REQUEST FOR QUOTATION (RFQ)

Title: Supply of Security Equipment Printing and Branding for Youth Connekt Summit 2019

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: September 12, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REFERENCE: RFQ/52694/2019/013</td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your quotation to UNDP as a National Business Firm for Printing and Branding Materials for the Youth Connekt Africa Summit scheduled to take place in Rwanda on the 9th October 2019 at the Kigali Arena and 10th and 11th at Kigali Convention Centre. as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2. Full quotation specifications may be found at: 1. http://www.rw.undp.org/content/rwanda/en/home/procurement.html/#announcements

Quotations may be submitted on or before September 20, 2019 and via (choose appropriate box) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
United Nations Development Programme
KN 67 Street No 4; P.O Box 445, Kigali
Attention: Mbasa Rugigana - Head of Procurement
Tel: +250590400, Fax: +25025276263
Electronic submisions is accepted to: offers.rw@undp.org

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFQ.

UNDP looks forward to receiving your quotation and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Valentine Niwemukobwa
UNDP Head of Operations and Finance

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: [check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]

| Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule) | ☐ FCA  
☐ CPT  
☐ CIP  
☒ DAP  
☐ Other \( \text{pls. specify} \) |
| --- | --- |
| Customs clearance, if needed, shall be done by: | ☐ UNDP  
☒ Supplier/Offeror  
☐ Freight Forwarder |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | United Nations Development Programme  
KN 67 Street No 4; P.O Box 445, Kigali |
| UNDP Preferred Freight Forwarder, if any | N/A |
| Distribution of shipping documents (if using freight forwarder) | N/A |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | ☐ 60 days from the issuance of the Purchase Order (PO)  
☐ As per Delivery Schedule attached \([ToR]\)  
Time : 9th October 2019 at the Kigali Arena and 10th and 11th at Kigali Convention Centre  
Time Zone of Reference : Installation should start at least 5 days before the event |
| Delivery Schedule | ☒ Required  
☐ Not Required |
| Packing Requirements | ☐ AIR  
☐ LAND |

1 Must be linked to INCO Terms chosen.  
2 Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.
<table>
<thead>
<tr>
<th>Mode of Transport</th>
<th>☐ SEA</th>
<th>☐ OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Currency of Quotation</td>
<td>☐ United States Dollars</td>
<td>☐ Euro</td>
</tr>
<tr>
<td>Value Added Tax on Price Quotation</td>
<td>☑ Must be inclusive of VAT and other applicable indirect taxes</td>
<td>☐ Must be exclusive of VAT and other applicable indirect taxes</td>
</tr>
<tr>
<td>After-sales services required</td>
<td>☐ Warranty on Parts and Labor for minimum period of</td>
<td>☑ Technical Support:&lt;br&gt;.Manifestation of Service Unit when pulled out for maintenance/repair</td>
</tr>
<tr>
<td>Deadline for the Submission of Quotation</td>
<td>COB, Thursday, September 19, 2019 and 12:00 PM Rwandan Time</td>
<td></td>
</tr>
<tr>
<td>All documentations, including catalogs, instructions and operating manuals, shall be in this language</td>
<td>☑ English</td>
<td>☐ French</td>
</tr>
<tr>
<td>Documents to be submitted</td>
<td>☑ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</td>
<td>☐ A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</td>
</tr>
</tbody>
</table>

3 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.
4 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.
5 First 2 items in this list are mandatory for the supply of imported goods.
| Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| ☑ Atleast three certificates of completed similar works |
| ☐ 60 days |
| ☒ 90 days |
| ☐ 120 days |
| ☑ Atleast three certificates of completed similar works |

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

☐ Not permitted
☐ Permitted [ ]

Payment Terms

☐ 100% upon complete delivery of goods
☐ Others [pls. specify]

Liquidated Damages

Evaluation Criteria [check as many as applicable]

☐ Technical responsiveness/Full compliance to requirements and lowest price
☐ Comprehensiveness of after-sales services
☐ Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]
☐ Earliest Delivery / Shortest Lead Time
☐ Others Previous experience

UNDP will award to:

☐ One and only one supplier for each Lot or considering total responsiveness of all lots
☐ One or more Supplier, depending on the following factors: [Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]

Type of Contract to be Signed

☑ Purchase Order

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

7 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.

