

**CONTRACT NO. 3000000xxxx**

between the

**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

**(UNIDO)**

and

**[NAME OF COMPANY/ORGANIZATION]**

**FOR THE PROVISION OF [Description of Services]**

This Contract comprises this cover page, a table of contents and xx pages of text and xx Annexes (Annex A through xx).

UNIDO  
CMO/OSS/PRO

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**CONTRACT No. 30000xxxx**

between the

**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

**(UNIDO)**

and

**[NAME OF COMPANY/ORGANIZATION]**

**FOR THE PROVISION OF [Description of Services]**

This CONTRACT is entered into between the UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION, a Specialized Agency of the United Nations, having its headquarters located at Wagramer Strasse 5, A-1220 Vienna, Austria (hereinafter referred to as "UNIDO"), and [NAME OF THE CONTRACTOR], having its principal office located at [Contractor's address] (hereinafter referred to as the "Contractor"). UNIDO and the Contractor are collectively referred to herein as the "Parties" and each individually as a "Party".

**WHEREAS**, UNIDO intends to procure various services works and supplies (hereinafter referred to as "the Work") required to [purpose for which services are provided] in the Vienna International Centre (VIC' (hereinafter referred to as "the Work Site");

**WHEREAS**, in this connexion, UNIDO desires to engage the Contractor to provide technical services, equipment and supplies required to execute the Work;

**WHEREAS**, the Contractor represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, willing, and able to provide such services (as defined below) and perform such Work in accordance with the terms and conditions set forth in this Contract;

**NOW, THEREFORE**, the Parties hereto mutually agree as follows:

**ARTICLE 1**

**SCOPE OF THE CONTRACT**

In accordance with the terms and conditions stated herein and in the Annexes hereto, the Contractor shall provide all the Work as described in detail in the terms of reference/specifications of work and supply/Statement of Work dated xxxx, [as subsequently clarified and/or amended in writing by UNIDO] (hereinafter [collectively] referred to as the "Technical Specifications of Work and Supply") and the Contractor's proposal dated [day, month, year], which the Contractor submitted to UNIDO in response to UNIDO's Invitation to Bid No. [RFx number] dated [day, month, year] [and clarified by e-mail(s) dated] (hereinafter [collectively] referred to as "the Bid"). The Contractor's said Bid although not attached hereto, is made a part hereof by way of reference.

## **ARTICLE 2**

### **CONTRACT DOCUMENTS**

This document, together with the Annexes attached hereto and referred to below, all of which are incorporated herein and made part hereof, constitute the entire contract between UNIDO and the Contractor for the provision of the Work (hereinafter referred to as the "Contract"). The Contract supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties with regard to the subject matter. The documents comprising the Contract are complementary to one another, but in case of ambiguities, discrepancies or inconsistencies between or among them, the following order of priority for purposes of application and interpretations shall apply:

- i. This Contract document;
- ii. Special Conditions of Contract (hereinafter referred to as "SCC") (Annex A, if applicable);
- iii. General Conditions of Contract (hereinafter referred to as "GCC") (Annex B);
- iv. Technical Specifications of Work and Supply/Statement of Work (Annex C);
- v. Performance Guarantee Form (Annex D, if applicable);
- vi. Bank Information Form;
- vii. Bid.

## **ARTICLE 3**

### **ENTRY INTO FORCE AND DURATION,**

### **COMMENCEMENT AND COMPLETION OF SERVICES**

The Contract shall enter into force upon the date of the last signature by the duly authorized representatives of the Parties, and shall remain in force until satisfactory fulfillment of all contractual terms and conditions unless terminated earlier pursuant to the terms of the Contract.

The Contractor shall commence the Work under the Contract not later than [xxx] weeks after receipt of the Contract and shall complete it by [xxxx].

The Contractor shall execute the Work under the Contract in accordance with a detailed work and time schedule to be agreed by the Contractor with the UNIDO Buildings Management Services Division, [xxxxx], tel. 01 26026 Ext. [xxxx], and/or his alternate.

The Contractor recognizes that time is of the essence of this Contract and that UNIDO will suffer damages if the Contractor does not substantially complete the Work at the time set forth in this Contract and related Annexes.

## **ARTICLE 4**

### **DELIVERABLES**

The Contractor shall submit to UNIDO all deliverables/reports as indicated in the Technical Specifications of Work and Supply.

## **ARTICLE 5**

### **PERSONNEL (NOT APPLICABLE FOR THIS CONTRACT)**

## ARTICLE 6

### CONTRACT PRICE AND PAYMENTS

UNIDO shall pay the Contractor for the full and proper performance of its obligations under the Contract the sum of Euro xxxxxxxxxxxxxxxxxxxxxxxxx (€ xxxxxxxxxxx) [(+ VAT)] (hereinafter referred to as the "Contract Price") [as per attached cost-breakdown (Annex x)].

The Contract Price set forth in the above paragraph is fixed and firm and not subject to escalation. [However, prices may be adjusted , if an when applicable, once a year to cover increase/decrease in labour costs, product costs or other direct costs if in conformity with the annual price adjustment published by the (e.g. Federal Ministry of Science, Research and Economy/WKO Austria). Such adjustment, if any, shall not be made before [date] and must be documented by the Contractor accordingly.]

This sum shall cover all expenses incurred by the Contractor including, but not limited to the cost of the equipment and supplies rendered at the Work Site, the complete engineering and technical services and technical documentation, the remuneration of the Contractor's personnel and all other compensations, insurance and social charges as well as its overheads, technical assistance and supervision costs.

Partial payments may be allowed only upon additional agreement between UNIDO and the Contractor. In case the Contractor elects to propose a discount (SCONTO) for accelerated payment, the payment period shall be counted from the date of receipt by UNIDO of the Contractor's invoice.

The making of any payment hereunder by UNIDO shall not be construed as an unconditional acceptance by UNIDO of the Work accomplished, or the equipment or technical documentation delivered by the Contractor up to the time of such payment.

No payment shall be released until receipt by UNIDO, along with the countersigned Contract, of the Bank Information Form, which shall be completed, signed and stamped by the Contractor.

UNIDO may withhold any payment to the Contractor or, on account of subsequently discovered evidence, nullify the whole or part of any payment approval theretofore given, to such an extent as may be necessary to protect UNIDO from loss under this Contract on account of:

- a) the Contractor's failure to carry out the Work or to make adequate progress on the Work, except for failure arising out of *Force Majeure*;
- b) the Contractor's failure to remedy defective Work and/or unsatisfactory performance, when such failure has been drawn to its attention by UNIDO;
- c) the Contractor's failure to submit the reports required under the Contract;
- d) the Contractor's failure to pay properly to subcontractor(s) and for material, labour and equipment;
- e) the existence of damage claims presented by UNIDO or of reasonable evidence indicating the probable basis on which damage claims may be presented by UNIDO;

## [ARTICLE 7

### PERFORMANCE GUARANTEE]

The Contractor shall, within one (1) month from the effective date of the Contract, submit to UNIDO a performance guarantee issued by an accredited bank or insurance company acceptable to UNIDO, for the [initial] amount of Euro xxxxxxxxxxxxxxxxxxxxxxxxx (€ xxxxxxxxxxx). The performance guarantee shall secure proper and faithful performance by the Contractor of its obligations under the Contract.

The guarantee shall be in the form set out in Annex xx attached hereto and shall be valid for a period of five (5) years from the date of acceptance of the Work by UNIDO.

## **ARTICLE 8 COMMUNICATIONS**

Official communications in relation to the Contract shall be in English and shall be made to the following contact persons:

**UNIDO:**

**For contractual matters:**

Ms. C. Ziniel  
Procurement Officer  
Procurement Services Division  
UNIDO  
Wagramer Strasse 5  
A-1220 Vienna  
Austria  
Tel.: +43 1 26026 Ext. 5159  
Email: c.ziniel@unido.org

**For technical matters:**

[Mr/Ms name – Project Manger]  
[Title]  
[Substantive Office - Organizational unit]  
UNIDO  
Wagramer Strasse 5  
A-1220 Vienna  
Austria  
Tel.: +43 1 26026 Ext. [extension]  
Email: [email]

**Contractor:**

[Mr/Ms name]  
[Title]  
[Contractor's address]  
[Organizational unit]  
[Contractor legal name]  
Tel.: [telephone]  
Email: [email]

Each Party shall inform the other promptly in writing of any change of the point of contact including the name and designation of the new person.

