**Call for Proposal**

 Date: 09 April 2015

Dear Sir/Madam,

Subject: Request for quotation for **activity 2.5.2.1 “Organize booster sessions on HIV prevention among the spouses of drug users".**

You are invited to submit a quotation, including the publishing time as well as a CV and previous work samples for the above subject matter as per the enclosed Terms of Reference (Annex II). Your proposal could form the basis for Individual/Institutional Contract/ Institutional Contract between you and the United Nations Development Programme (UNODC) Iran.

To enable you to submit a quotation, enclosed please find the following documents:

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| **Annex I** | General Conditions of Contract |
| **Annex II** | Terms of Reference (TOR)  |
| **Annex III** | Individual/Institutional information sheets  |
| **Annex IV** | Financial Proposal (template) |
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I would like to assure you that the information received from you will be kept confidential for the sole and internal consideration of UNODC. Please allow me to bring to your attention that UNODC reserves the right to disqualify your offer from further evaluation if (1) you fail to submit the complete requested documents before the mentioned deadline; (2) the evaluation panel finds your offer not suitable for the assignment. In addition, kindly note that this request contains no contractual offer of any kind and is not to be construed in any way as an offer of contract.

Your offer comprising of complete technical and financial proposals should be sent in two sealed envelopes, marked **activity 2.5.2.1 “Organize booster sessions on HIV prevention among the spouses of drug users".**

Ninette Haghverdian, HR Admin Associate (Ms.)
Programme Support Unit (PSU)

United Nations Office on Drugs and Crime
No. 2, Behesht Dead-end, Eram Alley,
Vanak St., Vanak Sq.,
P.O. Box: 15875-4557
Tehran 1994715311, I.R. of Iran

 If you request additional clarification please send your inquiries in writing; we would endeavour to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your quotation. After receipt of quotation, UNODC reserves the right to request any additional information or seek clarifications from the offeror to ascertain responsiveness of offers received.

 Sincerely,

 Ninette Haghverdian, HR Admin Associate (Ms.)
 Programme Support Unit (PSU)

**Annex I**

**GENERAL CONDITIONS OF CONTRACTS**

**FOR THE SERVICE OF INDIVIDUAL/INSTITUTIONAL CONTRACTORS**

1. **1. LEGAL STATUS:** The Individual/Institutional/Institutional contractor shall have the legal status of an independent contractor vis-à-visthe United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNODC, under the UN’ Staff Regulations and Rules, or an “official” of UNODC, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNODC and the Individual/Institutional contractor. The officials, representatives, employees or subcontractors of UNODC and of the Individual/Institutional contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNODC and the Individual/Institutional contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.
2. **2. STANDARDS OF CONDUCT:** In General: The Individual/Institutional shall neither seek nor accept instructions from any authority external to UNODC in connection with the performance of its obligations under the Contract. Should any authority external to UNODC seek to impose any instructions on the Contract regarding the Individual/Institutional contractor’s performance under the Contract, the Individual/Institutional contractor shall promptly notify UNODC and shall provide all reasonable assistance required by UNODC. The Individual/Institutional shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of UNODC, and the Individual/Institutional contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNODC. The Individual/Institutional contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNODC. The Individual/Institutional contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Individual/Institutional contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual/Institutional contractor must comply with all Security Directives issued by UNODC. Failure to comply with such security directives is grounds for termination of the Individual/Institutional contractor for cause.
3.

Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual/Institutional contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual/Institutional contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual/Institutional contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of UNODC to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

1. **3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS:** Title to any equipment and supplies that may be furnished by UNODC to the Individual/Institutional contractor for the performance of any obligations under the Contract shall rest with UNODC, and any such equipment shall be returned to UNODC at the conclusion of the Contract or when no longer needed by the Individual/Institutional contractor. Such equipment, when returned to UNODC, shall be in the same condition as when delivered to the Individual/Institutional contractor, subject to normal wear and tear, and the Individual/Institutional contractor shall be liable to compensate UNODC for any damage or degradation of the equipment that is beyond normal wear and tear.

UNODC shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual/Institutional contractor has developed for UNODC under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual/Institutional contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNODC. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual/Institutional contractor: (a) that pre-existed the performance by the Individual/Institutional contractor of its obligations under the Contract, or (b) that the Individual/Institutional contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNODC does not and shall not claim any ownership interest thereto, and the Individual/Institutional contractor grants to UNODC a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNODC, the Individual/Institutional contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNODC in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual/Institutional contractor under the Contract shall be the property of UNODC, shall be made available for use or inspection by UNODC at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNODC authorized officials on completion of work under the Contract

1. **4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that are considered proprietary by either UNODC or the Individual/Institutional contractor or that are delivered or disclosed by one of them (“Discloser”) to the other (“Recipient”) during the course of performance of the Contract, and that are designated as confidential (“Information”), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser’s Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser’s prior written consent, as well as to the Recipient’s employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNODC, the Individual/Institutional contractor may disclose Information to the extent required by law, *provided that* the Individual/Institutional contractor will give UNODC sufficient prior notice of a request for the disclosure of Information in order to allow UNODC to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNODC may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.
2. **5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS:**  If the Individual/Institutional contractor is required by UNODC to travel beyond commuting distance from the Individual/Institutional contractor’s usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNODC. Such travel shall be at economy care when by air.

