

REQUEST FOR QUOTATION (RFQ)

To: Companies/Firms	DATE of issue: 06 December 2010 (Amendment 1)
	REFERENCE: RFQ_040_2010 (PROVISION OF CLEANING, GARDENING, MESSAGINE SERVICES FOR UNDP Lao PDR)

Dear Sir / Madam:

1. Your firm is invited to submit a quotation for Provision of following services:

- **Lot -1: Full time –services: Cleaning, Gardening,**
- **Lot- 2: Full time Messaging services and on call–service: Receptionist and driver**

Your quotation could form the basis for a Long-term Agreement (LTA) between your firm and the United Nations Development Programme (UNDP) in Lao PDR for two years period.

Detailde description of services and requiremsnts are stated in the Terms of Reference attached here by as per Annex I.

2. Your quotation shall be submitted in sealed envelope or electronically, duly signed and stamped on or before close of business **13 December 2010 to the following address:**

**Address: UNDP Lao PDR
Lane Xang Avenue
Ban Hatsady-Tai
P.O. Box 345
Vientiane, Lao PDR**

Attention: UNDP Procurement/Logistics Unit

In order to speed up the process of submission the Quotations can be also submitted electronically to our secure e-mail box: lao.procurement@undp.org before the indicated deadline.

- **ATTENTION:** Please mark the envelop as follows: **Companies Name, contact details, “RFQ/040/2010” Provision of Cleaning, gardening services for UNDP.**
- **Electronic quotations shall be marked in the subject as follows: “RFQ/040/2010”.**

UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. Late or partial proposals will be rejected.

3. **Quotations submitted by the bidders shall comprise the following documents:**

- Price schedule inclusive all costs to be prepared as per **Annex II;**
- Bidder registration form as **per Annex IV;**

- Company's profile including organizational structure;
- List of clients with contact details (tel. and e-mail, name of contact person).
- CV's of the proposed staff for **Cleaning, Gardening, Messaging and Receptionist**.
- Certificate of Government Registration and appropriate license

GENERAL CONDITIONS		
Currency of the proposal	Companies should quote in USD or Lao KIP . Quotations submitted in another currency will be rejected.	
Lot	Company may submit quotation for any Lot or for all lots. Evaluation will be made on a lot by lot basis. Partial quotes in one single lot will not be considered.	
TAX EXEMPTION	All quotations submitted to UNDP shall be without VAT and other direct taxes. 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.	
Payment Terms	Payment will be made by cheque or Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by UNDP	
Validity of Quotation	60 DAYS	
Rate validity	Offered rates shall be valid for period of two years.	
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted. <input type="checkbox"/> Partial bids not permitted	
Eligibility Criteria	<ul style="list-style-type: none"> - Company should have at least two (2) years of experience in Cleaning, Gardening, Messaging services. - Company should have appropriate licence (if applicable) and government registration. - Qualified staff with at least one year of experience in the required area. 	
Conversion to single currency	For conversion into single currency for evaluation purposes the applicable UN exchange rate will be used on the date of opening of proposals.	
Completeness of the proposal	Company shall submit all requested documents.	
Evaluation criteria for award of contract	<ol style="list-style-type: none"> 1. Compliance with pricing conditions set in the RFQ. 2. Compliance with requirements to qualification and experience specified in this document. 3. Compliance with the Special and General Conditions specified in Annex III. 4. Good references <p>Basis for contract award: the contractor that offers the lowest and technically compliant quotation as per the requirement specified in this RFQ.</p>	
General Terms and Conditions	See enclosed Annex III - UNDP General Terms and Conditions	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
REQUIREMENTS		
<u>Language:</u> All documentation, including installation and operating manuals shall be in:		
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others		

NAME, FUNCTIONAL TITLE: Diyer Rasulov, UNDP Procurement Specialist

Signature: _____ DATE: 06.12.2010

E-MAIL ADDRESS: diyer.rasulov@undp.org

ANNEX I

TERMS OF REFERENCE (TOR)

Background:

UNDP in Lao PDR has the UN House building consisting three floors, located on the Lane Xang Avenue and are in good condition. The building includes a medium size garden with flowers and trees.

UNDP wants to contract a company that can provide above-mentioned services as a full package in high quality, cost effective manner.

