

Request for Quotation (RFQ) for Services

Reference No. RfQ17/01539

National company/ organization to provide editing, design and printing services of the Manual “Gender in security and defense sector”



Dear Sir/Madam,

Subject: Request for Quotation RfQ17/01539 National company/ organization to provide editing, design and printing services of the Manual "Gender in security and defense sector"

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

QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time: June 16, 2017 11:59 PM (for local time reference, see www.greenwichmeantime.com)</p> <p>City and Country: <i>Chisinau, Republic of Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: "RfQ17/01539: National company/ organization to provide editing, design, and printing of the Manual "Gender in security and defence sector"</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Quotation Currencies	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Quotation Validity Period commencing after closing date of RFQ	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods
Alternative Offer	<p><input checked="" type="checkbox"/> Not authorized</p> <p>Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of</p>

Instructions to Suppliers	Specific Requirements
	the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 2 days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: "RfQ17/01539: Request for Clarification from Vendor Name"</p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
Contact for requesting clarifications:	<p>E-mail address dedicated for this purpose: elena.ratoi@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input type="checkbox"/> Paper Mail</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> UN Women Website</p> <p><input checked="" type="checkbox"/> Other http://www.undp.md/tenders/tnddetails2/1539/</p>
Expected Delivery Date and Time. <i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i>	<p><input checked="" type="checkbox"/> As per Delivery Schedule attached</p> <p>Time Zone of Reference : Chisinau, the Republic of Moldova</p> <p>Delivery at place: UN Women Moldova 29, Sfatul Tarii Street, office 202 MD-2012 Chisinau Republic of Moldova</p>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p>

Instructions to Suppliers	Specific Requirements
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Minimum 2 years experience in the field; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract ¹
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract: for Services
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days

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

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

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

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf
13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Galina Corgoja,
Operations Manager

¹ This is a mandatory criteria and cannot be deleted regardless of the nature of goods being requested

ANNEX 1


SCHEDULE OF REQUIREMENTS OF SERVICES

Purpose:

Under the overall guidance and direct supervision of Women in Politics UN Women Component Manager, the national company will be responsible to provide editing, design and printing of the Manual / set of manuals National company/ organization to provide editing, design and printing services of the Manual "Gender in security and defense sector" ("DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE") under Women, Peace and Security Project.

Remark: The final design will be approved by UN WOMEN. Several options shall be presented. The final size will be B5 format (165 X 240 mm).

#	Generic Description	Estimated Q-ty	Price quote	Delivery deadline
1	Editing of Romanian version of the Manual "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" (in total 4 units)	up to 320 pages		31 July 2017
2	Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL I: CONCEPTE FUNDAMENTALE PENTRU ÎNȚELEGEREA NOȚIUNII DE GEN Up to 122 pages: 4 page-cover (inside & out) 118 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue	500 copies / unit I		31 July 2017
3	Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL II: POLITICI ȘI DIRECȚII DE PROMOVARE A PERSPECTIVEI DE GEN ÎN DOMENIUL PĂCII ȘI SECURITĂȚII Up to 104 pages: 4 page-cover (inside & out) 100 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue	500 copies / unit II		31 July 2017

4	<p>Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL III: ABORDAREA INTEGRATOARE A EGALITĂȚII DE GEN (GENDER MAINSTREAMING) ÎN SECTORUL DE APĂRARE</p> <p>Up to 212 pages: 4 page-cover (inside & out) 208 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue</p>	500 copies / unit III		31 July 2017
5	<p>Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL IV: VIOLENȚA SEXUALĂ ȘI ÎN BAZĂ DE GEN ÎN CONDIȚII DE PACE ȘI CONFLICT</p> <p>Up to 182 pages: 4 page-cover (inside & out) 178 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue</p>	500 copies / Unit IV		31 July 2017
6	<p>Design, layout and printing of the Cover Folder for the Manual set: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" –</p> <p><i>Format:</i> B5+ (pocket format to insert all 4 manuals above, artistic cut) <i>Covers:</i> 300 gr/m2, 4+0, laminated matt Similar to:</p> 	500 copies		31 July 2017

