

Annex II

LONG TERM AGREEMENT FOR THE PROVISION OF SERVICES

TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter “UNDP”) and _____ (hereinafter called “Contractor”) with its headquarters at _____.

WHEREAS, UNDP desires to enter into a Long-Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto (“Services/Terms of Reference”), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a contract for professional services, in the form attached hereto as Annex 2.
2. Such Services shall be at the discount prices listed in Annex 3. The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.

Article 2: CHANGES IN CONDITION

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

5. The Contractor will report semi-annually to UNDP on the Services provided to UNDP, including its country offices.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6. The standard UNDP General Conditions for Professional Services, attached as Annex 4, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.
9. IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS
DEVELOPMENT PROGRAMME

Date: _____

Date: _____

ANNEX III

Requesting Person:	Date:	Effective Date of Contract:	Previous Vendor/Staff Member Number
First Name / Last Name/Extension		,	IMIS Vendor ID:
			UN Index No:

1.1.1. UN CONTRACT INFORMATION

☐ 100/200 ☐ ALD ☐ SSA ☐ Service Contract ☐ Meeting Participant ☐ Fellow ☐ United Nations Volunteer ☒ Supplier

1.1.2. PERSON INFORMATION

<i>Last Name</i>				<i>First Name</i>		<i>Middle Name</i>	
Birth date (DD-MM-YYYY)	Birth place (City, Country)	Nationality	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>				
Address							
City,		State/Province/County		Country		Postal Code(Zip)	
E-mail Address				Telephone Number:		Fax Number:	

1.1.3. VENDOR INFORMATION (COMPLETE THIS SECTION FOR VENDOR/SUPPLIER INFORMATION)

Company Name:		Parent Company Name (if applicable)		Web Site URL: (if applicable)	
MAIN Street Address			SECOND Street Address (please provide purpose of second address)		
City State/Province/County		Postal Code		City County State/Province/ Postal Code	
Country			Country		
Contact Person (MAIN Name:	Phone	Fax	E-mail Address		
Contact Person (SECOND Name:	Phone	Fax	E-mail Address		

BANKING INFORMATION COMPLETE THIS SECTION FOR BANK INFORMATION			
Name of Banking Institute (e.g BENEFICIARY)		Branch Name	
Street Address			
City	State/Province	Country	Postal Code
Payment into a US Bank (Bank account located within U.S.A)			
PLEASE COMPLETE THE BANK TRANSWIRE CODE INFORMATION			
Bank ID Qualifier :		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE)	
Bank ID/Fed Wire/ABA No.:		Bank Account Number:	
SWIFT Address :		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
ACH Number (American Clearing House) Special Instructions (If applicable).			
Payment into a International Bank (Bank account located outside of U.S.A)			
PLEASE COMPLETE THE BANK TRANSWIRE CODE INFORMATION			
Bank ID Qualifier :		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other ALL (PLEASE INDICATE)	
Local Clearing Code:		Bank Account Number:	
SWIFT Address (If available):		Account Type:	
Special Instructions (If applicable, e.g. IBAN).:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<p><u>For samples of “Bank ID Qualifier” and “Local Clearing Code” please see attached instructions on the next page.</u></p>			
INCOMPLETE OR ERRONEOUS INFORMATION WILL PREVENT FINAL CREDIT OF PAYMENTS			

Bank ID Number and account number

Different formats are used to identify bank and accounts. It is the responsibility of the staff member to provide complete and unambiguous payment instructions. The formats used in several countries are provided below for your reference.

<i>Country where account is located</i>	<i>Bank ID Qualifier</i>	<i>Bank ID (Defining Banks) Local Clearing Code</i>	<i>Description</i>
<i>USA</i>	<i>1</i>	<i>9-digit transit routing number. Exactly 9 numeric numbers w/check digit calculation.</i>	<i>ABA Routing Number</i>
<i>Canada</i>	<i>2</i>	<i>Exactly 3 numeric numbers.</i>	<i>Transit Number</i>
<i>Australia</i>	<i>3</i>	<i>Exactly 3 numeric numbers.</i>	<i>BSB Number</i>
<i>UK (Bank)</i>	<i>5</i>	<i>Exactly 6 numeric numbers (Sort Code).</i>	<i>Sort Code</i>
<i>UK (Building Society)</i>	<i>11</i>	<i>Exactly 6 numeric numbers (Sort Code).</i>	<i>Sort Code</i>
<i>Spain</i>	<i>6</i>	<i>Exactly 4 numeric numbers.</i>	<i>Spanish Bank Code</i>
<i>France</i>	<i>9</i>	<i>Exactly 5 numeric numbers.</i>	<i>Code Banque / Guichet Number</i>
<i>Germany</i>	<i>10</i>	<i>Exactly 8 numeric numbers.</i>	<i>BLZ Number</i>
<i>Switzerland</i>	<i>12</i>	<i>Exactly 6 numeric numbers.</i>	<i>SIC Number</i>
<i>Belgium</i>	<i>13</i>	<i>Exactly 3 numeric numbers.</i>	<i>Rekeningnummer</i>
<i>Japan</i>	<i>14</i>	<i>Exactly 4 numeric numbers.</i>	
<i>Norway</i>	<i>15</i>	<i>Exactly 4 numeric numbers.</i>	<i>Registernummer</i>
<i>Italy</i>	<i>16</i>	<i>Exactly 5 numeric numbers.</i>	<i>ABI and CAB Number</i>

FORM FOR PRICING PROPOSAL

Relates to Request for Proposals for Audit Services for UNHCR Sub-Projects

Audit Firm Name: _____

Currency of offer: _____

Total cost

1. Fees for sub-project: _____
(name of sub-project & partner)

2) Other expenses not included in the fees above (if any) _____

Total costs: _____

Please note that a contract will be issued for only one time service.

Signature: _____

Title: _____

Date: _____