Scope of Work:

The company should provide the following services on continuous and full time basis:

Lot 1:

1. Cleaning services (four (4) cleaners)
2. Gardening services (one (1) full time and one (1) part time gardener (part time means - 2 days per month)

Lot 2:

3. Internal and external messaging services (one (1) messenger) and on call basis receptionist and driver

The above services should be provided on UNDP office hour's 08.00am – 04.30pm, Monday to Friday.

See detailed task list of each service below.

UNDP will be responsible to provide the required material/equipment to conduct services efficiently.

Lot -1:

Full time –services:

1. **Cleaning: All equipment and cleaning material is provided by UNDP**
2. **Gardening: All equipment and material is provided by UNDP**

Lot-2:

1. **Messaging: Contracted Company is responsible for providing a vehicle and fuel for distributing and delivering an external mail within Vientiane. All other needed equipment and material is provided by UNDP.**

On call–services:

2. **Receptionist: All equipment and material is provided by UNDP**
3. **Driver: All equipment and material is provided by UNDP. The contracted company is responsible for providing proper, clean clothing (clothes and shoes) for the driver.**

In addition UNDP may require other similar type of services that company should provide, whenever possible.

The contracted company will be responsible for all employee related cost for the government, e.g. tax, pension fee, etc. UNDP will pay the contractor a fixed amount per service per month.

The service provider(s) (employee(s) should be accepted by UNDP in the beginning of the contract period. The same person(s) should be providing the service(s) for the full contract time, excluding the period of annual

leave and other official leave. During these periods, the company is responsible for providing replacement person. Before starting the service, the replacement person should be accepted by UNDP.

Requirements:

A. General requirements:

UNDP is multicultural and multi linguistic work environment, with English as the primary language. All assigned service providers (employees) should know the basics (phrases) of English language. Employees should also have some experience in working for international organization in multicultural environment.

B. Professional requirements:

The cleaners should have some experience in hotel cleaning and be able to provide high quality services.

The gardener should have experience from similar type of gardening work and be able to provide high quality services.

The messenger should have earlier experience from similar type of work. S/he should be able to work in accurate manner and deliver and distribute mails/messages safely and on time.

Task list of the Cleaner (Operations)	
Task	Frequency
<ul style="list-style-type: none"> • Clean toilets (12 toilet rooms: , ceramic tiles, pipes, sink, seat tank, bidet, urinage) • Regularly change/refill paper towels 	At least four times daily and Whenever necessary
<ul style="list-style-type: none"> • Clean filing Cabinets • Clean chairs, Desks, Telephones • Clean floors • Clean shelves & Chrono files • Clean and refill water of vase flowers and also change flowers if necessary • Dispose the waste basket 	Daily
<ul style="list-style-type: none"> • Clean lobbies, corridors, ponds, louver and water coolers 	Daily
<ul style="list-style-type: none"> • Clean the back and front yard of the building 	Daily
<ul style="list-style-type: none"> • Clean meeting rooms (Floor, wall, table meeting, partition), Vacuum the carpets 	Daily
<ul style="list-style-type: none"> • Clean doors and glasses • Clean window glasses (Inside & Outside) • Clean wall (Inside & Outside) • Clean ceiling 	Once a week
<ul style="list-style-type: none"> • Wash curtains and sofas 	Once a year
<ul style="list-style-type: none"> • Clean drains in the office 	Twice in a year
<ul style="list-style-type: none"> • Report to supervisor, Maintenance Associate, for equipment that needs to be changed • Immediate report to Maintenance Associate if the toilet facilities do not function properly • Help other work in the office including but not limiting to organizing a Baci-ceremony, Happy Hours etc, serving drinks for meetings. 	Occasionally

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Task list of the Messenger	
<ul style="list-style-type: none"> Distribute internal correspondences 	Daily
<ul style="list-style-type: none"> Distribute correspondences to the office of Government, NGO, UN Agencies & others 	Daily
<ul style="list-style-type: none"> Perform other duties Assist Maintenance Associate to move desks, tables, replace lamps, bulbs and others (general office work) 	When required