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

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

To: **UN Women Moldova**
131, 31 August 1989 Street,
MD-2012 Chisinau,
Republic of Moldova
Attention: Registry Office/Procurement

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the **RfQ17/01539 National company/ organization to provide editing, design and printing services of the Manual "Gender in security and defense sector"**
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of **60** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Quotation Format

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

#	Generic Description	Estimated Q-ty	Delivery deadline	Unit Price (in MDL)	Total Price (in MDL)
1	Editing of Romanian version of the Manual "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" (in total 4 units)	up to 320 pages	31 July 2017		
2	Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL I: CONCEPTE FUNDAMENTALE PENTRU ÎNȚELEGEREA NOȚIUNII DE GEN Up to 122 pages: 4 page-cover (inside & out) 118 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue	500 copies / unit I	31 July 2017		
3	Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL II: POLITICI ȘI DIRECȚII DE PROMOVARE A PERSPECTIVEI DE GEN ÎN DOMENIUL PĂCII ȘI SECURITĂȚII Up to 104 pages: 4 page-cover (inside & out) 100 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue	500 copies / unit II	31 July 2017		
4	Design, layout and printing of the Manual: "DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE" – MODULUL III: ABORDAREA INTEGRATOARE A EGALITĂȚII DE GEN (GENDER MAINSTREAMING) ÎN SECTORUL DE APĂRARE Up to 212 pages: 4 page-cover (inside & out) 208 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue	500 copies / unit III	31 July 2017		


5	<p>Design, layout and printing of the Manual: “DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE” – MODULUL IV: VIOLENȚA SEXUALĂ ȘI ÎN BAZĂ DE GEN ÎN CONDIȚII DE PACE ȘI CONFLICT</p> <p>Up to 182 pages: 4 page-cover (inside & out) 178 pages inside <i>Format:</i> B5 <i>Covers:</i> 300 gr/m2, color 4+0, laminated matt <i>Interior:</i> coated paper, 90 gr/m2, 4+4, <i>Binding:</i> Sewing thread with thermal glue</p>	500 copies / Unit IV	31 July 2017		
	<p>Design, layout and printing of the Cover Folder for the Manual set: “DIMENSIUNEA DE GEN ÎN SECTORUL DE SECURITATE ȘI APĂRARE” – <i>Format:</i> B5+ (pocket format to insert all 4 manuals above, artistic cut) <i>Covers:</i> 300 gr/m2, 4+0, laminated matt Similar to:</p> 	500 copies	31 July 2017		
			TOTAL		

TABLE 2: Compliance Requirements

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms 30 days upon receipt of invoice			
Validity Period of Quotation: 60 days			
All Provisions of the UN Women General Terms and Conditions			

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

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website
(<http://www.unwomen.org/en/about-us/procurement>)

or directly by clicking on the below link:

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

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between _____ (Name of the Contractor)

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

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

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____

Address: _____

Signature: _____

Date: ____/____/____

DD

MM

YYYY

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL SERVICES

Contract No.
Business Unit:
Organisational Unit/Section/Division/Office/Country:

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

1. CONTRACT DOCUMENTS

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

- (a) This document;
- (b) UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A ("General Conditions");
- (c) Terms of Reference, annexed hereto as Annex B ("TOR");

2. SCOPE

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

3. DURATION

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

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of [insert currency & amount in figures and words]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon....././....
....././....

5. INVOICES

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

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

6. PAYMENT

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

Name of Bank:

Bank Address:

Bank ID:

Account No:

Title/name:

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

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

7. NOTIFICATIONS

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

For UN-Women:

[Insert Name, Address, Phone and Email]

For the Contractor:

[Insert Name, Address, Phone and Email]

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

For and on behalf of UN-Women:

For and on behalf of the Contractor:

Signature	_____	_____
Name	_____	_____
Title	_____	_____
Date	_____	_____