



REQUEST FOR QUOTATION (RFQ) (Goods)

To: Open to both National	DATE: 15/08/2018
	REFERENCE: RFQ/ UNDP/ 2018/0013

Dear Sir / Madam:

We kindly request you to submit your quotation for **Construction of entrance -Gate at UNDP Rwanda Head Office** 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 30 August **2018** at **12h00 PM** to the address below:

United Nations Development Programme
Attention: Head of procurement Unit
12, Avenue de l'armée, P.O BOX 445 Kigali, Rwanda
Tel: +250590400, Fax: +25025276263

Quotations submitted by email must be limited to a maximum of [5]MB, virus-free and no more than [indicate number]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: [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)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> <input type="checkbox"/> DPP
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Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Construction of entrance -Gate at UNDP Rwanda Head Office	
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)	<input checked="" type="checkbox"/> <input type="checkbox"/> 25 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time Time Zone of Reference : NA	
Delivery Schedule	<u>N/A</u>	
Packing Requirements	Not required	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER <input checked="" type="checkbox"/> N.A
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <u>Local Currency : Rwanda Francs</u>	
Value Added Tax on Price Quotation ¹	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input type="checkbox"/> <u>Warranty on Parts and Labor for minimum period of one year</u> <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others , one year warranty	
Deadline for the Submission of Quotation	30/08/2018 at 12:00 P.M	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others	
Documents to be submitted	<input checked="" type="checkbox"/> <input type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required	

	<p>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;</p> <p><input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p>✓ <input type="checkbox"/> Latest Business Registration Certificate ;</p> <p>✓ <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied ;</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input 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> <p><input type="checkbox"/> Others any other</p> <p><input checked="" type="checkbox"/> At least one reference of satisfactory delivery of similar goods</p>
<p>Period of Validity of Quotes starting the Submission Date</p>	<p><input type="checkbox"/> 60 days</p> <p>✓ <input type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 1 year</p> <p>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.</p>
<p>Partial Quotes</p>	<p>✓ <input type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]</p>
<p>Payment Terms</p>	<p>✓ <input type="checkbox"/> 100% upon complete delivery and completion of construction</p> <p><input type="checkbox"/> Others</p>
<p>Liquidated Damages</p>	<p>N/A</p>

<p>Evaluation Criteria <i>[check as many as applicable]</i></p>	<p>✓ <input type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others</p>
<p>UNDP will award to:</p>	<p>✓ One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]</i></p>
<p>Type of Contract to be Signed</p>	<p>✓ <input type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type/s of Contract</p>
<p>Special conditions of Contract</p>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days <input type="checkbox"/> Others</p>
<p>Conditions for Release of Payment</p>	<p>Passing Inspection Complete Installation <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance ✓ <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others</p>
<p>Site Visit</p>	<p>Not Mandatory. Those interested to see the venue can visit UNDP Office and see the main gate (entrance) at any time</p>
<p>Annexes to this RFQ</p>	<p>✓ <input type="checkbox"/> Specifications of the Goods Required (Annex 1) ✓ <input type="checkbox"/> Form for Submission of Quotation (Annex 2) ✓ <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). ✓ Drawings <input type="checkbox"/> Others</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>Mbasa Rugigana</i> <i>Procurement Analyst</i> <i>Mbasa.rugigana@undp.org</i> 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.</p>
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Roselyn Sinemani
Deputy Country Director /Operations

Annex 1 Bill of Quantity

Item	Description	Unit	Qty	Rate (RWF)	Amount (RWF)
	<u>BILL NO.1</u>				
	<u>GUARD HOUSE</u>				
	<u>ELEMENT NO. 1</u>				
	<u>SUBSTRUCTURES</u>				
	<u>Excavations including maintaining and supporting sides, keeping free from water, mud and fallen</u>				
A	Excavate to level the ground, 200mm average depth starting from stripped level	SM	30		
B	Excavate for bases of columns commencing at reduced level but not exceeding 1.5m deep;	CM	7		
C	Excavate for strip foundation commencing at reduced level but not exceeding 1.5m deep;	CM	11		
D	Extra over for excavating in rock.	CM	1		
E	Return fill and ram selected excavated material around foundations.	CM	15		
F	Load from spoil heaps and cart away excavated material from site.	CM	3		
G	150mm Thick Bed of handpacked stone base, well rolled and compacted	SM	18		
H	50mm thick Stone dust blinding over surfaces of Hardcore	SM	18		
I	Insecticide treatment to surface of Hardcore, bottoms and sides of foundation to walling and column bases	SM	82		
	<u>CONCRETE WORK</u>				
	<u>PLAIN CONCRETE GRADE 15 (19MM AGGREGATE)</u>				
J	50mm thick blinding layer under ground beam	SM	4		
K	50mm thick blinding layer under Columns	SM	5		
	<u>VIBRATED REINFORCED CONCRETE GRADE 25:(20MM AGGREGATE)</u>				
L	Column bases	CM	1		
M	Stub columns	CM	1		
N	Ground beam	CM	3		