Task list of the Gardener	
<ul style="list-style-type: none"> Take care the garden in the UN House building (planting new and cutting old ones, lawn mowing; watering plants. 	Daily
<ul style="list-style-type: none"> Take care of vase of flowers inside & outside the office Take care of ponds and plants in the central of the UN House Sweep/clean Parking areas in the UN House and the temple Clean the floor of the chillers 	Daily
<ul style="list-style-type: none"> Clean the roofs under the big tree 	Whenever necessary
<ul style="list-style-type: none"> Take care of cooler water dispensers (replace empty tanks) 	When necessary
<ul style="list-style-type: none"> Take care of the trees (cutting, trimming)/ (for the biggest trees the gardener should report to their own company if he/she was not able to do it) 	When necessary
<ul style="list-style-type: none"> Facilitate Office when organizing Baci –ceremony, Happy hours or other ceremony Assist Maintenance Associate to move desks, tables, replace lamps, bulbs and others (general office work) 	When necessary
<ul style="list-style-type: none"> Reports to Supervisor, Maintenance Associate, for equipment/tools that needs to be changed, or used. Help other work in the office (Baci –ceremony, Happy Hours etc.) Performs other duties 	Occasionally

Task list of the Receptionist	
<ul style="list-style-type: none"> reet visitors and clients register visitors and notify appropriate staff of their arrival answer and transfer telephone calls make appointments for clients or visitors administrative tasks like typing, filing, photocopying and sorting mail and faxes Performs other duties 	Daily or when required

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Task list of the Driver(Vehicle will be provided by UNDP)	
<ul style="list-style-type: none"> • collect UNDP visitors, staff • drive UNDP staff, visitors to meetings, airport • make sure passengers wear their seat belts • ensure passenger safety • pick up and deliver packages, mails • keep records of rides • keep the vehicle clean and tidy • be responsible for maintaining the vehicle if they own it 	Daily or when required

Annex II

Note for bidders:

1. The component comprising the total price must provide sufficient detail to allow UNDP to determine compliance of offer with TOR of this RFQ.
2. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
3. The format shown below shall be used as a model in preparing the Price Schedule.
4. In case of discrepancy between unit price and total price, the unit price shall prevail.
5. **Companies may quote for any Lot. Partial quotes in one lot will not be considered.**

Price schedule Format

No.	Position	Required quantity	Working arrangements	Monthly rate	Number of Month	Total for 12 month period (In USD or Lao KIP)
Lot 1						
1	Cleaner	4	Fulltime		12	
2	Gardener	1	Fulltime		12	
3	Gardener	1	Part time (2 days per month)		12	
Lot 2						

1	Massenger	1	Massenger		12	
2	Receptionist on call	1	Receptionist		1	
3	Driver on call	1	Driver		1	
Tortal cost for 12 months period (In words)						In figures

On behalf of the company I confirm that the offered rates are fixed for two years term.

Name of authorized manager _____

Date _____

Signature of authorized manager _____

Company Stamp:

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

- 2.1.1 UNDP shall, on fulfilment 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.
- 2.1.2 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.
- 2.1.3 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.
- 2.1.4 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 DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 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

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.
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:

- a) 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.
- b) Refuse to accept delivery of all or part of the goods.
- c) 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.

Bidder registration form

Name of Company/Institution (full legal name):

2. Street Address: Postal Code: _____ City: _____ Country: _____	3. P.O. Box and Mailing Address:
4. Tel (include country and area codes): _____	5. Fax (include country and area codes): _____
6. Email: _____	7. WWW Address: _____
8. Contact Name and Title: _____	
9. Ownership and Parent Company (full legal name): _____	
10. Name and Address of Subsidiaries, Associates and/or Overseas Representative(s) (attach a separate sheet if necessary): _____	
11a. Nature of Business (please tick one box in each section): Manufacturer: <input type="checkbox"/> Trader: <input type="checkbox"/> Authorised .Agent: <input type="checkbox"/> Consulting Company: <input type="checkbox"/> Other (specify): _____	
11b. Type of Business Corporate/Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Gov. Agency: <input type="checkbox"/> University: <input type="checkbox"/> Other (specify): _____	
12. Year Established (under the name shown in 1): _____	13. Number of Full-time Employees: _____
14. Licence N°/State Where Registered: _____	15. VAT N°/Tax ID: _____
16. Technical Documents Available in: English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify) _____	
17. Working Languages: English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify) <input type="checkbox"/>	

Section 2: Financial Information

18. Annual Value of Total Income for the Last 3 Financial Years: Year _____ : USD _____ million Year _____ : USD _____ million Year _____ : USD _____ million	
19. Annual Value of Export Sales for the last 3 Financial Years: Year _____ : USD _____ million Year _____ : USD _____ million Year _____ : USD _____ million	
20. Bank Name: Address: _____	Swift/BIC Address: _____
21. Bank Account N°: _____	Account Name: _____
22. Please provide a copy of the company's annual or audited financial report of the last 3 years.	

