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| From: | Helena Watson Procurement Services, CSS | E-mail : watson@intracen.org Direct Tel No.: +41 22 730 0213 |
| Date: | 10/09/2021 | Page 1/1 |

Subject: ITC Request for Quotation No. 2200197317

The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites your company to submit a Quotation for Services/Goods in accordance with the attached Terms of Reference. If your company is interested in undertaking this assignment under contract with ITC, please promptly submit your quotation with special duty-free price for the United Nations to Procurement Services in Geneva, e-mail to watson@intracen.org by **26/09/2021** 11pm Switzerland Time.

Form of Quotation:

A) Your Quotation should include

A firm price to cover all costs associated with the services/goods specified in the attached Terms of Reference.

B) Payment terms:

ITC will only make payment based on satisfactory achievement of specific deliverables and upon a receipt of an invoice. Please indicate on each invoice, the reference **2200197317**. Also, note that ITC is exempted from paying VAT and any other form of taxes. Please send your invoice to Payments@intracen.org.

If the contract is to be issued in a currency other than USD, the UN exchange rate on the date of the contract issuance will be applicable.

| Description |
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| 1st payment: 25% of the total amount upon satisfactory completion of Deliverable 1 |
| 2nd payment 25% of the total amount upon satisfactory completion of Deliverable 2 |
| 3rd payment 25% of the total amount upon satisfactory completion of Deliverable 3 |
| 4th payment 25% of the total amount upon satisfactory completion of Deliverable 4 |

C) Acceptance of your Quotation: Upon receipt, your quotation will be examined, and you will be advised as promptly as possible as to its acceptability. Any contract subsequently arranged would be subject to the relevant provisions of the UN's General Conditions of Contract (GCC) for the provision of goods, services or both as applicable (<https://www.un.org/Depts/ptd/about-us/conditions-contract>). Vendor should state their acceptance of UN GCC in their offer or risk the rejection of their offer by ITC.

D) Confidentiality: The information concerning this Request for Quotation, including its Terms of Reference is confidential, privileged and must not be disclosed to others. Please do not copy or submit this Request for Quotation to others, without the prior written consent of the ITC Procurement Services (PS). Do not submit a copy of your Quotation to others, only directly and exclusively to our Procurement Services in Geneva.

E) United Nations Global Marketplace (UNGM) registration: Any vendor must be registered in UNGM (www.ungm.org). If your company is selected and is not yet registered, please keep in mind that you must do so for us to be able to issue a purchase order.



- F) Additional information: Should you need any additional information concerning this Request for Quotation, please contact Procurement Services in Geneva to the e-mail referenced above.
- G) Thank you in advance for your cooperation and prompt reply.

Helena Watson
Procurement Services, CSS



Signed:
Mr. G. Batt, Procurement Assistant