Offerors shall provide a detailed list of replacement parts and scheduled maintenance services required for 120,000 km of operation of the vehicles. These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services will not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.**

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.

<sup>3</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.

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.

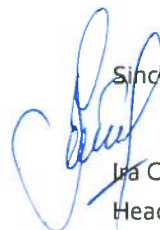
UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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.

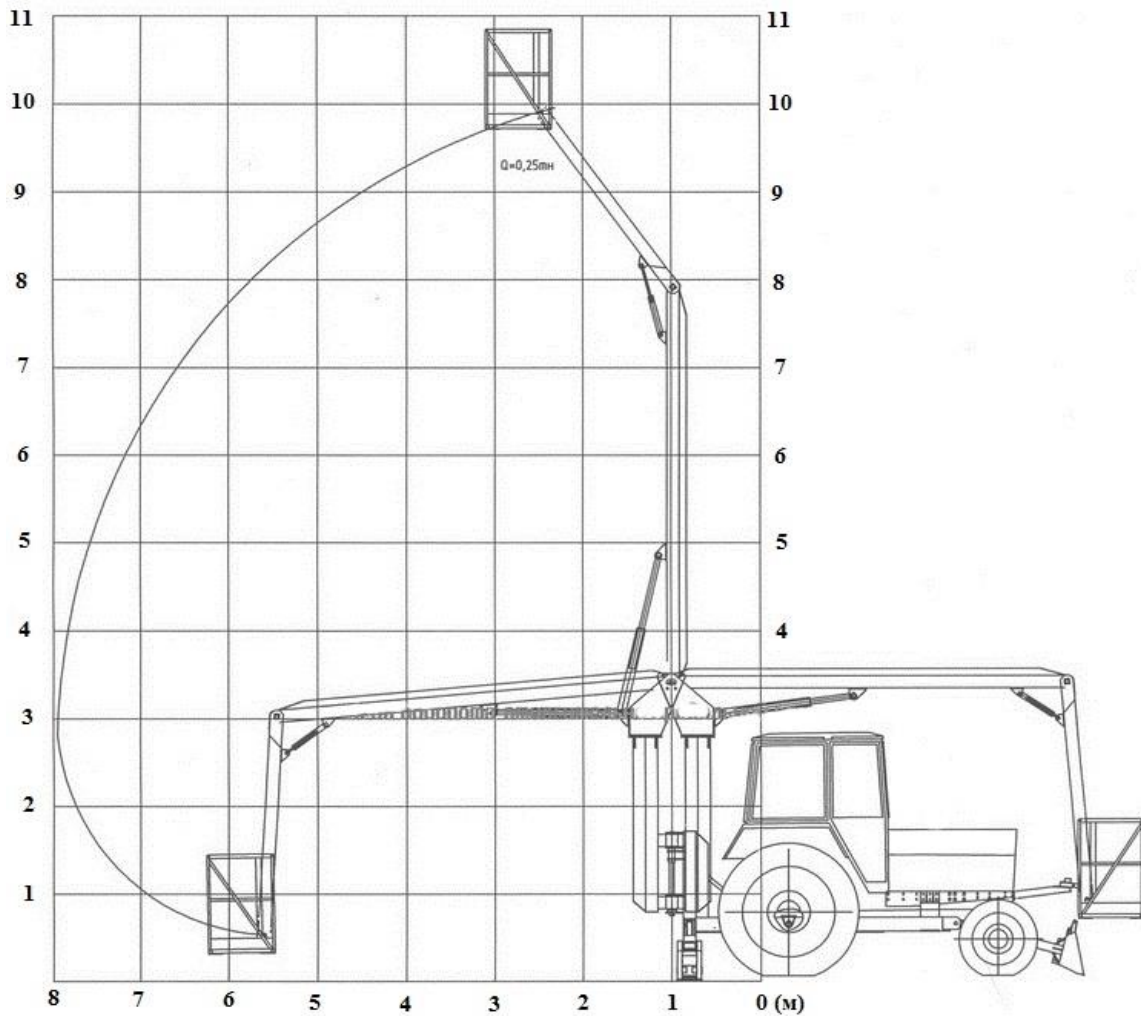
  
Sincerely yours,  
Iva Cebotari,  
Head of Operations

## Technical Specifications

LOT #1			
Item	Generic Description		Quantity
1	Vehicle Type	Panel Van	1 (one)
	Condition	Brand New, year of production 2016 or later	
	Gearbox	Manual transmission	
	Type of Fuel	Petrol	
	European emission standards	minimum Euro 5	
	Seats	2	
	Engine Capacity (cm <sup>3</sup> )	minimum 1,598	
	Number of cylinders	4	
	Engine power (kW/HP)	minimum 75kW / 100HP	
	Load Space, m <sup>3</sup>	minimum 3.0	
	Payload, kg	minimum 800	
	Fuel tank, liters	minimum 50	
	Overall width (with/without door mirrors), mm	maximum 2140/1830	
	Overall length, mm	maximum 4370	
	Overall height (unladen), mm	maximum 1850	
	Ground clearance, mm	minimum 150	
Accessories:	First aid kit; Fire extinguisher; Car jack.		