## **ARTICLE 9**

### **PACKING AND SHIPMENT OF THE EQUIPMENT, SUPPLIES AND TECHNICAL DOCUMENTATION**

- a) The Contractor shall pack and mark the equipment, supplies and the technical documentation before shipment in accordance with the UNIDO General Conditions of Contract.
- b) Way Bills evidencing the shipment of the equipment, supplies and/or technical documentation shall refer to the United Nations Industrial Development Organization, UNIDO Project and Contract Numbers.
- c) The Contractor shall deliver the equipment, supplies and/or technical documentation to the Work Site at its own cost and bear all the risks related to such delivery until the opening of the packing crates (in the presence of the Contractor's representative(s)).
- d) The Contractor shall, regarding Customs clearance (if applicable) of the equipment, supplies and/or technical documentation, liaise with the Procurement Services Division/OSS/CMO, UNIDO, for assistance in obtaining such clearance.
- e) The Contractor shall be responsible for costs, fees and charges in respect of the export/import and transit of the equipment, supplies and technical documentation, but not for customs duties, which is the responsibility of UNIDO. The Contractor shall also obtain, at its own risk and expense, any export license or other governmental authorization(s) necessary for the export of the equipment and technical documentation.
- f) Storage of the equipment, supplies and technical documentation on arrival at the Work Site is the responsibility of the Contractor.
- g) In the event of loss of or damage to any of the equipment, supplies and/or technical documentation during shipment or during transit, or in the event of the equipment, supplies and/or technical documentation being found, upon the opening of the packing crates at the Work Site (in the presence of the Contractor's representative(s)), to be otherwise defective, unusable or ineffective for the purpose for which it(they) was(were) supplied, the Contractor shall promptly replace or repair, at its own expense, such equipment, supplies and/or technical documentation, by whatever means of transport or personnel services as are most suitable and reasonable in the circumstance.

## **ARTICLE 10**

### **REVIEW OF THE WORK SITE CONDITIONS**

The Contractor shall visit the Work Site and ascertain all conditions and information pertaining to its Work.

By executing the Contract, the Contractor represents that it has examined the Work Site, determined its physical characteristics and correlated its personal observations with the requirements of the Contract, including but not limited to:

- (i) the condition of all structures and obstructions thereon, both natural and man-made;
- (ii) the nature, location, and character of the general area in which the Work Site is located, including available labour and equipment;

- (iii) the quantity and quality of all materials, supplies, tools, equipment, labour, and professional services necessary to complete the Work in the manner required by the Contract; and
- (iv) all pertinent national laws, rules, ordinances, and regulations.

No claim on the part of the Contractor arising from the non-fulfilment of the above shall be entertained.

## **ARTICLE 11**

### **PERMITS, FEES AND NOTICES**

- a) Unless otherwise provided in the Contract, the Contractor shall secure and pay for all the permits and governmental fees, licenses and inspections necessary for the proper execution and completion of the Work, which are customarily secured after execution of the Contract and which are legally required at the time the Contractor's Bid is received.
- b) The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work.
- c) If the Contractor observes that the Work required under the Contract is not in accordance with applicable laws, statutes, building codes and regulations, it shall promptly notify UNIDO in writing.

## **ARTICLE 12**

### **PROTECTION OF PERSONS AND PROPERTY**

- a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.
- b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:
  - (i) all employees at the Work Site and all other persons who may be affected thereby;
  - (ii) all the Work and all materials and equipment to be incorporated therein, whether in storage on or off the Work Site, under the care, custody or control of the Contractor or any of its subcontractor(s); and
  - (iii) other property at the Work Site or adjacent thereto.
- c) The Contractor shall give all notices and comply with all applicable law, ordinances, building codes, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.
- d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying UNIDO's personnel.



- e) When the use or storage of combustible, explosive or other hazardous materials or equipment is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
- f) The Contractor shall promptly remedy all damage or loss to any property referred to in sub-paragraph b) above caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under sub-paragraph b) above, except damage or loss attributable to the acts or omissions of UNIDO or anyone directly or indirectly employed by it, or by anyone for whose acts UNIDO may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under paragraph 9 of the UNIDO General Conditions of Contract (Annex A).
- g) The Contractor shall designate a responsible member of its team, whose duty shall be the prevention of accidents at the Work Site during the execution of the Work.
- h) The Contractor shall not load any systems or equipment or permit any part of the Work to be loaded, so as to endanger safety of the operation.
- i) In any emergency affecting the safety of persons or property, the Contractor shall act, at its discretion, to prevent threatened damage, injury or loss.

### **ARTICLE 13**

#### **WARRANTY**

The Contractor warrants that the Work shall meet the specifications and requirements set forth in the Technical Specifications of Work and Supply/Statement of Work (Annex C).

### **ARTICLE 14**

#### **ACCEPTANCE OF WORK**

- a) Conformity of the Work with the requirements of paragraph 13 shall be established by the inspection conducted jointly by the Contractor and UNIDO as per requirements of the Technical Specifications of Work and Supply/Statement of Work.
- b) The results of the inspection, together with a statement indicating whether or not the Work was proven to meet the requirements of paragraph 13 and sub-paragraph a) above, shall be certified by the authorized representatives of the Contractor and UNIDO in the Certificate of Acceptance of the Work or Invoice (if and when applicable).

## **ARTICLE 15**

### **FAILURE TO MEET CONTRACT SPECIFICATIONS AND REQUIREMENTS – REMEDIAL MEASURES/COMPENSATION**

- a) If the inspection under paragraph 14 reveals that the Work does not meet the requirements referred to paragraph 13, then (unless the failure is due to factors outside the responsibility of the Contractor) the Contractor shall, at its own cost and expense, correct, modify or change any faulty Work performed by it and shall, either by repair or replacement, correct, modify or change any faulty materials, parts and equipment supplied by it to the extent necessary for the purpose of achieving the above warranty. After execution of these corrections, modifications, changes, repairs and/or replacements, which shall be carried out by the Contractor without delay, a new inspection shall be carried out in conformity with paragraph 14.
- b) If any failure under paragraphs 14 or 15 a) to meet the stipulations of paragraph 13 cannot be rectified by remedial measures within the period (including extended period) agreed by UNIDO and the Contractor, UNIDO may hold the Contractor in default under paragraph 6.8 of the UNIDO General Conditions of Contract.

## **ARTICLE 16**

### **MECHANICAL WARRANTY**

The Contractor warrants that the equipment, components, tools and spare parts supplied by it, its subcontractor(s) and/or suppliers under this Contract shall be new and free from defects in Workmanship, materials and design. The Contractor shall repair or replace at its own expense and as soon as practicable any of the equipment, components, tools or spare parts which within a period of five (5) years from the date of their acceptance in the inspection referred to in paragraph 14 hereinabove, prove to be defective as mentioned above or as a result of any erroneous or inadequate engineering drawings, technical specifications and/or operating instructions of the Contractor.

## **ARTICLE 17**

### **CORRECTION OF DEFECTIVE WORK**

- a) If, within five (5) years after the date of the Certificate of Acceptance of the Work/Invoice against respective e-mail Work-order, or under the terms of an applicable special warranty required by the Contract or under the terms of the Standard Manufacturer Warranty, any of the Work is found to be defective or non-conforming to the Contract, the Contractor shall correct it as soon as practicable after receipt of written notice from UNIDO to do so. This obligation shall survive acceptance of the Work under the Contract and termination of the Contract.
- b) Nothing contained in this paragraph 17 shall be construed to establish a period of limitation with respect to any other obligation which the Contractor might have under the Contract. The establishment of the time period of five years after the date of the Certificate of Acceptance of the Work or other dates or such longer period of time as may be prescribed by law or by the terms of any warranty required by the Contract relates only to the specific obligations of the Contractor to correct the Work, and has no relationship to the time within which its obligation to comply with the Contract may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to its obligations other than specifically to correct the Work.

**ARTICLE 18**  
**PATENT RIGHTS**

In addition to paragraph 13 of the UNIDO General Conditions of Contract the following applies:

- a) The Contractor declares that it does not know of any protective rights of third parties which might be infringed by this Contract. Should, contrary to the Contractor's expectation, claims be raised against UNIDO charging them with infringement of patents, the Contractor shall hold harmless UNIDO and shall indemnify it to the full extent of any damages or awards arising from such claims. This obligation of the Contractor shall continue to be in full force and effect up to the expiration of such patents.
- b) UNIDO shall give the Contractor due notice in writing of any charge of infringement brought against UNIDO and of the filing of any suit for infringement and shall give the Contractor opportunity to defend said suit at its discretion and shall not, without the Contractor's consent in writing, make any admissions or consent to any claim of any third party which might be prejudicial to the Contractor's position.

**ARTICLE 19**  
**CONTRACTOR'S INVOICES**

Each payment shall be made by UNIDO on the basis of an invoice submitted by the Contractor in hard copy or in electronic form.

Hard copies or electronic copies (pdf) of invoices, quoting the Work shall be sent to the UNIDO Focal Point, xxxxxxxxxxxxxx, e-mail: xxxxxxxxxxxxxx, Room no. xxxxx, with a copy to UNIDO Procurement Services Division, Ms. C. Ziniel, Room no. D2011, e-mail: c.ziniel@unido.org and m.petrovsky@unido.org.

The Contractor shall provide detailed billing information to UNIDO. Each invoice shall indicate, at a minimum:

- The Contract number;
- Date and reference to the relevant Work;
- Description of the invoiced Work;
- Total invoiced payment amount in Euro [(+ VAT)];

**ARTICLE 20**  
**CONTRACTOR'S CLAIMS AND REMEDIES**

In no event shall the Contractor make any claim against UNIDO for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of UNIDO, including but not limited to damages related to overhead, loss of productivity, delay, total costs and inefficiency. The Contractor's sole remedy in such event shall be an extension of the time for completion of the Work under the Contract, provided the Contractor otherwise meets the requirements and conditions set forth in paragraph 9.