O	150mm thick slab	SM	18		
	<u>STEEL FABRIC REINFORCEMENT TO BS 4483 as described</u>				
P	No. A142Fabric Mesh reinforcement fixed in floor slab	SM	18		
	<u>MILD STEEL ROUND BARS TO BS 4449</u>				
Q	8mm Diameter bars	KG	130		
	<u>HIGH TENSILE RIBBED BARS TO BS 4449:2005</u>				
R	12mm Diameter bars	KG	520		
	<u>FORMWORK TO</u>				
S	Vertical sides of ground beam	SM	9		
T	Vertical sides of Column bases	SM	6		
U	Vertical sides of Stub Column	SM	5		
V	Edges of slab 75-150mm high	LM	74		
	<u>DAMP PROOF MEMBRANE</u>				
W	1000 Gauge polythene sheeting laid on blinded hardcore	SM	18		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO. 2</u>				
	<u>REINFORCED CONCRETE FRAME</u>				
	<u>CONCRETE WORK</u>				
	<u>VIBRATED REINFORCED CONCRETE GRADE 25(20MM AGGREGATE) IN:</u>				
A	Columns	CM	0.50		
B	Ring Beams	CM	2		
	<u>MILD STEEL ROUND BARS TO BS 4449</u>				
C	8mm Diameter bars	KG	65		
	<u>HIGH TENSILE RIBBED BARS TO BS 4449:2005</u>				
D	12mm Diameter bars	KG	260		

	<u>FORMWORK TO:</u>				
E	Sides of columns	SM	4		
F	Sides and soffites of beams	SM	16		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO.3</u>				
	<u>WALLING</u>				
	<u>400x200mm thick block cement walling and bedded and jointed in cement and sand (1:4) mortar including hoop iron every alternate course.</u>				
A	200mm Thick walls	SM	11		
-	<u>PRECAST CONCRETE CLASS 20, finished fair on all exposed surfaces including bedding and jointing in cement sand (1:3) mortar</u>	-	-	-	
B	300 x 100mm Weathered window cill with 10mm drip	LM	14		
	<u>DAMP PROOF COURSE OF BITUMEN FELT TO B.S 743 Type A with 150mm laps including cement and sand (1:3) levelling bed</u>				
C	200mm Wide	LM	18		
-	<u>PRECAST CONCRETE CLASS 20, finished fair on all exposed surfaces including bedding and jointing in cement sand (1:3) mortar</u>	-	-	-	-
D	200 x 200mm Lintols	LM	5		
	<u>INTERNAL PARTITION</u>				
	<u>SUPPLY AND FIX : PARTITION 101X 62X2mm THICK polyester powder colour coated aluminium framed framed glazing: Standard hollow or angle sections frames metred at cornes: 8mm thick tinted or reflective glass: Rubber gasket: Reinforcing cleats: and all necessary iron-mongeries; as per Architect's Drawings.</u>				

E	100mm thick partition	SM	17		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO.4</u>				
	<u>ROOF STRUCTURE AND RAINWATER DISPOSAL</u>				
	<u>REINFORCED CONCRETE ROOF SLAB</u>				
	<u>CONCRETE WORK</u>				
	<u>VIBRATED REINFORCED CONCRETE GRADE 25(20MM AGGREGATE) IN:</u>				
A	150mm thick solid slab laid to falls	SM	23		
B	Gutter	CM	1		
	<u>HIGH TENSILE RIBBED BARS TO BS 4449:2005</u>				
C	8mm Diameter bars	KG	111		
D	10mm Diameter bars	KG	231		
E	12mm Diameter bars	KG	231		
	<u>FORMWORK TO:</u>				
F	Soffites of suspended roof slab	SM	23		
G	Soffites and Edges of Gutter	SM	4		
H	Edges of suspended floor slab size 75-150mm high	LM	19		
	<u>WATERPROOFING</u>				

	<u>SINGLE LAYERS 4mm thick (each) EPDM APP modified bituminous water proofing membrane, reinforced with polyester, fully bonded and torch applied onto solvent base primer conforming to ASTMD- 41 applied in accordance with manufacturers instructions; to</u>				
I	Roof Slab	SM	23		
J	Gutter	SM	4		
	<u>ROOF AND RAINWATER DISPOSAL</u>				
	<u>RAIN WATER DISPOSAL</u>				
	<u>"KEY TERRAIN" uPVC or equal approved pipes and fittings</u>				
K	100mm diameter uPVC PN 6 heavy duty down pipe	LM	3		
L	100mm diameter Horse Shoe	NO	1		
M	100mm diameter fulbora cast iron outlet.	NO	1		
N	Extra over for swan neck bend	NO	1		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO.5</u>				
	<u>DOORS & WINDOWS</u>				
	<u>DOORS</u>				
	<u>PURPOSE MADE DOORS: POWDER COATED ALUMINIUM SECTION FOR DOUBLE GLAZING with but jointed silicone glazing, glazing beads and wash leather strips: with and including 6mm thick reflective glass and double glazing: AND ALL IRONMONGERY AND ACCESSORIES; all painting & decoration as per Architect's Drawing</u>				
A	Door size 900x2400	NO	4		
	<u>WINDOWS</u>				