LOT #2			
Item	Generic Description		Quantity
1	Type:	Backhoe - Bulldozer	1 (one)
	Condition	Brand new, year of production 2016 or later	
	Gearbox	9/8, mechanical with back-gearred reducer, single-lever gearbox control with 9th gear locking	
	Engine type	four-stroke diesel with turbocharging, direct fuel injection	
	Operating power, kW/HP	65 kW / 89HP	
	Wheels drive	4x4 WD	
	Steering	Front wheels	
	<b>Backhoe</b>		
	Bucket capacity, m <sup>3</sup>	minimum 0,18	
	Bucket width, mm	minimum 650	
	Digging depth, mm	minimum 4200	
	Loading height, mm	minimum 3400	
	Digging radius, mm	minimum 5300	
	Dipper stick shift (left/right), mm	minimum 950	
	Dipper stick working angle	minimum 170°	
	<b>Bulldozer blade</b>		
	Type	Frontal, pneumatic, angle bulldozer blade	
	Blade width, mm	minimum 2100	
	Blade height, mm	minimum 650	
	Blade Depth below Ground, mm	minimum 200	
	Blade left and right angle	minimum 30°	
	<b>Dimensions</b>		
	Length, width, height, mm	Up to 7650, 2500, 3850	
2	<b>Backhoe bucket</b> , compatible with the proposed Backhoe - Bulldozer	Width 300 mm	1 (one)
3	Type:	Boom lift Tractor with frontal blade (see the sketch below for operation details)	1 (one)
	<b>Tractor</b>		
	Condition	Brand new, year of production 2016 or later	
	Gearbox	9/8, mechanical with back-gearred reducer, single-lever gearbox control with 9th gear locking	

<b>Engine type</b>	four-stroke diesel with turbocharging, direct fuel injection
<b>Operating power, kW/HP</b>	65 kW / 89HP
<b>Wheels drive</b>	4x4 WD
<b>Steering</b>	Front wheels
<b>Tow-hook for trailer</b>	Compatible with heavy trailers
<b>Boom lift</b>	
<b>Operation height, meters</b>	Minimum 11
<b>Operation radius, meters</b>	Minimum 7
<b>Lifting capacity, kg</b>	Minimum 300
<b>Boom rotation angle in the horizontal plane</b>	Minimum 220°
<b>Boom capacity</b>	2 persons
<b>Bulldozer blade</b>	
<b>Type</b>	Frontal, pneumatic, angle bulldozer blade
<b>Blade width, mm</b>	minimum 2100
<b>Blade height, mm</b>	minimum 650
<b>Blade Depth below Ground, mm</b>	minimum 200
<b>Blade left and right angle</b>	minimum 30°



## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</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. RfQ-17/1482 – Supply of 1 (one) Panel Van vehicle, 1 (one) Backhoe – Bulldozer and 1 (one) Boom lift Tractor.

**LOT #1**

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

Item No.	Description/Specification of equipment	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Panel Van	1	60 days		
	<b>Total Price of Vehicle<sup>5</sup></b>				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation (USD, VAT 0%)</b>				

**TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 100 000 km mileage) \***

List of Consumable Item/s	Mileage when servicing is required	List of replacement parts required	Cost of replacement parts	Cost of maintenance works	Total Price per Item (USD, VAT 0%)
Motor Oil					
Oil filter					
Gearbox Oil					
Timing Belt					
Generator belt					
Belt tensioner and pulleys					
Spark Plugs					
Air filter					
Salon filter					
Brake pads					
<b>Total Cost</b>					<b>USD</b>

\* These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.

**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

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Delivery Lead Time (up to 60 calendar days from PO contract signature)			
Warranty and After-Sales Requirements			
a) Minimum 3 years warranty or 100,000 km on both parts and labor			
b) Availability of certificates of quality and origin for the offered equipment			
c) Availability of authorized service in Moldova			
Validity of Quotation: 60 calendar days			
All Provisions of the UNDP General Terms and Conditions			

**TABLE 4 : Technical Responsiveness Table**

Bidders shall provide all the applicable data of the equipment offered, failing to do so may result in the bid being rejected. Corresponding documentation shall form part of the bidder's offer.

Item Description	Specifications	√ Yes	√ No	Technical Compliance Please provide details (description of offered feature)
<b>LOT #1</b>				
<b>Vehicle Type</b>	Panel Van			
<b>Condition</b>	Brand New, year of production 2016 or later			
<b>Gearbox</b>	Manual transmission			
<b>Type of Fuel</b>	Petrol			
<b>European emission standards</b>	minimum Euro 5			
<b>Seats</b>	2			
<b>Engine Capacity (cm3)</b>	minimum 1,598			
<b>Number of cylinders</b>	4			
<b>Engine power (kW/HP)</b>	minimum 75kW / 100HP			
<b>Load Space, m<sup>3</sup></b>	minimum 3.0			
<b>Payload, kg</b>	minimum 800			
<b>Fuel tank, liters</b>	minimum 50			
<b>Overall width (with/without door mirrors), mm</b>	maximum 2140/1830			
<b>Overall length, mm</b>	maximum 4370			
<b>Overall height (unladen), mm</b>	maximum 1850			
<b>Ground clearance, mm</b>	minimum 150			
<b>Accessories:</b>	First aid kit; Fire extinguisher; Car jack.			