UNODC may require the Individual/Institutional contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNODC or before engaging in any travel required by UNODC or connected with the performance of the Contract. The Individual/Institutional contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual/Institutional contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual/Institutional contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of the death, injury or illness of the Individual/Institutional contractor which is attributable to the performance of services on behalf of UNODC under the terms of the Contract while the Individual/Institutional contractor is traveling at UNODC expense or is performing any services under the Contract in any offices or premises of UNODC, the Individual/Institutional contractor or the Individual/Institutional contractor’s dependants, as appropriate, shall be entitled to compensation equivalent to that provided under the UNODC insurance policy, available upon request.

1. **6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS:** The Individual/Institutional contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNODC, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licences or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNODC nor in any way shall constitute a Contract by UNODC thereto, unless any such undertakings, licences or other forms of Contract are the subject of a valid written undertaking by UNODC. No modification or change in the Contract shall be valid and enforceable against UNODC unless provided by means of a valid written amendment to the Contract signed by the Individual/Institutional contractor and an authorized official or appropriate contracting authority of UNODC.
2. **7. SUBCONTRACTORS:** In the event that the Individual/Institutional contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual/Institutional contractor shall obtain the prior written approval of UNODC for any such subcontractors. UNODC may, in its sole discretion, reject any proposed subcontractor or require such subcontractor’s removal without having to give any justification therefore, and such rejection shall not entitle the Individual/Institutional contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract. The Individual/Institutional contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.
3. **8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS**: The Individual/Institutional contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNODC, nor shall the Individual/Institutional contractor, in any manner whatsoever, use the name, emblem or official seal of UNODC, or any abbreviation of the name of UNODC, in connection with its business or otherwise without the written permission of UNODC.
4. **9. INDEMNIFICATION**: The Individual/Institutional contractor shall indemnify, defend, and hold and save harmless UNODC, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNODC of any patented device, any copyrighted material or any other goods or services provided to UNODC for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual/Institutional contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers’ compensation.
5. **10. INSURANCE**: The Individual/Institutional contractor shall pay UNODC promptly for all loss, destruction or damage to the property of UNODC caused by the Individual/Institutional contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual/Institutional contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual/Institutional contractor’s sole expense, such life, health and other forms of insurance as the Individual/Institutional contractor may consider to be appropriate to cover the period during which the Individual/Institutional contractor provides services under the Contract. The Individual/Institutional contractor acknowledges and agrees that none of the insurance arrangements the Individual/Institutional contractor may make shall, in any way, be construed to limit the Individual/Institutional contractor’s liability arising under or relating to the Contract.
6. **11. ENCUMBRANCES AND LIENS:** The Individual/Institutional contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNODC against any monies due to the Individual/Institutional contractor or to become due for any work donor or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual/Institutional contractor.
7. **12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:** In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual/Institutional contractor shall give notice and full particulars in writing to UNODC of such occurrence or cause if the Individual/Institutional contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual/Institutional contractor shall also notify UNODC of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual/Institutional contractor shall also submit a statement to UNODC of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNODC shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual/Institutional contractor of a reasonable extension of time in which to perform any obligations under the Contract.

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual/Institutional contractor shall give notice and full particulars in writing to UNODC of such occurrence or cause if the Individual/Institutional contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual/Institutional contractor shall also notify UNODC of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual/Institutional contractor shall also submit a statement to UNODC of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNODC shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual/Institutional contractor of a reasonable extension of time in which to perform any obligations under the Contract. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual/Institutional contractor. The Individual/Institutional contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual/Institutional contractor must perform in or for any areas in which UNODC is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Contract

1. **13. TERMINATION**: Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a “cause” for or otherwise to be in itself a termination of the Contract. UNODC may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual/Institutional contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual/Institutional contractor is granted a moratorium or a stay or is declared insolvent; the Individual/Institutional contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual/Institutional contractor; (d) the Individual/Institutional contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNODC reasonably determines that the Individual/Institutional contractor has become subject to a materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual/Institutional contractor to perform any of its obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNODC, the Individual/Institutional contractor shall, except as may be directed by UNODC in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNODC there under; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNODC may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual/Institutional contractor and in which UNODC has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNODC shall only be liable to pay the Individual/Institutional contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNODC in accordance with the requirements of the Contract. Additional costs incurred by UNODC resulting from the termination of the Contract by the Individual/Institutional contractor may be withheld from any amount otherwise due to the Individual/Institutional contractor from UNODC.