**ARTICLE 21**

**TEMPORARY SUSPENSION OF WORK**

UNIDO may, at any time, temporarily stop the Work being performed by the Contractor under this Contract by giving notice in writing to the Contractor. All Work so stopped shall be resumed by the Contractor on the basis of a revised time schedule and on terms and conditions to be mutually agreed upon between both Parties.

**ARTICLE 22**

**TECHNICAL CHANGES AND/OR DOWNWARD PRICING**

In the event of any advantageous technical changes and/or downward pricing of the Works specified in the specifications of Work and supply of this Contract during the duration of this Contract, the Contractor shall notify UNIDO immediately. UNIDO shall consider the impact of any such event and may request an amendment to the Contract.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Contract.

For and on behalf of  
**UNITED NATIONS INDUSTRIAL  
DEVELOPMENT ORGANIZATION**

For and on behalf of  
**CONTRACTOR'S NAME**

By.....

By.....

[Name]  
[Title]  
[Procurement Services Division]  
Department of Operational Support Services  
Directorate of Corporate Management and  
Operations  
Wagramer Strasse 5  
A-1220 Vienna  
Austria

[Contractor's name]  
[Contractor's title]  
[Contractor's address]

Date.....

Date.....

**ANNEX A – SPECIAL CONDITIONS OF CONTRACT  
(IF APPLICABLE)**





## **GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES AND EQUIPMENT**

In these General Conditions of Contract for the provision of Services and Equipment (hereinafter referred to as "GCC"), the United Nations Industrial Development Organization (UNIDO) and the Contractor shall each be referred to as a "Party" and collectively as "Parties". Words and abbreviations that are not specifically defined or explained, but which have commonly known technical, financial or legal meanings, shall be used herein in accordance with such recognized meanings.

"Services" means the provision of all services and activities related to the Equipment for purposes of the Project, including as the case may be, but not limited to, all necessary arrangements, preparatory work, reviews, inspections, consultations, preparation and finalization of plans, designs, drawings, reports, technical specifications/requirements and documentation, transportation, installation, testing and commissioning, training and any other services to be provided by the Contractor or its subcontractors in order to fulfill the Contractor's obligations in accordance with the Contract.

"Equipment" means the equipment, materials, components, spare parts, raw and other materials, tools, technical documentation and any other goods or parts of it to be supplied by the Contractor and/or its subcontractors under the Contract.

"Technical Documentation" means all technical and technological documentation, engineering drawings and specifications, calculations, samples, patterns, models, instructions, operation and maintenance manuals and other technical information of a like nature submitted by the Contractor in accordance with the requirements of the Contract and approved by UNIDO.

If the context so requires it, singular means plural and vice versa.

Reference to any gender includes any other gender.

### **1. LEGAL STATUS OF THE PARTIES**

- 1.1 Pursuant, *inter alia*, to the Constitution of UNIDO and the Conventions on the Privileges and Immunities of the United Nations and the Specialized Agencies, UNIDO has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfillment of its mandate.
- 1.2 The Contractor shall have the legal status of an independent contractor vis-à-vis UNIDO, and nothing contained in or relating to the Contract shall be construed as establishing or creating between the Parties the relationship of employer and employee or of principal and agent. The officials, representatives, employees, or sub-contractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party, and each Party shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.
- 1.3 The Contractor shall immediately report any change in its legal status to UNIDO.

### **2. RESPONSIBILITIES OF THE CONTRACTOR**

- 2.1 The Contractor shall carefully study the Contract and its Annexes. Where the Contractor observes errors, inconsistencies, omissions or ambiguities, they shall be immediately referred in writing to UNIDO for UNIDO's written interpretation or correction. If the Contractor fails to so notify UNIDO, the Contractor shall be deemed to have waived any claim relating to said error, inconsistency, omission or ambiguity and shall bear an appropriate amount attributable to the costs of any correction.



- 2.2 The Contractor shall exercise all reasonable skills, care and diligence in the provision of the Services and Equipment under the Contract and shall carry out all its responsibilities in accordance with the highest recognized professional standards, and provide the Services and Equipment in the most expeditious and economical manner consistent with the requirements set forth in the Contract and with the best interest of UNIDO.
- 2.3 The Contractor shall be fully responsible, in particular, for the acts or omissions of its officials, employees, agents, sub-contractors, other representatives or similar assigned by the Contractor, directly or indirectly, to provide the Services and Equipment or any part thereof under the Contract (collectively, the Contractor's "Personnel" or "Team").
- 2.4 The Contractor shall provide all the facilities and services required by the Contractor's Personnel for the execution of the Contract. Expenses of every kind incurred in connection with such execution shall be solely for the account of the Contractor. Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, medical attention and insurance.
- 2.5 If the Contractor considers any services demanded by the UNIDO representative(s) or other designated officials to be outside the requirements of the Contract, or considers any ruling to be unfair, the Contractor shall immediately upon such services being demanded or such ruling being made, request the Chief, Procurement Services Division, UNIDO, Vienna, for written instructions or decisions.
- 2.6 Where applicable, the Contractor shall nominate a Team leader who shall be responsible for ensuring that the Services and Equipment are provided in accordance with the terms of the Contract as well as for supervising, directing and coordinating the performance of the duties of the Contractor's Personnel, including briefing, debriefing and/or other meetings. The Contractor's Team leader shall maintain a close and continuing working relationship with UNIDO representatives, including those in the Project Area, and their designated representatives, and shall cooperate with them in the provisions of the Services and Equipment hereunder and keep them continuously informed of the plans and progress of the provision of Services and Equipment and difficulties encountered. UNIDO representatives shall have the right to observe at any time the progress of the provision of Services and Equipment and to consult the Contractor's Team leader and any Personnel concerning any aspect of the provision of the Services and Equipment under the Contract.
- 2.7 If applicable, the UNIDO representative(s) in the Project Area shall act as a liaison officer between the Contractor's Personnel and officials of the Government in all matters relating to the Contract.

### **3. RESPONSIBILITY FOR PERSONNEL**

- 3.1 The Contractor shall be responsible for the professional and technical competence of the Personnel and shall select reliable and competent individuals who shall be able to effectively perform the obligations under the Contract and who, while doing so, shall respect the local laws and customs and conform to a high standard of moral and ethical conduct.
- 3.2 In addition to the Key Personnel (individual professional(s) whose technical skills, qualifications, knowledge and experience are critical to the provision of the Services and Equipment under the Contract), if and where deemed necessary, the Contractor may assign other staff required for the satisfactory provision of the Services and Equipment under the Contract.
- 3.3 The Contractor's Key Personnel is considered essential for the provision of the Services and Equipment. The Contractor shall not replace any Key Personnel without UNIDO's prior consent, which shall not be unreasonably withheld. Prior to replacing any Key Personnel, the Contractor shall notify UNIDO reasonably in advance and shall submit detailed justifications together with the curriculum vitae of the proposed substitute(s) to permit the evaluation by UNIDO of the impact of such replacement on the provision of the Services and Equipment. The qualifications of any Key





- Personnel whom the Contractor may assign or may propose to assign to perform any obligations under the Contract shall be substantially the same, or better, as the qualifications of any Key Personnel originally proposed by the Contractor.
- 3.4 At the option of and at the sole discretion of UNIDO:
- 3.4.1 the qualifications of Key Personnel proposed by the Contractor (e.g., a curriculum vitae) may be reviewed by UNIDO prior to such Personnel performing any obligations under the Contract;
  - 3.4.2 any Key Personnel proposed by the Contractor to perform obligations under the Contract may be interviewed by qualified staff or officials of UNIDO prior to such Personnel performing any obligations under the Contract; and
  - 3.4.3 in cases in which, pursuant to Article 3.4.1 or 3.4.2, above, UNIDO has reviewed the qualifications of such Contractor's Key Personnel, UNIDO may reasonably refuse to accept any such Personnel.
- 3.5 Requirements specified in the Contract regarding the number or qualifications of the Contractor's Key Personnel may change during the course of performance of the Contract. Any such change shall be made only following written notice of such proposed change and upon written agreement between the Parties regarding such change, subject to the following:
- 3.5.1 UNIDO may, at any time, request, in writing, the withdrawal or replacement of any of the Contractor's Key Personnel, and such request shall not be unreasonably refused by the Contractor.
  - 3.5.2 The withdrawal or replacement of the Contractor's Key Personnel shall be carried out as quickly as possible and in a manner that will not adversely affect the performance of obligations under the Contract.
  - 3.5.3 All expenses related to the withdrawal or replacement of the Contractor's Key Personnel shall in all cases be borne exclusively by the Contractor.
  - 3.5.4 Any request by UNIDO for the withdrawal or replacement of the Contractor's Key Personnel shall not be considered to be a termination, in whole or in part, of the Contract, and UNIDO shall not bear any liability in respect of such withdrawn or replaced Key Personnel.
  - 3.5.5 If a request for the withdrawal or replacement of the Contractor's Key Personnel is not based upon a default by or failure on the part of the Contractor to perform its obligations in accordance with the Contract, the misconduct of the Personnel, or the inability of such Personnel to reasonably work together with UNIDO's officials and staff, then the Contractor shall not be liable by reason of any such request for the withdrawal or replacement of the Contractor's Key Personnel for any delay in the performance by the Contractor of its obligations under the Contract that is substantially the result of such Personnel's being withdrawn or replaced.
- 3.6 Nothing in Articles 3.3, 3.4 and 3.5, shall be construed to create any obligations on the part of UNIDO with respect to the Contractor's Personnel assigned to provide the Services and Equipment under the Contract, and such Personnel shall remain the sole responsibility of the Contractor.
- 3.7 The Contractor shall not, while the Contract is in effect, employ or consider the employment of active or former UNIDO employees without the prior written approval of UNIDO.
- 3.8 The Contractor shall be responsible for requiring that all Personnel assigned by it to perform any obligations under the Contract and who may have access to any premises or other property of UNIDO shall:
- 3.8.1 if applicable, undergo or comply with security screening requirements made known to the Contractor by UNIDO, including but not limited to, a review of any criminal history;
  - 3.8.2 when within UNIDO's premises or on UNIDO's property, display such identification as may be approved and furnished by UNIDO or other UN security officials, and that