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

Item No.	Description/Specification of equipment	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<b>Backhoe - Bulldozer</b>	1	60 days		
	<b>Backhoe bucket</b>	1	60 days		
	<b>Boom lift Tractor</b>	1	60 days		
	<b>Total Price of Vehicle<sup>6</sup></b>				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation (USD, VAT 0%)</b>				

**TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 1,000 motor-hours) \***

List of Consumable Item/s (if applicable)	Motor-hours when servicing is required	List of replacement parts required	Cost of replacement parts	Cost of maintenance works	Total Price per Item (USD, VAT 0%)
Motor Oil					
Oil filter					
Gearbox Oil					
Timing Belt					
Generator belt					
Belt tensioner and pulleys					
Spark Plugs					
Air filter					
Salon filter					
Brake pads					
<b>Total Cost</b>					<b>USD</b>

\* These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (up to 60 calendar days from PO contract signature)			
Warranty and After-Sales Requirements			
a) Minimum 12 months warranty or 1,000 motor-hours on both parts and labor			

<sup>6</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

b) Availability of certificates of quality and origin for the offered equipment			
c) Availability of authorized service in Moldova			
Validity of Quotation: 60 calendar days			
All Provisions of the UNDP General Terms and Conditions			

**TABLE 4 : Technical Responsiveness Table**

Bidders shall provide all the applicable data of the equipment offered, failing to do so may result in the bid being rejected. Corresponding documentation shall form part of the bidder's offer.

Item Description	Specifications	√ Yes	√ No	Technical Compliance Please provide details /description of offered feature)
<b>LOT #2</b>				
<b>Type:</b>	Backhoe - Bulldozer			
<b>Condition</b>	Brand new, year of production 2016 or later			
<b>Gearbox</b>	9/8, mechanical with back-gearred reducer, single-lever gearbox control with 9th gear locking			
<b>Engine type</b>	four-stroke diesel with turbocharging, direct fuel injection			
<b>Operating power, kW/HP</b>	65 kW / 89HP			
<b>Wheels drive</b>	4x4 WD			
<b>Steering</b>	Front wheels			
<b>Backhoe</b>				
<b>Bucket capacity, m<sup>3</sup></b>	minimum 0,18			
<b>Bucket width, mm</b>	minimum 650			
<b>Digging depth, mm</b>	minimum 4200			
<b>Loading height, mm</b>	minimum 3400			
<b>Digging radius, mm</b>	minimum 5300			
<b>Dipper stick shift (left/right), mm</b>	minimum 950			
<b>Dipper stick working angle</b>	minimum 170°			
<b>Bulldozer blade</b>				
<b>Type</b>	Frontal, pneumatic, angle bulldozer blade			
<b>Blade width, mm</b>	minimum 2100			
<b>Blade height, mm</b>	minimum 650			
<b>Blade Depth below Ground, mm</b>	minimum 200			
<b>Blade left and right angle</b>	minimum 30°			
<b>Dimensions</b>				
<b>Length, width, height, mm</b>	Up to 7650, 2500, 3850			
<b>Backhoe bucket, compatible with the proposed Backhoe - Bulldozer</b>	Width 300 mm			
<b>Type:</b>	Boom lift Tractor with frontal blade			
<b>Tractor</b>				

<b>Condition</b>	Brand new, year of production 2016 or later			
<b>Gearbox</b>	9/8, mechanical with back-gearred reducer, single-lever gearbox control with 9th gear locking			
<b>Engine type</b>	four-stroke diesel with turbocharging, direct fuel injection			
<b>Operating power, kW/HP</b>	65 kW / 89HP			
<b>Wheels drive</b>	4x4 WD			
<b>Steering</b>	Front wheels			
<b>Tow-hook for trailer</b>	Compatible with heavy trailers			
<b>Boom lift</b>				
<b>Operation height, meters</b>	Minimum 11			
<b>Operation radius, meters</b>	Minimum 7			
<b>Lifting capacity, kg</b>	Minimum 300			
<b>Boom rotation angle in the horizontal plane</b>	Minimum 220°			
<b>Boom capacity</b>	2 persons			
<b>Bulldozer blade</b>				
<b>Type</b>	Frontal, pneumatic, angle bulldozer blade			
<b>Blade width, mm</b>	minimum 2100			
<b>Blade height, mm</b>	minimum 650			
<b>Blade Depth below Ground, mm</b>	minimum 200			

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]*

## **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.