If available, please provide credit rating by Dun and Bradstreet or equivalent (specify which).

Section 3: Technical Capability and Information on Goods / Services Offered

23. If available, Quality Assurance Certification, e.g. ISO 9000 or National Standard. Provide a copy of your latest certificate.

24. International Offices/Representation (countries where the company has local offices/representation):

25. Select from below list the type of your activity. Please cross the box located in front of the name of the desired type of activity/supplies

- | | |
|---|--|
| <input type="checkbox"/> Food & Nutrition consultancy | <input type="checkbox"/> Camping Equipment |
| <input type="checkbox"/> Food Processing Machinery | <input type="checkbox"/> Medical supplies & Consultancy |
| <input type="checkbox"/> Packaging Materials & equipment | <input type="checkbox"/> Office Administration related services |
| <input type="checkbox"/> Warehouses and warehouse equipment | <input type="checkbox"/> Media & Advocacy Consulting and training |
| <input type="checkbox"/> Light Vehicles and spare parts | <input type="checkbox"/> Legal Services & Consultancy |
| <input type="checkbox"/> Heavy vehicles and spare parts | <input type="checkbox"/> Agricultural tools Machines and Materials |
| <input type="checkbox"/> Road cleaning & Engineering equipment services & consultancy | <input type="checkbox"/> Ballistic Protection and security equipment |
| <input type="checkbox"/> Transportation services | <input type="checkbox"/> Port and railway equipment and services |
| <input type="checkbox"/> Shipping Services | <input type="checkbox"/> Office furniture and household items |
| <input type="checkbox"/> Fuel&Oil | <input type="checkbox"/> Banking and investment services & consultancy |
| <input type="checkbox"/> Fuel storage & Pumps | <input type="checkbox"/> Books and Periodicals |
| <input type="checkbox"/> IT equipment | <input type="checkbox"/> Publishing Services & Consultancy |
| <input type="checkbox"/> IT Consultancy | <input type="checkbox"/> Postal and courier services |
| <input type="checkbox"/> TC equipment | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> TC Consultancy | <input type="checkbox"/> Stationary & Paper |
| <input type="checkbox"/> Software & Software/WEB design & training | <input type="checkbox"/> Office consumables |
| <input type="checkbox"/> General electronics and photo equipment & Services | <input type="checkbox"/> Other |

Section 4: Experience

26. Recent contracts with the UN (see Note1) and/or other international aid organisations (attach a separate sheet if necessary). Please provide documentary evidence of such contracts is required, e.g. copies of purchase orders.

<u>Organisation</u>	<u>Value</u>	<u>Year</u>	<u>Goods/Services Supplied</u>	<u>Destination Country</u>
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____

27. To which countries has your company exported and/or managed projects over the last 3 years? Please list export markets, in particular development countries.

Section 5: Other

28. Does your company have a written statement of its environmental policy (see Note2) ? If yes, please provide a copy. Yes No

29. Is your company Electronic Data Interchange enabled? Yes No

30. Please list any disputes your company has been involved in with UN Organisations over the last 3 years:

31. List any national or international trade or professional Organisations of which your company is a member:

32. Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name

Functional Title

Signature

Date

The legal agreement between the supplier and the organisation within the UN System shall be defined in the purchase order/contract and any associated contract(s) between the supplier and the UN organisation. Information provided to the supplier in association with the registration is provided for reference only, and in no case shall take precedence over terms in the purchase order/contract or the associated contract(s).

Please be informed that UN has decided not to do business with companies or any of their affiliates or subsidiaries, which engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work, or engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.

Note 1: Organisations in the UN system are UN; UNCTAD; UNEP; UNCHS(Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.

Note 2: The Earth Summit, held in Rio de Janeiro in 1992, emphasised the necessity to protect and renew the earth's limited resources. Agenda 21 was adopted by 178 governments and lays an emphasis for the UN to exercise leadership, i.e. towards promoting environmental sensitive procurement policies for goods and services.