upon the withdrawal or replacement of any such Personnel or upon termination or completion of the Contract, such Personnel shall immediately return any such identification to UNIDO for cancellation.

- 3.9 Within one (1) week after learning that any of Contractor's Personnel have been charged by law enforcement authorities with an offense other than a minor traffic offense or similar, the Contractor shall provide written notice to inform UNIDO about the particulars of the charges then known and shall continue to inform UNIDO concerning all substantial developments regarding the disposition of such charges.
- 3.10 All operations of the Contractor, including without limitation, storage of Equipment, materials, supplies and parts, within UNIDO's premises or on UNIDO's property shall be confined to areas authorized or approved by UNIDO. The Contractor's Personnel shall not enter or pass through and shall not store or dispose of any of its equipment or materials in any areas within UNIDO's premises or on UNIDO's property without appropriate authorization from UNIDO.

#### 4. **ASSIGNMENT**

- 4.1 The Contractor may not assign, transfer, pledge or make any other disposition of the Contract, of any part of the Contract, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNIDO. Any such unauthorized assignment, transfer, pledge or other disposition, or any attempt to do so, shall not be binding on UNIDO. Any assignment by the Contractor, which is not authorized by UNIDO, will be void and UNIDO reserves the right in such case, without prejudice to other rights or remedies, to terminate the Contract without liability effective upon the Contractor's receipt of notification of termination. Except as permitted with respect to any approved sub-contractors, the Contractor shall not delegate any of its obligations under the Contract, except with the prior written consent of UNIDO. Any such unauthorized delegation, or attempt to do so, shall not be binding on UNIDO.

#### 5. **SUB-CONTRACTING**

- 5.1 In the event that the Contractor requires the services of sub-contractors other than those specified in the Bid to perform any obligations under the Contract, and except as may be provided for in the Contract, the Contractor shall obtain the prior written approval of UNIDO.
- 5.2 UNIDO shall be entitled, at its sole discretion, to review the qualifications of any sub-contractors and to reject any proposed sub-contractor that UNIDO reasonably considers is not qualified to perform obligations under the Contract.
- 5.3 The approval or rejection by UNIDO of a sub-contractor shall not relieve the Contractor of any of its obligations under the Contract.
- 5.4 Any such rejection shall not, in and of itself, entitle the 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, and the Contractor shall be solely responsible for all services and obligations performed by its sub-contractors.
- 5.5 The terms of any sub-contract 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.

#### 6. **PURCHASE OF EQUIPMENT**

To the extent that the Contract involves any purchase of the Equipment, whether in whole or in part, and unless specifically stated otherwise in the Contract, the following conditions shall apply to any purchases of the Equipment under the Contract:

##### 6.1 **DELIVERY OF EQUIPMENT**

The Contractor shall provide to UNIDO (or the UNIDO's Consignee designated in the Contract) such shipping documentation as are specified in the Contract or, otherwise, as are customarily



utilized in the trade. The Contractor shall hand over or make available the Equipment, and UNIDO shall receive the Equipment, at the place for the delivery of the Equipment and within the time for delivery of the Equipment specified in the Contract. Delivery of the Equipment shall not be deemed in itself as constituting acceptance of the Equipment by UNIDO. Unless expressly authorized by UNIDO, the Contractor shall not make partial deliveries.

**6.2 INSPECTION OF THE EQUIPMENT**

The Equipment may be inspected prior to delivery. The Contractor shall notify UNIDO when the Equipment are ready for pre-delivery inspection. Notwithstanding any pre-delivery inspection, UNIDO or its designated inspection agents may also inspect the Equipment upon delivery in order to confirm that the Equipment conform to applicable specifications or other requirements of the Contract. All reasonable facilities and assistance, including, but not limited to, access to drawings and production data, shall be furnished to UNIDO or its designated inspection agents at no charge therefor. Neither the carrying out of any inspections of the Equipment nor any failure to undertake any such inspections shall relieve the Contractor of any of its warranties or the performance of any obligations under the Contract.

**6.3 PACKAGING OF THE EQUIPMENT**

The Contractor shall use its best efforts to package the Equipment and technical documentation for delivery in a sustainable and environmentally-friendly manner and to reduce emissions, use energy efficiently, eliminate wasteful practices and adverse environmental effects, and in such a manner as to prevent their damage or deterioration during transportation. The Equipment shall be properly packed and marked in accordance with the instructions stipulated in the Contract or, otherwise, as customarily done in the trade, and in accordance with any requirements imposed by applicable law or by the transporters and manufacturers of the Equipment. The packing, in particular, shall mark the Purchase Order number and any other identification information provided by UNIDO, as well as such other information as is necessary for the correct handling and safe delivery of the Equipment. The metric system of weights and measures shall be used by the Contractor and the estimates of quantities involved shall be made and recorded in metric units, except when otherwise specified in the Contract. Unless otherwise specified in the Contract, the Contractor shall have no right to any return of the packing materials. The Contractor may be held liable for any claims, which may arise as a result of improper packing. One copy of the Contractor's packing list identifying the contents according to the item numbers appearing on the Purchase Order shall be enclosed in each container.

**6.4 TRANSPORTATION & FREIGHT**

Unless otherwise specified in the Contract (including, but not limited to in any "INCOTERM" or similar trade term), the Contractor shall be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Equipment in accordance with the requirements of the Purchase Order. The Contractor shall transport the Equipment and technical documentation in a sustainable and environmentally-friendly manner and use its best efforts to reduce emissions, use energy efficiently, eliminate wasteful practices and adverse environmental effects. The Contractor shall ensure that UNIDO receives all necessary shipping documents before the delivery of the Equipment, as specified in the Contract, in order to enable UNIDO/the Consignee to take delivery of the Equipment in accordance with the requirements of the Contract. Where available, the Contractor shall submit to UNIDO a carbon emission calculation report indicating the amount of CO<sub>2</sub> emissions generated to move the Equipment to the delivery place. If applicable, the equipment, supplies and technical documentation shall be stored in accordance with the conditions specified in the Purchase Order.

**6.5 WARRANTIES**



Unless otherwise specified in the Contract, in addition to and without limiting any other warranties, remedies or rights of UNIDO stated in or arising under the Contract, the Contractor warrants and represents that:

- 6.5.1 The Equipment, including all packaging and packing thereof, conform to the technical specifications, are fit for the purposes for which such Equipment are ordinarily used and for any purposes expressly made known in writing in the Contract, and shall be of even quality, free from faults and defects in design, material, manufacturer and workmanship;
- 6.5.2 If the Contractor is not the original manufacturer of the Equipment, the Contractor shall provide UNIDO with the benefit of all manufacturers' warranties in addition to any other warranties required to be provided under the Contract;
- 6.5.3 The Equipment are of the quality, quantity and description required by the Contract;
- 6.5.4 The Equipment are free from any right of claim by any third-party, including claims of infringement of any intellectual property rights, including, but not limited to, patents, copyright and trade secrets;
- 6.5.5 The Equipment are new and unused, unless procurement of used Equipment is approved in advance in writing by UNIDO;
- 6.5.6 All warranties will remain fully valid following any delivery of the goods and for a period of not less than one (1) year following acceptance of the Equipment by UNIDO in accordance with the Contract;
- 6.5.7 During any period in which the Contractor's warranties are effective, upon notice by UNIDO that the Equipment do not conform to the requirements of the Contract, the Contractor shall promptly, and at its own expense, correct such non-conformities or, in case of its inability to do so, replace the defective Equipment with Equipment of the same or better quality or, at its own cost, remove the defective Equipment and fully reimburse UNIDO for the purchase price paid for the defective Equipment; and
- 6.5.8 The Contractor shall remain responsive to the needs of UNIDO for any services that may be required in connection with any of the Contractor's warranties under the Contract.

#### **6.6 ACCEPTANCE OF THE EQUIPMENT**

Under no circumstances shall UNIDO be required to accept any Equipment that do not conform to the specifications or requirements of the Contract. UNIDO may condition its acceptance of the Equipment and related services, if applicable, upon the successful completion of acceptance tests as may be specified in the Contract or otherwise agreed in writing by the Parties. In no case shall UNIDO be obligated to accept any Equipment unless and until UNIDO has had a reasonable opportunity to inspect the Equipment. If the Contract specifies that UNIDO shall provide a written acceptance of the Equipment, the Equipment shall not be deemed accepted unless and until UNIDO in fact provides such written acceptance. In no case shall payment by UNIDO in and of itself constitute acceptance of the Equipment.

#### **6.7 REJECTION OF THE EQUIPMENT, DELAYS AND REMEDIAL ACTIONS**

Notwithstanding any other rights of, or remedies available to UNIDO under the Contract, in case any of the Equipment are defective or otherwise do not conform to the specifications or other requirements of the Contract, UNIDO, at its sole option, may reject the Equipment, and within thirty (30) days following receipt of notice from UNIDO of such rejection of the Equipment, the Contractor shall, in the sole option of UNIDO:

- 6.7.1 provide a full refund upon return of the Equipment, or a partial refund upon a return of a portion of the Equipment, by UNIDO; or,
- 6.7.2 replace the Equipment with goods of equal or better quality; or,



- 6.7.3 repair the Equipment in a manner that would enable the Equipment to conform to the specifications or other requirements of the Contract; and,
  - 6.7.4 pay all costs relating to the repair of the defective Equipment, as well as the costs relating to the storage of any such defective Equipment and for the delivery of any replacement Equipment to UNIDO.
- 6.8 Should there be any delay in the performance of the Contract or any part thereof, the Contractor shall promptly notify UNIDO in writing, giving the cause of the delay. Subject to Article 17, if the Contractor fails to provide the Equipment required within the specified time and/or to take remedial actions as specified in this Article, UNIDO may procure the Equipment from another source. In addition to any other rights or remedies available to UNIDO under the Contract, including, but not limited to, the right to terminate the Contract or withhold the payment, the Contractor shall be liable for any additional cost beyond the balance of the Contract price resulting from any such procurement, including, inter alia, the costs of engaging in such procurement. UNIDO shall be entitled to compensation from the Contractor for any reasonable expenses incurred for preserving and storing the Equipment for the Contractor's account. Subject to Article 17, if the Contractor fails to deliver any or all of the Equipment or perform any of the services within the time period specified in the Contract, UNIDO may, without prejudice to any other rights and remedies, deduct from the Contract Price an amount of 0.25% of the price of such Equipment or unperformed services, if applicable, for each week of delay, up to maximum of 10% of the Contract Price. UNIDO may withhold any payment to the Contractor, nullify the whole or part of any prior payment, to such an extent as may be necessary to protect UNIDO from loss under the Contract on account of the Contractor's failure to comply with this Article and/or to make payments properly for material, Equipment or associated services. The withholding by UNIDO of any payment shall not affect the Contractor's obligation to continue performance of its obligations under the Contract, including any remedial action.

**6.9 TITLE**

The Contractor warrants and represents that the Equipment delivered under the Contract are unencumbered by any third party's title or other property rights, including, but not limited to, any liens or security interests. Unless otherwise expressly provided in the Contract, title in and to the Equipment shall pass from the Contractor to UNIDO upon delivery of the Equipment and their acceptance by UNIDO in accordance with the requirements of the Contract.

**6.10 EXPORT LICENSING**

The Contractor shall be responsible for obtaining any export license required with respect to the goods, products, or technologies, including software, sold, delivered, licensed or otherwise provided to UNIDO under the Contract. The Contractor shall procure any such export license in an expeditious manner. Subject to and without any waiver of the privileges and immunities of UNIDO, UNIDO shall lend the Contractor all reasonable assistance required for obtaining any such export license. Should any Governmental entity refuse, delay or hinder the Contractor's ability to obtain any such export license, the Contractor shall promptly consult with UNIDO to enable UNIDO to take appropriate measures to resolve the matter.

**7. CONTRACT PRICE**

- 7.1 The Contract Price shall be firm and fixed and shall cover all expenses incurred by the Contractor including, but not limited to, Equipment and technical documentation and their delivery, Services, salaries, travel, indemnities, social charges, subsistence allowance, overheads, technical assistance and supervision costs.
- 7.2 The Contractor shall not provide any Equipment and perform any Services that may result in any charges to UNIDO over and above the Contract Price without the prior written consent of UNIDO and a formal amendment to the Contract.



## 8. PAYMENT FOR SERVICES AND EQUIPMENT

- 8.1 Each payment under the Contract shall be made by UNIDO within thirty (30) days of acceptance of the related invoice(s) and deliverable(s). The invoice(s) shall reflect the Contractor's banking instructions as indicated in the UNIDO Bank Information Form.
- 8.2 The making of any payment hereunder by UNIDO shall not be construed as an unconditional acceptance by UNIDO of the Services and Equipment provided by the Contractor up to the time of such payment

## 9. INDEMNIFICATION

- 9.1 The Contractor shall indemnify, hold and save harmless and defend at its own expense, UNIDO, its officers, agents and employees, from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts, omissions, negligence or misconduct of the Contractor or its officers, agents, representatives, employees, or sub-contractors in the performance of the Contract. This requirement shall extend to claims or liabilities in the nature of workmen's compensation and to claims or liabilities arising out of the use of patented inventions or devices. The obligations under this paragraph do not lapse upon termination of the Contract.
- 9.2 In the event the use by UNIDO of any Equipment, property or Services provided or licensed to UNIDO by the Contractor, in whole or in part, in any suit or proceeding, is for any reason enjoined, temporarily or permanently, or is found to infringe any patent, copyright, trademark or other intellectual property right, or in the event of a settlement, is enjoined, limited or otherwise interfered with, then the Contractor, at its sole cost and expense, shall, promptly, either:
- 9.2.1 procure for UNIDO the unrestricted right to continue using such Equipment or Services provided to UNIDO;
  - 9.2.2 replace or modify the Equipment or Services provided to UNIDO, or part thereof, with the equivalent or better Equipment or Services, or part thereof, that is non-infringing; or
  - 9.2.3 refund to UNIDO the full price paid by UNIDO for the right to have or use such Equipment, property or Services, or part thereof.

## 10. INSURANCE AND LIABILITY

- 10.1 The Contractor shall pay UNIDO promptly for all loss, destruction, or damage to the property of UNIDO caused by the Contractor's Personnel or by any of its sub-contractors or anyone else directly or indirectly employed by the Contractor or any of its sub-contractors in the performance of the Contract.
- 10.2 Unless otherwise provided in the Contract, prior to commencement of performance of any other obligations under the Contract, and subject to any limits set forth in the Contract, the Contractor shall take out and shall maintain for the entire term of the Contract, for any extension thereof, and for a period following any termination of the Contract reasonably adequate to deal with losses:
- 10.2.1 insurance against all risks in respect of its property and any equipment used for the performance of the Contract;
  - 10.2.2 workers' compensation insurance, or its equivalent, or employer's liability insurance, or its equivalent, with respect to the Contractor's Personnel sufficient to cover all claims for injury, death and disability, or any other benefits required, in connection with the performance of the Contract;
  - 10.2.3 liability insurance to cover all claims, including, but not limited to, claims for death and bodily injury, products and completed operations liability, loss of or damage to property, and personal and advertising injury, arising from or in connection with the



- Contractor's performance under the Contract, including, but not limited to, liability arising out of or in connection with the acts or omissions of the Contractor, its Personnel, agents, or invitees, or the use, during the performance of the Contract, of any vehicles, boats, airplanes or other transportation vehicles and equipment, whether or not owned by the Contractor; and
- 10.2.4 such other insurance as may be agreed upon in writing between UNIDO and the Contractor.
- 10.3 The Contractor's liability policies shall also cover sub-contractors and all defense costs and shall contain a standard "cross liability" clause.
- 10.4 The Contractor acknowledges and agrees that UNIDO accepts no responsibility for providing life, health, accident, travel or any other insurance coverage, which may be necessary or desirable in respect of any Personnel performing services for the Contractor in connection with the Contract.
- 10.5 Except for the workers' compensation insurance or any self-insurance program maintained by the Contractor and approved by UNIDO, in its sole discretion, for purposes of fulfilling the Contractor's requirements for providing insurance under the Contract, the insurance policies required under the Contract shall:
- 10.5.1 name UNIDO as an additional insured under the liability policies, including, if required, as a separate endorsement under the policy;
- 10.5.2 include a waiver of subrogation of the Contractor's insurance carrier's rights against UNIDO;
- 10.5.3 provide that UNIDO shall receive written notice from the Contractor's insurance carrier not less than thirty (30) days prior to any cancellation or material change of coverage; and,
- 10.5.4 include a provision for response on a primary and non-contributing basis with respect to any other insurance that may be available to UNIDO.
- 10.6 The Contractor shall be responsible to fund all amounts within any policy deductible or retention.
- 10.7 Except for any self-insurance program maintained by the Contractor and approved by UNIDO for purposes of fulfilling the Contractor's requirements for maintaining insurance under the Contract, the Contractor shall maintain the insurance taken out under the Contract with reputable insurers that are in good financial standing and that are acceptable to UNIDO. Prior to the commencement of any obligations under the Contract, the Contractor shall provide UNIDO with evidence, in the form of certificate of insurance or such other form as UNIDO may reasonably require, that demonstrates that the Contractor has taken out insurance in accordance with the requirements of the Contract. UNIDO reserves the right, upon written notice to the Contractor, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the Contractor under the Contract. Notwithstanding the provisions of Article 10.5.3, above, the Contractor shall promptly notify UNIDO concerning any cancellation or material change of insurance coverage required under the Contract.
- 10.8 The Contractor acknowledges and agrees that neither the requirement for taking out and maintaining insurance as set forth in the Contract nor the amount of any such insurance, including, but not limited to, any deductible or retention relating thereto, shall in any way be construed as limiting the Contractor's liability arising under or relating to the Contract.
11. **ENCUMBRANCES AND LIENS**
- 11.1 The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person or entity to be placed on file or to remain on file in any public office or on file with UNIDO against any monies due to the Contractor or that may become due for any work done or against any Equipment supplied, or materials furnished under the Contract, or by reason of any other claim or demand against the Contractor or UNIDO.



**12. EQUIPMENT FURNISHED BY UNIDO TO THE CONTRACTOR**

- 12.1 Title to any equipment and supplies that may be furnished by UNIDO to the Contractor for the performance of any obligations under the Contract shall rest with UNIDO, and any such goods and/or equipment shall be returned to UNIDO at the completion of the Contract or any earlier date. Such goods and/or equipment, when returned to UNIDO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear, and the Contractor shall be liable to compensate UNIDO for the actual costs of any loss of, damage to, or degradation of it that is beyond normal wear and tear.

**13. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

- 13.1 UNIDO 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 Contractor has developed for UNIDO 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. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNIDO.
- 13.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNIDO does not and shall not claim any ownership interest thereto, and the Contractor grants to UNIDO a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 13.3 At the request of UNIDO, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNIDO in compliance with the requirements of the applicable law and of the Contract.
- 13.4 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 Contractor under the Contract shall be the property of UNIDO, shall be made available for use or inspection by UNIDO at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNIDO authorized officials on completion of the services under the Contract.
- 13.5 Notwithstanding the foregoing provisions, for software products and/or source codes that are proprietary of the Contractor and have to be provided as-is, integrated or customized under the Contract, the Parties may agree on different terms for the license in a separate software license agreement.

**14. USE OF UNIDO NAME, EMBLEM OR OFFICIAL SEAL OF UNIDO**

- 14.1 The Contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNIDO, nor shall the Contractor in any manner whatsoever use the name, emblem or official seal of the United Nations or UNIDO, or any abbreviation of the name of the United Nations or UNIDO in connection with its business or otherwise without the prior written permission of UNIDO.

**15. CONFIDENTIAL NATURE OF DOCUMENTS, PERSONAL DATA AND INFORMATION**

- 15.1 All information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of





- performance of the Contract, and that is designated as confidential (“Information”), including, without limitation, maps, designs, drawings, photographs, mosaics, plans, reports, recommendations, estimates, specifications, computer programs, and documents, as well as any personal, technical, or financial information and data, shall be held in confidence by that Party and shall be handled as follows:
- 15.2 The Recipient shall:
- 15.2.1 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
  - 15.2.2 use the Discloser’s Information solely for the purpose for which it was disclosed.
- 15.3 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 15, the Recipient may disclose Information to:
- 15.3.1 any other party with the Discloser’s prior written consent; and
  - 15.3.2 the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees, officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means (i) a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or (ii) any entity over which the Party exercises effective managerial control.
- 15.4 Unless otherwise authorized in writing by UNIDO, the Contractor shall use the Information only in the performance of the Contract. Upon completion or termination of the Contract, the Contractor shall return the Information to UNIDO.
- 15.5 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of UNIDO, the Contractor will give UNIDO sufficient prior notice of a request for the disclosure of Information in order to allow UNIDO to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 15.6 UNIDO reserves the right to publish or otherwise make public the Contractor’s name, country of registration and address, the Contract Price, and any information regarding the Contract including descriptions of the Equipment or Services provided under the Contract. UNIDO may disclose Information to another entity of the United Nations System and to the extent as required pursuant to the UNIDO Constitution or consistent with or pursuant to resolutions or regulations of the General Conference of UNIDO or policies, rules or regulations promulgated thereunder.
- 15.7 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.
- 15.8 The Contractor shall be liable for any breach of confidentiality or any indirect disclosure that could violate the interests of UNIDO. The extent of any such liability shall be directly proportional to the extent of the damage caused.
- 15.9 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 SCC, shall remain effective following completion or termination of the Contract.
- 15.10 For the purpose of the Contract, personal data means any information, which relates to a living individual who can be identified or is identifiable, directly or indirectly. It includes information



such as identification numbers, location data and online identifiers as well as reversibly anonymized (pseudonymized) data.

- 15.11 Personal data collected, processed and used for the purposes of the Contract shall be: processed lawfully, fairly and in a transparent manner in relation to the data subject; collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed; accurate and, where necessary, kept up to date; kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and processed in a manner that ensures appropriate security of the personal data.
- 15.12 The Contractor undertakes to cooperate with UNIDO for the purposes of implementation of UNIDO's policy on protection of personal data, in particular to satisfy the rights of data subjects and the management of personal data breaches.

16. **FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 16.1 *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, 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 Contractor. Defects in equipment, material or supplies, or delays in their availability (unless due to *force majeure*), labor disputes, strikes or financial difficulties shall not constitute an event of *force majeure*. The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in areas in which UNIDO is engaged in, preparing to engage in, or disengaging from any humanitarian or similar operations, any delays 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.
- 16.2 In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition 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 condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract or termination under Article 17. The Contractor shall be liable for any damages resulting from lack of notice of the *force majeure* event.
- 16.3 If the Contractor is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, UNIDO shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in Article 17, except that the period of notice shall be seven (7) days instead of thirty (30) days. In any case, UNIDO shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of *force majeure* for any period in excess of ninety (90) days.



17. **TERMINATION**

- 17.1 UNIDO may terminate the Contract in whole or in part and at any time, upon thirty (30) days' notice of termination to the Contractor. In the event such termination is not caused by the Contractor's negligence or fault, UNIDO shall be liable to the Contractor for payment in respect of the Services and Equipment already provided, for the cost of repatriation of the Contractor's Personnel, for necessary terminal expenses of the Contractor, and for the cost of such urgent work as is essential and as the Contractor is asked by UNIDO to complete. The Contractor shall keep expenses at a minimum and shall not undertake any forward commitment from the date of receipt of UNIDO's notice of termination. The initiation of arbitral proceedings in accordance with Article 17.2 shall not be deemed a termination of the Contract.
- 17.2 Should the Contractor be adjudged bankrupt or be liquidated or become insolvent, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, UNIDO may, without prejudice to any other right or remedy it may have under the terms of the Contract, terminate the Contract forthwith by giving the Contractor written notice of such termination. The Contractor shall immediately inform UNIDO of the occurrence of any of the above events.
- 17.3 UNIDO may, for the breach of the essential terms of the Contract as specified in Article 27, terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 17.4 UNIDO shall be entitled to suspend, terminate or take such other action in respect of this Contract should the Contractor be or may be found to be the subject of an exclusion determination as defined in the UNIDO policy on exclusion from funding.

18. **NON-WAIVER OF RIGHTS**

- 18.1 The failure by either Party to exercise any rights available to it, whether under the Contract or otherwise, shall not be deemed for any purposes to constitute a waiver of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Contract.

19. **NON-EXCLUSIVITY**

- 19.1 Unless otherwise specified in the Contract, UNIDO shall have no obligation to purchase any minimum quantities of Equipment or Services from the Contractor and UNIDO shall have no limitation on its right to obtain goods or services described in the Contract, from any other source at any time.

20. **SETTLEMENT OF DISPUTES**

- 20.1 **AMICABLE SETTLEMENT:** The Parties 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 United Nations Commission on International Trade Law ("UNCITRAL") Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties in writing.
- 20.2 **ARBITRATION:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 20.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The place of the arbitration shall be Vienna, Austria.



In light of the privileges and immunities of UNIDO, the place of arbitration shall connote only the actual location for the arbitral proceedings but shall not mean the “seat” or “juridical seat” or “juridical place” for such proceedings. The language of the arbitration shall be English. The decisions of the arbitral tribunal shall be based on general principles of international commercial law to the exclusion of any single national system of law. 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”) and article 34 (“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 Secured Overnight Financing Rate (SOFR) of the United States Federal Reserve Bank of New York 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.

**21. PRIVILEGES AND IMMUNITIES**

21.1 Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNIDO.

**22. TAX EXEMPTION**

22.1 In accordance with Section 7 of the Convention on the Privileges and Immunities of the United Nations and Section 9 of the Convention on the Privileges and Immunities of Specialized Agencies, which are applicable to UNIDO by virtue of Article 21 of its Constitution, UNIDO is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. The Contractor shall collaborate with UNIDO on a best-effort basis in order to achieve tax exemption in the relevant country. UNIDO will provide a certificate of exemption upon request. In the event any governmental authority refuses to recognize the exemption of UNIDO from such taxes, restrictions, duties or charges, the Contractor shall immediately consult with UNIDO to determine a mutually acceptable procedure.

22.2 Accordingly, the Contractor authorizes UNIDO to deduct from the Contractor’s invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNIDO before the payment thereof and UNIDO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under written protest. In that event, the Contractor shall provide UNIDO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

22.3 UNIDO is exempted from Value Added Tax (VAT) in the territory of the European Union (EU) in accordance with EU Directive 2006/112/EC, article 151 (1) (b), as amended by EU Council Directive 2009/162/EU. Contractors located in EU countries shall not include VAT in the invoices to UNIDO. VAT will not be paid by UNIDO to EU Contractors. Only Contractors located in Austria will be paid the net amount plus VAT. Contractors should refer on the invoice to the above EU Directive or to the relevant VAT law applicable in the Contractor’s country.

22.4 UNIDO will provide a letter of exemption only upon request.

**23. CONTRACT AMENDMENT**



23.1 No modification of, or change in, the Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to the Contract, signed by the authorized representatives of the Contractor and UNIDO.

**24. AUDITS AND INVESTIGATIONS**

24.1 The Contractor acknowledges that UNIDO is required to fulfill its fiduciary obligations and reporting requirements to its funding partners and agrees to cooperate with UNIDO to give full effect to such obligations and requirements.

24.2 The Contractor shall keep and maintain accurate and systematic accounts and records related to the Contract for a period of three (3) years following the expiration or prior termination of the Contract.

24.3 UNIDO may conduct audits and investigations, which shall be understood, for purposes of this Article, as including evaluations, examinations or inspections, relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract. UNIDO's rights under this Article shall not lapse upon expiration or prior termination of the Contract.

24.4 The Contractor shall provide its full and timely cooperation with any such audits and investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its Personnel and any relevant documentation and information for such purposes at reasonable times and on reasonable conditions and to grant UNIDO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's Personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any audits and investigations carried out by or on behalf of UNIDO.

24.5 UNIDO shall be entitled to a refund from the Contractor for any amounts shown by such audits and investigations to have been paid by UNIDO other than in accordance with the terms and conditions of the Contract and, in addition, for the associated costs of conducting such audits and investigations, if the allegations of improper use of funds have been found to be substantially correct.

**25. LIMITATIONS ON EMPLOYMENT**

25.1 The Contractor acknowledges that former UNIDO personnel may be subject to after-service employment restrictions and agrees to respect the terms of such restrictions.

**26. LIMITATION ON ACTIONS**

26.1 Except with respect to any indemnification in Article 9 above, or as otherwise set forth in the Contract, any arbitration proceedings in accordance with Article 20 above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

26.2 The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins.

**27. ESSENTIAL TERMS**

27.1 The Contractor acknowledges and agrees that each of the provisions in Articles 28 "Source of Instructions", 29 "Conflict of Interest/Officials not to Benefit", 30 "Fraud and Corruption", 31



“Observance of the Law”, 32 “Standards of Labor, Forced Labor and Human Trafficking”, 33 “Child Labor”, 34 “Mines, Bombs and other Weapons”, 35 “Prevention of Harassment, Sexual Harassment, Sexual Exploitation and Sexual Abuse”, 36 “Terrorism”, 37 “Money Laundering”, and 38 “Disclosure of Sanctions or Temporary Suspension”, constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle UNIDO to terminate the Contract or any other contract with UNIDO immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**28. SOURCE OF INSTRUCTIONS**

28.1 The Contractor shall neither seek nor accept instructions from any authority external to UNIDO in connection with the performance of its obligations under the Contract. Should any authority external to UNIDO seek to impose any instructions concerning or restrictions on the Contractor’s performance under the Contract, the Contractor shall promptly notify UNIDO and provide all reasonable assistance required by UNIDO. The Contractor shall not take any action in respect of the performance of its obligations under the Contract that may adversely affect the interests of UNIDO, and the Contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNIDO.

**29. CONFLICT OF INTEREST/OFFICIALS NOT TO BENEFIT**

29.1 The Contractor shall disclose to UNIDO any situation that may appear as a conflict of interest, and it shall disclose to UNIDO if any UNIDO official or professional under contract with UNIDO may have an interest of any kind in the Contractor’s business or any kind of economic ties with the Contractor. A conflict of interest is a situation in which a Party has interests that could improperly influence that Party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a fraud and corruption under these GCC. Within the purpose of the Contract, the Contractor shall ensure that neither it nor any of its affiliates, Personnel, subcontractors or agents shall be engaged with UNIDO under individual employment contracts, unless otherwise agreed by the Parties.

29.2 The Contractor warrants that it has not and shall not offer to any representative, official, employee, or other agent of UNIDO any direct or indirect benefit arising from or related to the award or performance of the Contract or of any other contract with UNIDO, or for any other purpose intended to gain an advantage for the Contractor. The Contractor agrees that breach of this provision may lead, at UNIDO’s sole discretion, to the annulment of the Contract irrespective of any work performed. The annulment shall exclude any right of the Contractor to claim any payment, even for work already performed. All delivered goods, whether used or not, will be returned at the Contractor’s expense. The annulment will be without prejudice to any further remedies that UNIDO may be entitled to under the Contract or at law, with particular reference to refund of payments already made, claims for damages and losses occurred, and fraud and corruption. The Contractor shall take all reasonable measures to ensure that the provisions under this Article shall also apply with respect to the Contractor’s parent entities (if any), subsidiary or affiliated entities (if any), its Personnel and sub-contractors.

**30. FRAUD AND CORRUPTION**

30.1 Fraud and corruption are strictly prohibited. For the purpose of the Contract, “fraud and corruption” encompasses corrupt, fraudulent, collusive, coercive, or obstructive practices, which are defined as follows:



- 30.1.1 “Corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value, whether tangible or intangible, to improperly influence the actions of another party, including but not limited to extortion, fraud, and bribery;
  - 30.1.2 “Fraudulent practice” means any act or omission, including misrepresentation, which knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial and/or other benefit and/or to avoid an obligation;
  - 30.1.3 “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
  - 30.1.4 “Coercive practice” means any act impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of the party;
  - 30.1.5 “Obstructive practice” means acts or omissions intended to materially impede the exercise of contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to an investigation into allegations of fraud and corruption.
- 30.2 The Contractor, its parent entities (if any), subsidiary or affiliated entities (if any), its Personnel, and sub-contractors, shall observe the highest standard of moral and ethical conduct and shall respect the local laws. The Contractor shall report to UNIDO any credible acts of fraud and corruption arising from or relating to the Contract without delay.
- 30.3 UNIDO, without prejudice to any other rights or remedies it may possess, may terminate the Contract forthwith if the Contractor, in the judgment of UNIDO, has engaged in fraud and corruption during the selection process or in negotiating or executing the Contract.
31. **OBSERVANCE OF THE LAW**
- 31.1 The Contractor shall comply with all relevant and applicable laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract, including, but not limited to, laws, ordinances, rules, and regulations relating to health, the environment, human rights and labor, and it shall take all reasonable measures to ensure the same from its parent entities (if any), subsidiary or affiliated entities (if any), its Personnel and sub-contractors.
32. **STANDARDS OF LABOR, FORCED LABOR AND HUMAN TRAFFICKING**
- 32.1 The Contractor shall comply with all applicable laws concerning terms of employment and conditions of work, and any collective agreements to which it is party.
- 32.2 The Contractor shall not restrict its Personnel from freely organizing or associating, and shall provide for equal opportunity and treatment in respect of employment without discrimination on grounds of race, color, gender or gender identity, sexual orientation, religion, political opinion, national origin, legal status, economic status, social origin or disability status. The Contractor shall take all appropriate measures to ensure that workplaces are safe and without risk to health, including with respect to chemical, physical and biological substances and agents under the Contractor’s control. The Contractor shall promote “fair labor recruitment” in its supply chain, as defined in the ILO General Principles and Operational Guidance for Fair Labor Recruitment.
- 32.3 The Contractor shall not engage, directly or indirectly, including in its supply chain and operations, in “Forced Labor,” i.e., by exacting work or service from any person under the threat of a penalty, indebtedness, or for which the person has not otherwise offered personal services voluntarily.
- 32.4 The Contractor shall not engage, directly or indirectly, including in its supply chain and operations, in “Trafficking in Persons,” i.e., by recruiting, transporting, transferring, harboring or receiving persons by threat or use of force or other forms of coercion, abduction, fraud, deception, or abuse of power.



- 32.5 Whenever the Contractor becomes aware that Forced Labor or Trafficking in Persons is or is likely occurring in the Contractor's operations, including in its supply chain, the Contractor shall, as soon as reasonably practicable, notify UNIDO and take all reasonable action to address or remove these occurrences, including where relevant, by addressing any practices of other entities in its supply chain.
- 32.6 If the Contractor's actions are materially inconsistent with the requirements of this Article 32, UNIDO shall, unless in the reasonable opinion of UNIDO, the inconsistency is incapable of being remedied, notify the Contractor of such inconsistency, and the Contractor shall have 30 (thirty) calendar days to provide evidence that it has taken effective steps to remedy such inconsistency. In cases in which UNIDO has determined that the inconsistency cannot be remedied, or in cases in which the Contractor fails to so respond, UNIDO shall have the right to terminate the Contract or any other contract/agreement with UNIDO immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

33. **CHILD LABOR**

- 33.1 The Contractor represents and warrants that neither it, its Personnel, parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any), 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 exploitative, 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. Children under the age of eighteen (18) shall not be employed in hazardous work.

34. **MINES, BOMBS AND OTHER WEAPONS**

- 34.1 The Contractor represents and warrants that neither it, its Personnel, parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any), is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines, cluster bombs, and other weapons and ammunitions.

35. **PREVENTION OF HARASSMENT, SEXUAL HARASSMENT, SEXUAL EXPLOITATION AND SEXUAL ABUSE**

- 35.1 The Contractor, its parent entities (if any), subsidiary or affiliated entities (if any), its Personnel and sub-contractors, shall take all appropriate measures to prevent sexual exploitation or abuse and all forms of harassment, including sexual harassment, of anyone by its employees or any other persons engaged and controlled by the Contractor to provide any Equipment and/or perform Services under the Contract. UNIDO expects the Contractor to have zero tolerance for any action which constitutes harassment, sexual harassment, sexual exploitation or sexual abuse.
- 35.2 "Harassment" means any form of treatment or behavior by an individual or group of individuals in the workplace or in connection with work, which can reasonably be seen as creating a demeaning, intimidating, hostile or abusive working environment.
- 35.3 "Sexual harassment" means any conduct or behavior of a sexual nature in the workplace or in connection with work, which is unwelcome and offensive and which can reasonably be seen as creating an offensive, intimidating, hostile or humiliating working environment. Sexual harassment may occur between persons of the opposite sex or the same sex. It may be a single incident or a series of events.
- 35.4 "Sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.





- 35.5 “Sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- 35.6 Sexual activity with children (persons under the age of eighteen), regardless of the age of majority or age of consent locally, and irrespective of a mistaken belief regarding the age of a child, will constitute sexual exploitation and/or abuse of such person. UNIDO 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 provide any Equipment and perform related 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 provide any Equipment and perform related Services, under the Contract.
- 35.7 The Contractor shall inform UNIDO as soon as it becomes aware of any credible incident or report alleging harassment, sexual harassment, sexual exploitation or sexual abuse by any person engaged in the context of the provision of Equipment, and related Services, under the Contract including sub-contractors.

36. **TERRORISM**

- 36.1 The financing of terrorism is strictly prohibited. The Contractor agrees to undertake all reasonable efforts to ensure that none of the funds received from UNIDO under the Contract are used, directly or indirectly, to finance or provide support or assistance to individuals or entities that are (i) associated with terrorism, as included in the list maintained by the United Nations Security Council Committee established pursuant to Resolutions 1267 (1999), 1989 (2011) and 2253 (2015); or (ii) the subject of sanctions or other enforcement measures pursuant to sanctions regimes established by the United Nations Security Council. Information concerning Security Council sanctions can be accessed via <https://www.un.org/securitycouncil/>. The Contractor shall inform UNIDO without delay of any credible allegations that funds received from UNIDO under the Contract have been used in contravention of this Article. The terms of this Article must be included in all sub-contracts or agreements entered into for delivery of the Services and Equipment under the Contract.

37. **MONEY LAUNDERING**

- 37.1 Money laundering in all its forms is strictly prohibited. The Contractor agrees to undertake all reasonable efforts to ensure that none of the funds received from UNIDO under the Contract are used, directly or indirectly, to finance or provide support or assistance to individuals or entities associated with money laundering. The Contractor shall inform UNIDO without delay of any credible allegations that funds received from UNIDO under the Contract have been used in contravention of this Article. The terms of this Article must be included in all sub-contracts or agreements entered into for delivery of the Services and Equipment under the Contract.
- 37.2 For the purpose of this Contract, “money laundering” refers to the following criminal offences when committed intentionally, as set forth in article 6 of the United Nations Convention against Transnational Organized Crime:
- (i) The conversion or transfer of property, knowing that such property is the proceeds of crime, for the purpose of concealing or disguising the illicit origin of the property or of helping any person who is involved in the commission of the predicate offence to evade the legal consequences of his or her actions;
  - (ii) The concealment or disguise of the true nature, source, location, disposition, movement or ownership of or rights with respect to property, knowing such property is the proceeds of crime;
  - (iii) The acquisition, possession or use of property, knowing at the time of receipt that such property is the proceeds of crime; or



(iv) The participation in, association with or conspiracy to commit, attempts to commit and aiding, abetting, facilitating and counselling the commission of any of the offences established in accordance with this Article.

**38. DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION**

38.1 The Contractor is required to disclose to UNIDO whether it or any of its affiliates or agents is, or during the execution of the Contract becomes, subject to any sanction, suspension, debarment or ineligibility designation by any international, intergovernmental, or UN organization or national authority.

**39. ENVIRONMENTAL AND SOCIAL SAFEGUARDS**

39.1 The Contractor, its parent entities (if any), subsidiary or affiliated entities (if any), and its Personnel, including sub-contractors, shall place priority on environmental and social sustainability, which is fundamental to the achievement of development outcomes. In doing so and if specified in the Terms of Reference, the Contractor shall execute the Contract in line with the applicable UNIDO policy on Environmental and Social Safeguards and in compliance with relevant international and national legislation. Opportunities to strengthen the environmental and social sustainability of interventions and activities need to be identified and realized. A precautionary approach shall be applied, and potential adverse impacts and risks need to be avoided or minimized if possible, mitigated if not, and offset, as appropriate.

**40. NON-DISCRIMINATION**

40.1 The Contractor shall take all appropriate measures to ensure that neither it, its parent entities (if any), subsidiary or affiliated entities (if any), nor its Personnel, including sub-contractors, is engaged in any employment practices, including those relating to recruitment, promotion, training, remuneration and benefits, which discriminate on the basis of gender, religion, disability, ethnicity or national origin.

**41. SEVERABILITY**

41.1 If any provision or condition of the Contract is or becomes prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provision and condition of the Contract.

**42. SURVIVAL**

42.1 The obligations set forth in Articles 9 "Indemnification", 14 "Use of UNIDO Name, Emblem or Official Seal of UNIDO", 15 "Confidential Nature of Documents and Information", 20 "Settlement of Disputes", 21 "Privileges and Immunities", 24 "Audits and Investigations", 29 "Conflict of Interest/Officials not to Benefit", and 28 "Fraud and Corruption" shall survive the completion, expiration or termination of the Contract.

**PERFORMANCE BANK GUARANTEE**

To : *United Nations Industrial Development Organization (UNIDO)  
Procurement Services Unit, Operational Support Services Branch  
Wagramerstrasse 5, A-1400 Vienna, Austria*

*WHEREAS, ....., (hereinafter referred to as "the Contractor"), having its principal office located at ....., has undertaken, in pursuance of Contract No. .... dated ..... to provide technical services and supplies necessary for the ....., (hereinafter referred to as "the Work'), at the Vienna International Centre;*

*WHEREAS it has been stipulated by UNIDO in the said Contract that the Contractor shall furnish UNIDO with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;*

*AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;*

*NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Euro ..... (EUR .....), 5 % (five percent) from the final Contract price within the period of five (5) years from the date of acceptance of the Work by UNIDO, such sum being payable in the types and proportions of currency in which the Contract price is payable, and we undertake to pay to UNIDO, upon UNIDO's first written demand and without cavil or argument, any sum or sums within the limits of Euro ..... (EUR .....), 5 % (five percent) of the final Contract price as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.*

*We hereby waive the necessity of UNIDO's demanding the said debt from the Contractor before presenting us with this demand.*

*We further agree that no change or addition to or other modification of the terms of the Contract or of the work to be performed thereunder or of any of the Contract documents which may be made between UNIDO and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.*

*This guarantee is effective from the date of its issue and shall remain in full force and effect within the period of five (5) years from the date of acceptance of the work by UNIDO.*

**SIGNATURE AND SEAL OF THE GUARANTOR**

Name of Bank .....  
Address .....  
Date .....