8 This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).
<table>
<thead>
<tr>
<th><strong>Long-Term Agreement</strong></th>
<th>☐</th>
<th>LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>Other Type/s of Contract</td>
<td>UNDP Contract</td>
</tr>
</tbody>
</table>

**Special conditions of Contract**

- ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 2 days
- ☒ Others supply of substandard products

**Conditions for Release of Payment**

- ☒ Passing Inspection Government of Rwanda representatives will inspect the equipment and set up. They must be satisfied
  - Complete Installation
- ☒ Passing all Testing Government of Rwanda representatives will test the equipment
- ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]
- ☒ Written Acceptance of Goods based on full compliance with RFQ requirements
- ☐ Others [pls. specify]

**Annexes to this RFQ**

- ☒ Specifications of the Goods Required (Annex 1)
- ☒ Form for Submission of Quotation (Annex 2)
- ☒ General Terms and Conditions / Special Conditions (Annex 3).
- ☐ Others [pls. specify, if any]

<table>
<thead>
<tr>
<th>Contact Person for Inquiries (Written inquiries only)</th>
<th>Mbasa Rugigana</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Analyst</strong></td>
<td><strong><a href="mailto:Mbasa.rugigana@undp.org">Mbasa.rugigana@undp.org</a></strong></td>
</tr>
</tbody>
</table>

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.

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9 Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

10 Where the information is available in the web, a URL for the information may simply be provided.

11 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.
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/content/undp/en/home/operations/procurement/protestandsanctions/

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,
TERMS OF REFERENCE
HIRING THE SERVICES OF THE BRANDING AND PRINTING SERVICES FOR YOUTHCONNEKT AFRICA SUMMIT 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Production Equipment</th>
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</thead>
<tbody>
<tr>
<td>Category:</td>
<td>Production Equipment</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Kigali, Rwanda</td>
</tr>
<tr>
<td>Type of contract:</td>
<td>Consultant Company</td>
</tr>
<tr>
<td>Expected starting date:</td>
<td>1st October 2019</td>
</tr>
<tr>
<td>Duration of assignment:</td>
<td>10 days</td>
</tr>
</tbody>
</table>

1. Background
YouthConnekt Africa (YCA) Hub is an African home-grown solution positioned to provide relevant solutions for the global South and to support the implementation of relevant South-South initiatives. The YouthConnekt programme is a successful multi-pronged youth empowerment programme to empower young people through enhance their knowledge, experiences, skills while investing in their ideas, innovations, and initiatives. It provides young African innovators
with partnership and learning opportunities to further refine and realize their ideas.

The YCA Hub operates as a Pan-African platform with the vision of connecting African youth for socio-economic transformation. The mission of the YCA Hub and Fund is to reinforce members’ youth empowerment initiatives driven by national priorities and entrepreneurs with expertise, capital, partnerships and the brand of YouthConnekt. Since its launch, many African countries have demonstrated strong interest in learning about YouthConnekt and replicating the YouthConnekt model in their respective countries. As a result, YouthConnekt was scaled up beyond Rwanda to nine African countries (The Democratic Republic of Congo, Liberia, Congo Brazzaville, Cameroon, Sierra Leone, Uganda, Zambia, Cape Verde and The Gambia) and was officially endorsed by the African Union in 2019 as a model initiative contributing to the AU 2063 Agenda. There is also ongoing discussion with other governments to join this Pan-African youth empowerment movement.

The YCA Hub aims to contribute to the achievement Africa’s SDGs mandate, the AU 2063 agenda, and AU Youth Charter. Through national YouthConnekt initiatives (YouthConnekt National Programmes), the Hub will accomplish its mandate by: i) coordinating a global network to create a continental ecosystem for African youth; ii) sharing experience and knowledge on program and policy design, youth initiatives, fund setting and reporting; iii) providing a conduit for resources at scale and data on youth to up-skill and finance African youth-led enterprises.

The YouthConnekt Africa Hub will empower 1.2 Million highly motivated and ambitious African youth entrepreneurs and leaders over five years.

About YouthConnekt Africa Summit 2019

The YouthConnekt Africa Summit is an annual convening that connects youth from across the continent and beyond with policy influencers, political leaders, and public, private and development sector institutions to engage, discuss, design, and accelerate youth empowerment efforts at the continent level. In addition, every year, the summit intends to create a platform for a larger number of young people from all over continent to learn and engage in YouthConnekt Africa’s youth development program. After the success of previous editions of YouthConnekt Africa Summit (2017 and 2018), this year summit will mark the official launch of several new YouthConnekt national initiatives. The YouthConnekt Africa Summit 2019 aims to address a variety of youth issues with a particular focus on boosting youth employment across the region.

Hosted by the Government of Rwanda and organized in partnership with the United Nations Development Programme (UNDP) and the African Union, the 2019 YouthConnekt Africa Summit
expects 3,000 delegates, and will provide a platform for all partners involved in youth development to synergize around policies, programs and partnerships that will connect youth for continental transformation.

Held in Kigali, the capital city of the Republic of Rwanda from 9-11, October the 2019 YouthConnekt Summit will offer, over three days, a combination of informative high-level Plenaries, Panel Discussions, Keynote Speeches, Small Group Workshops, Counselling Sessions, Research Presentations, Experiential corners, Project Pitching, Awards, Off-Site Activities, Learning Visits, Exhibition, and Cultural Events.

Within that backdrop, the third edition of the YouthConnekt Africa Summit will be held at Kigali Convention Center, on 9-11th,2019. The Summit is expected to attract more than 3,000 participants that include Heads of State, Government Representatives, top executives from private sector, leaders of civil society organizations, development partners, members of the academia and successful young entrepreneurs, artists and youth opinion leaders across the continent.

The YouthConnekt Africa Hub (YCA) with the support of UNDP Rwanda Country Office is initiating this Request for Proposals (RFP) to solicit proposals from qualified firms, Professional Conference Organizer (PCO) – Branding and Printing Company to coordinate and manage the preparations of the 2019 YouthConnekt Africa Summit in Kigali, Rwanda within the working framework /ToRs of the event under the guidance of the organizing committee.

2. **Objective**

To hire the Branding and Printing Company for the 2019 YouthConnekt Summit.

**SCOPE OF WORK AND DELIVERABLES**

The scope of work of the production company will essentially involve provision of printing and branding items of the 2019 Youth Connekt Africa Summit. The firm will provide UNDP, Ministry of Youth, and Youth Connekt Africa Hub in connection with the following:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>VENUE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull Up Banners</td>
<td>Kigali Arena and KCC</td>
<td>Large base banners</td>
<td>40</td>
</tr>
<tr>
<td>Tear drop banners</td>
<td>Kigali Arena and KCC</td>
<td>Rectangular</td>
<td>30</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------</td>
<td>-------------</td>
<td>----</td>
</tr>
<tr>
<td>Cubes branding</td>
<td>KCC</td>
<td>Main Entrance Box (7m x 3m)</td>
<td>30</td>
</tr>
<tr>
<td>Shuttle Stickers</td>
<td>Vehicles</td>
<td>Printing of one-way vision stickers</td>
<td>40</td>
</tr>
<tr>
<td>VIP stickers</td>
<td>Vehicles</td>
<td>Printing of one-way vision stickers</td>
<td>35</td>
</tr>
<tr>
<td>Accreditation Signage</td>
<td>Kigali Arena and KCC</td>
<td>Printing of matte stickers</td>
<td>10</td>
</tr>
<tr>
<td>Venue Signage</td>
<td>Kigali Arena and KCC</td>
<td>Printing of matte stickers</td>
<td>25</td>
</tr>
<tr>
<td>Place holders</td>
<td>Kigali Arena and KCC</td>
<td>A5 printed cards</td>
<td>500</td>
</tr>
<tr>
<td>Auditorium glass stickers</td>
<td>KCC</td>
<td>One way vision branding on glass (13.47 m by 1m)</td>
<td>11</td>
</tr>
<tr>
<td>Bridge window branding</td>
<td>KCC</td>
<td>One way vision branding on glass (300cm by 1230cm)</td>
<td>1</td>
</tr>
<tr>
<td>Hanging Banners</td>
<td>Kigali Arena &amp; KCC</td>
<td>Large base banners</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Directional signage</td>
<td>22</td>
</tr>
<tr>
<td>Backdrops</td>
<td>KCC</td>
<td>MH 2,3 &amp;4 (18m across x 4m)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Kigali Arena &amp; KCC</td>
<td>Photo Wall 16m x 3m high</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Kigali Arena &amp; KCC</td>
<td>Media Room 5m across x 2.5m high</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Marriot Hotel</td>
<td>Gala Dinner 3.5m across x 9m high</td>
<td>1</td>
</tr>
</tbody>
</table>

3. **Duration of the Contract**
The firm is expected to take 90 days after signing of the contract.

<table>
<thead>
<tr>
<th></th>
<th>Duration</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inception Phase</strong></td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td><strong>Development Phase</strong></td>
<td>5 days</td>
<td></td>
</tr>
<tr>
<td><strong>Post-event Phase</strong></td>
<td>3 days</td>
<td></td>
</tr>
</tbody>
</table>
6. Institutional Arrangement

- The EMC shall carry out its mandate professionally, in line with TOR given by the client and the approved Technical Proposal.
- The EMC shall work with Government of Rwanda Communications, UNDP communications, and National Organizing Committee in the design and production review.
- The EMC will be responsible to produce all deliverables well before start of the events scheduled and make them available for inspection, checkups and approval. No last-minute arrangements are acceptable.
- The EMC shall report on a monthly basis (see deliverables) to the organizing committee through presentations and reports. More specifically, the company will submit its reports to UNDP Programme Specialist/Head of Sustainable Growth Unit and the Permanent Secretary of the Ministry of Youth. All deliverables submitted by the individual consultant will be reviewed by a reference group which consists of UNDP and MINIYOUTH and approved by UNDP before any payment is made.
- The Organizing Committee will provide the EMC with all the necessary information and share relevant written resource materials in connection with the assignment.
- The Organizing Committee will work closely with EMC for the successful delivery of the event.
- All the information relating to the event will be held confidentially by the EMC, aware that the ownership thereof belongs to the client. The EMC will not, without written permission from the client, divulge information to any third party.
- The EMC may be required to collaborate with other experts provided by the hosts who are not in direct competition with the EMC.

4. Duty Station

The duty station of the work is Kigali, Rwanda. All transportation regarding the consultancy within Kigali should be arranged and paid by the company.

5. Required Expertise and Qualification

The Company shall have the required expertise and qualifications.
Experience:
- Have minimum 3 years in the industry
- Having managed at least 2 international events/conferences of comparable magnitude in Rwanda
- Having at least 3 dedicated staff with 5 years of experience in the industry
- Having staff who are fluent in English, French and Kinyarwanda

6. Languages: Fluency in English, French

**Detailed Financial Structure and Proposed Costs**

- Explain your organization's internal mechanisms/processes that are in place to ensure all costs stay within budget for the duration of the contract.
- Outline your detailed financial proposal budget (detailed breakdown of the corresponding fee for each deliverable including all costs for all individuals).
- Include the total estimated cost of providing this service broken down above in the scope of work and deliverables.

7. Payment Modality

The company shall be paid upon completion of the following milestones.

- 30% after the submission and acceptance of the Branding Items deliverables (deliverable no 1)
- 40% after the submission and acceptance of Branding Items delivered at specific venues (deliverable no 2)
- 30% after the submission and acceptance of the Final report of Branding (deliverable no 3)

The Remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

8. Evaluation Criteria

The company will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.
The technical evaluation will include the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proven experience in providing similar Branding and printing services combined at professional standards and quality:</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td>Proven track record of at least 2 international events/conferences of comparable magnitude including tangible reference and portfolio of previous similar assignments in Rwanda.</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td>Ability of staff and staff compliment to provide required services (detailed CVs of key staff to be included)</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>Knowledge, understanding and experience of working in Rwanda:</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Company profile (Include the latest Annual Financial Statements:</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Fluency in English/French/Kinyarwanda</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>100</td>
</tr>
</tbody>
</table>

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*
Annex 2

FORM FOR SUBMITTING SUPPLIER’S QUOTATION
(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)

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

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification of Goods</th>
<th>Quantity</th>
<th>Latest Delivery Date</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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</thead>
<tbody>
<tr>
<td></td>
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Total Prices of Goods
Add : Cost of Transportation
Add : Cost of Insurance
Add : Other Charges (pls. specify)

Total Final and All-Inclusive Price Quotation

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

<table>
<thead>
<tr>
<th>List of Consumable Item/s (Include fast moving parts, if any)</th>
<th>Estimated Average Consumption</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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12 This serves as a guide to the Supplier in preparing the quotation and price schedule.
13 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
14 Pricing of goods should be consistent with the INCO Terms indicated in the RFQ.
### TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

<table>
<thead>
<tr>
<th>Other Information pertaining to our Quotation are as follows :</th>
<th>Your Responses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
<td>No, we cannot comply</td>
</tr>
<tr>
<td>Delivery Lead Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated weight/volume/dimension of the Consignment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country/ies Of Origin(^{15}):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warranty and After-Sales Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Training on Operations and Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Minimum one (1) year warranty on both parts and labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Service Unit to be Provided when the Purchased Unit is Under Repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Brand new replacement if Purchased Unit is beyond repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Validity of Quotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Provisions of the UNDP General Terms and Conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other requirements [pls. specify]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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]

\(^{15}\) 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.
Annex 3

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.

19.0 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.