

## Section IV: Contract Forms

eSourcing reference: ITB/2025/55990

### UNOPS General Conditions of Contract

In the event of a Contract, the following General Conditions of Contract will apply:

- UNOPS General Conditions of Contract for the provision of Services

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

## Sample for One UNOPS Vendor Profile Form (For new vendor) for reference

 <span style="float: right;"><b>SUPPLIER REGISTRATION FORM</b></span>											
SECTION 1: SUPPLIER INFORMATION											
<b>Supplier/Vendor name, Company name, External individual name or Implementing Partner name</b> (For individuals, please enter your first name, middle name and last name as per your national identification card or passport)					<b>Company registration no.</b> (For companies only)		<b>Valid from</b> (dd/mmm/yyyy)		<b>Valid to</b> (dd/mm/yyyy)		
<b>UNGM Number*</b>					<b>VAT registration no.</b>						
<b>Country</b>					<b>Date of birth</b> (dd/mmm/yyyy)		(For individuals only)				
<b>Identity Document Type</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other, please specify:</b>						
		National ID	Passport								
<b>Identity document no.</b>					<b>Issue date</b> (dd/mmm/yyyy)			<b>Expiry date</b> (dd/mmm/yyyy)			
Supplier Group (Select one of the below options)											
<input type="checkbox"/>	Company (Private or Public)*			<input type="checkbox"/>	University/educational institution			<input type="checkbox"/>	UN Agency /Institution		
<input type="checkbox"/>	External Individual			<input type="checkbox"/>	IGO(Intergovernmental Organization)			<input type="checkbox"/>	Government Agency		
<input type="checkbox"/>	Financial institution (including insurance and banking)			<input type="checkbox"/>	NGO(Nongovernmental Organization)						
* UNOPS requires Companies to register with the United Nations Global Marketplace on <a href="http://www.ungm.org">www.ungm.org</a> (UN supplier database)											
SECTION 2: SUPPLIER CONTACT INFORMATION											
<b>General/permanent street address</b>											
<b>City</b>					<b>Postal code (ZIP)</b>						
<b>State/province</b>					<b>Country</b>						
Primary Supplier/Vendor focal point contact information					Secondary/alternate contact person						
<b>Name</b>				<b>Titl e</b>		<b>Name</b>				<b>Titl e</b>	
<b>Telephone no.</b>			<b>Em ail</b>			<b>Telephone no.</b>			<b>Email</b>		
SECTION 3: SUPPLIER BANKING INFORMATION (For additional bank accounts, please provide additional forms)											
<b>Name of banking institution</b>					<b>Account Name</b> (please indicate as shown on bankbook/bank account)						
<b>IBAN no.</b>					<b>Bank account no.</b>						
<b>Clearing code/bank code</b> (ACH/routing no/ IFSC/sort code)					<b>SWIFT/BIC code</b>						
<b>Branch code</b>					<b>Bank account currency</b>						

<b>Branch name</b>		<b>Bank account type</b>			Checking Saving Current Cheque Other please specify
<b>Bank's street address</b>					
<b>City</b>		<b>Postal code (ZIP)</b>			
<b>State/province</b>		<b>Country</b>			
<b>Intermediary/correspondent bank, if applicable</b>					
<b>Name of intermediary bank</b>			<b>Intermediary IBAN no.</b>		
<b>Country of intermediary bank</b>		<b>SW IFT/ BIC code</b>		<b>Clearing code/bank code</b>	
Information provided on this registration form will be treated in accordance with UNOPS's EOD on Privacy and Information Security and its related data protection and data retention policies. Digital signatures are accepted only if they can be validated by UNOPS. Incomplete or erroneous information may prevent payment to your account. Any loss due to any error or irregularity in the information submitted by the Supplier/Vendor will be borne by the Supplier/Vendor.					
<b>Supplier/Supplier's Representative's Signature and Stamp</b>			<b>Date and Place</b>		
	<input type="checkbox"/> New Supplier <input type="checkbox"/> Update existing	<b>Bank detail change</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>UNGM Ineligibility Lists/Claims Log check</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Supplier/Vendor have direct agreement/contract with UNOPS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Supplier/Vendor or paid via cash supplier?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Requester (UN)</b> (First name/last name/extension)		I hereby confirm that I have followed the Procurement Manual or the grant support policy (if applicable) and the information submitted is accurate.			
		<b>Signature of Requester</b>		<b>Date</b>	

## UNOPS sample contract for Purchase Order for reference

The sample Contract for Professional Services template is included in this RFP by this reference and is attached as a separate PDF document.



**Delivery:**  
United Nations Office Project Services  
Denmark.

### Purchase Order

Order Number:  
Status:  
CoRegNo:  
Supplier ID:  
Order date:  
Delivery date:  
Delivery method:  
Delivery term:  
Payment terms:  
Our ref:  
Your ref:

  

No	Article	Description	Quantity	Unit	Unitprice	Currency	Amount
<b>Total in OTG</b>							

Acceptance of this Purchase Order shall effect a contract between the Parties, under which the rights and obligations of the Parties shall be governed solely by the conditions of this Purchase Order, including the General Conditions of the United Nations Office for Project Services (UNOPS) and any attachments, which in their entirety shall constitute the entire agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Purchase Order.

UNOPS General Conditions for Goods and UNOPS General Conditions for Contracts for Professional Services, as applicable, are available at <https://www.unops.org/eng/en/Opportunities/suppliers/Pages/default.aspx>.

In the event that any terms contained in the attachments are incompatible with the terms of the General Conditions, the latter shall prevail.

No derogation from the General Conditions shall be accepted unless otherwise expressly stated through the addition of Special Conditions in this Purchase Order.

**Acknowledgement**

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UNOPS General Conditions for Goods and UNOPS General Conditions for Contracts for Professional Services, as applicable, are available at <https://www.unops.org/eng/en/Opportunities/suppliers/Pages/default.aspx>.

This Purchase Order is approved by  
Authorized signature

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