	<u>PURPOSE MADE WINDOWS: POWDER COATED 101X62X2mm ALUMINIUM SECTION SECTION with but jointed silicone glazing, glazing beads and wash leather strips: with and including 6mm thick reflective glass and double glazing: AND ALL IRONMONGERY AND ACCESSORIES; all painting & decoration as per Architect's Drawing</u>				
B	Door size 3119x1400mm	NO	1		
C	Door size 3819x1400mm	NO	1		
D	Door size 4100x1400mm	NO	1		
E	Door size 2845x1400mm	NO	1		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO. 6</u>				
	<u>FINISHES</u>				
	<u>EXTERNAL WALL FINISHES</u>				
	<u>TWO COATS EXTERNAL CEMENT RENDER (1:4) finished with steel trowel</u>				
A	25mm Thick to Walling, column, and ring beam	SM	40		
	<u>Prepare and apply 4 coats CROWN permacote paint with an 8 year seal of quality guarantee as manufactured by CROWN PAINTS externally to:-</u>				
B	Rendered surface	SM	40		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO. 7</u>				
	<u>FLOOR FINISHES</u>				
	<u>Cement /sand (1:3) as described in:</u>				
A	32mm thick beds to receive tiles	SM	18		

	<u>SUPPLY AND FIX: 400 x 400 x 10mm Approved Ceramic tiles : bedded and jointed in approved adhesive : pointed with approved coloured grout : to</u>				
B	Screeded floor	SM	18		
C	100 x 10mm Skirting	LM	15		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO. 8</u>				
	<u>CEILING FINISHES</u>				
	<u>GYP SUM CEILING</u>				
	<u>SUPPLY & FIX 12mm Thick GYP SUM PLASTERBOARD CEILING on and including 65×20×0.5mm thick omega profile channels at 600mm centers on way :20×20×0.5mm thick angles fixed to walls or hung from suspended slab at 1000mm centres to the Architect's Detailed drawing on :</u>				
A	12mm thick with approved paint & hangers	SM	18		
B	Extra over for 100 x 100mm cornice	LM	18		
	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO.9</u>				
	<u>INTERNAL WALL FINISHES</u>				
	<u>INTERNAL LIME PLASTER</u>				
	<u>First coat of cement lime and sand (1:2:9) : second coat of cement, lime putty and sand</u>				
A	12mm Thick two coat work to walls, columns	SM	20		
	<u>Prepare and Apply one mist coat and 3 finishing coats of high interior quality silk vinyl emulsion paint ref. B.S 4800 of approved colour as manufactured and supplied by CROWN PAINTS or BASCO PAINTS similar approved internally to:-</u>				
B	Plastered surfaces	SM	20		

	TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1				
	<u>ELEMENT NO. 10</u>				
	<u>ELECTRICAL WORKS</u>				
	<u>Cable, conduits, etc. in final sub-circuits; final sub-circuits as per distribution sheet and electrical layout and drawing.</u>				
A	Wire lighting outlet points in 1.5 mm ² SC PVC-Insulated cables.	NO	7		
B	All wiring of switch points to be connected complete and ready from DB m/s, using 3 x 1.5mm sq. SC PVC-Insulated copper cables, drawn in 20mm PVC flush conduits, through wall/ floors/slabs, as per drawings.	NO	3		
C	Wire socket outlet points in 2.5 mm ² SC PVC - insulated cables	NO	5		
	<u>FITTINGS AND ACCESSORIES</u>				
	<u>Socket outlets</u>				
D	13A 2-gang moulded socket outlet as to MEM list No. 3107 or equivalent.	NO	5		
	<u>Switches</u>				
	<u>Install the following switches 10A</u>				
E	6A 1-gang 1-way moulded flush switch as to MEM list No. 2400 or equivalent.	NO	2		
F	6A 1-gang 2-way moulded flush switch as to MEM list No. 2401 or equivalent	NO	1		
	<u>Light fittings;</u>				
	<u>Supply, install and commission the entire electrical installations in accordance with the drawings, specifications to approval;</u>				
G	LED 18W ceiling light	NO	2		
H	outdoor weather proof fitting	NO	2		

I	LED 5W sport light	NO	3		
	<u>SUPPLY AND FIX BAGGAGE SCANNER X RAY MACHINE TEC-5030 C: 500mm wide x 300mm high channel size windows operating System sound light alarm Network safer rays Eagle Eye</u>				
J	Baggage scanner	NO	1		
	<u>SUPPLY AND FIX WALKTHROUGH METAL DETECTOR/ COURTHOUSE-METAL DETECTOR : Garret PD 6500i walk through metal detector style scanner</u>				
K	Walkthrough metal detector	NO	1		
	<u>TOTAL CARRIED FORWARD TO SUMMARY BILL NO.1</u>				

Annex 2 Drawings:

Are available at the main gate (security will avail them to interested bidders)

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

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/2018/03

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Total Prices of Goods⁴				
	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)

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

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

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ⁵ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Delivery with manufacturers			

⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

⁵ 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.

documents and operational manuals in English language or French			
e) Brand new replacement if Purchased Unit is beyond repair			
f) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

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 affect 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.