1. **14.** **NON-EXCLUSIVITY**: UNODC shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.
2. **15. TAXATION:** Article II, 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 public utility services, and is exempt from customs restrictions, 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 the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual/Institutional contractor shall immediately consult with UNODC to determine a mutually acceptable procedure. UNODC shall have no liability for taxes, duties or other similar charges payable by the Individual/Institutional contractor in respect of any amounts paid to the Individual/Institutional contractor under this Contract, and the Individual/Institutional contractor acknowledges that UNODC will not issue any statements of earnings to the Individual/Institutional contractor in respect of any such payments.
3. **16. AUDITS AND INVESTIGATIONS**:

Each invoice paid by UNODC shall be subject to a post-payment audit by auditors, whether during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. UNODC shall be entitled to a refund from the Individual/Institutional contractor for any amounts shown by such audits to have been paid by UNODC other than in accordance with the terms and conditions of the Contract.

The Individual/Institutional contractor acknowledges and agrees that, from time to time, UNODC may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual/Institutional contractor generally relating to performance of the Contract. The right of UNODC to conduct an investigation and the Individual/Institutional contractor’s obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Individual/Institutional contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual/Institutional contractor’s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNODC access to the Individual/Institutional contractor’s premises at reasonable times and on reasonable conditions in connection with such access to the Individual/Institutional contractor’s personnel and relevant documentation. The Individual/Institutional contractor shall require its agents, including, but not limited to, the Individual/Institutional contractor’s attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNODC hereunder.

1. **17. SETTLEMENT OF DISPUTES**:

**AMICABLE SETTLEMENT**: UNODC and the Individual/Institutional contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract 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 Conciliation Rules then obtaining of the United Nations Commission on International Trade Law (“UNCITRAL”), or according to such other procedure as may be agreed between the parties in writing.

**ARBITRATION**: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

1. **18. PRIVILEGES AND IMMUNITIES**: Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**Annex II**

# **Terms of Reference (TOR)**

**Travel**

If travel is required under the contract, the Individual/Institutional contractor shall;

1. Obtain the security clearance from UNODC office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNODC office 2 working days before date of travel).
2. Undertake the training courses on Basic Security in the Field and Advanced Security in the Field (only applicable for certain destination; to be checked with UNODC) and provide UNODC with both certificates; the related CD ROMs are available at UNODC office.
3. Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the contractors on the age of 62 years or more.

**Annex III**

**Individual/Institutional Information Sheets**

**Individual/Institutional information required for ...............................................................**

**(Please type)**

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| **General Information:**  |
| **Full name of Individual/Institutional (in Farsi):** **Full name of Individual/Institutional (in English):****Home address:****Telephone no.:****Fax no.:****E-mail address:*****Please attach your CV/resume.*** |

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| --- |
| **Please write a summary of:**  |
| * **Your relevant academic background and qualifications:**
* **Your relevant areas of expertise and previous experience:**
 |

|  |
| --- |
| **Letter of interest: Please write, in no more than one page, about your motivation and interest in this activity and its relevance to your qualifications and previous work experience as well as why you consider yourself suitable for the work and a brief methodology on how you will approach & conduct the work. (Letter of Interest can be attached)** |
|  |

|  |
| --- |
| **Please list your similar previous activities (at least three cases) with description of services provided by you.** |
| **1)****2)****3)** |

|  |
| --- |
| **References: Please provide the full names and contact details of two people (not related to you) or organizations/companies with whom/which you have had previous work experience. Please note that if selected, these referees will be contacted for the purpose of reference checking.** |
| **1) Full name of referee:**  **Position/occupation:** **Telephone no.:** **E-mail address:** |
| **2) Full name of referee:**  **Position/occupation:** **Telephone no.:** **E-mail address:** |

|  |
| --- |
| **Attachments:** |
| ***Please attach following documents:**** *CV of the Individual/Institutional*
* *Any other relevant documents including copy of contracts, publications, etc*

 |
| *Other explanations:***Name and signature of the Individual/Institutional****Name:** **Signature:****Date**: |

**Annex IV**

**Financial Proposal**

The offeror is asked to provide a Financial Proposal with detailed cost breakdown and separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of any equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. The UNODC reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

|  |
| --- |
| Price Proposal for ……………………………………………………….: |
| Description of Activity/Item | Quantity | Unit/item or Service Price **(IRR)** | Total Price **(IRR)** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. | Other expenses |  |  |  |
|  | Total |  |  | [ …….] |

I acknowledge that I have read and understand the Terms of Reference, and the General Terms and Conditions, and will fully abide by the required provisions and the timeframe.  I agree that this proposal will remain valid for 90 days from the date fixed for opening of Proposal in the Cover Letter.

Signature:

Name: Title: Date: