



06/09/2017

Tender No. 028/2017

[BY EMAIL]

INVITATION TO BID (ITB)

CLOSING DATE: [20/09/2017] – 12:00 hrs [Brasília/DF, Brazil time]

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member countries. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers’ groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

In preparing your bid, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax (“VAT” or “IVA”), customs duties and importation restrictions.

FAO intends to award a Contract for generator set maintenance, specifically:

“Hiring of specialized company to provide preventive and corrective maintenance services in generator set”

You are hereby invited to submit your best offer in connection with the award of such services.

The following procedures have been established by this Organization for the award of this Agreement:

1. **Procedures**

- 1.1 You are invited to submit an offer for the above-mentioned services. A description of the requested services is provided in Appendix A;
- 1.2 In submitting your offer you are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your offer;
- 1.3 It is understood that all documents, calculations, etc. which may form part of your offer will become the property of the Organization, who will not be required to return them to your firm;

- 1.4 The Organization may decide to make a partial award or no award at all should it consider that the results of this tender and/or any other related circumstance so require;
- 1.5 FAO shall have no obligation to purchase any minimum quantities of goods or services from the Contractor, and shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in Appendix A from any other source at any time;
- 1.6 All costs incurred to prepare your bid have to be borne by you; FAO will not be liable to reimburse any or all of such cost;
- 1.7 The Organization reserves the right to publish the details of awards, including supplier name and country, total Contract value and a brief description of the services. In all cases, unsuccessful bidders will be notified;
- 1.8 Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If your firm is not registered, by submitting an offer, you authorize FAO to register your firm in UNGM on your behalf.
- 1.9. The Organization has adopted a zero tolerance approach to fraud, and it prohibits firms from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures ([http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy -
_Procedures.pdf](http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf)), if the Organization determines that a firm has engaged in such conduct, it will impose sanctions and may share information on sanctioned firms with other Intergovernmental or UN Organizations;
- 1.10 A firm and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to the Organization whether your firm, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the contract or at any time throughout the execution of the contract. You acknowledge that a breach of this provision will entitle FAO to terminate its contract with your firm, without any liability for termination charges or any other liability of any kind of FAO, and that material misrepresentations on your status constitute a fraudulent practice;
- 1.11 Bidders must certify that their firm is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded contract are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded contract. The Bidder acknowledges and agrees that this provision is an essential term of the awarded contract and any breach of these obligations and warranties shall entitle FAO to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any liability of any kind of FAO;

- 1.12 Bidders must certify that their company and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;
- 1.13 Please note that Bidders who use an independent consultant to assist in the preparation of offers may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare an offer for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare offers for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of an offer for an FAO tender has not and will not be involved in the preparation of an offer for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their company has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- **ANY** current or past employment relationship with FAO of your company's representatives and employees;
- **ANY** current or past relationship with any FAO staff member (family members, spouses, etc.) of your company's representatives and employees.

- 1.14 Fairness and transparency are fundamental principles for FAO procurement activities. Firms that believe that the procurement process was not fair and transparent may request feedback from the office that issued the tender. If a satisfactory response is not received, a firm may present a protest following the bid protest procedures detailed in the following link: <http://www.fao.org/unfao/procurement/codedeconduitethique/protests/en/>. To report allegations of fraud or misconduct in the procurement process, bidders may submit information, also anonymously, to the Office of the Inspector General Hotline: <http://www.fao.org/aud/69204/en/>.

2. **Documents Enclosed**

The following documents are enclosed:

- 2.1 The "Bid Summary" form, to be used for submitting your offer;
- 2.2 Appendix 'A' to the Letter of Invitation, with the detailed description of the services required and the mandatory requirements to participate in this tender;
- 2.3 Appendix 'B' to the Letter of Invitation - Price list
- 2.4 A sample of the Contract that the Organization intends to award.

3. **Documents to be Submitted**

Your offer should consist of the following clearly identified items:

- 3.1 The duly completed "**Bid Summary**" mentioned in paragraph 2.1 above;

3.2 Documents Demonstrating Compliance with the Mandatory Requirements

Bidders are required to fulfil the following mandatory requirements. **Failure to provide required information/documents will result in the disqualification of the bidder from the tender evaluation process.**

- The contractor must have Legal registration for at least 3 years

The legal status and registration will be verified based on the presentation of the following documents:

- a) Organizational Registration Document – Declaration of sole proprietor, By-Laws or Articles of Organization – in force, duly registered or enrolled in the proper organ, and evidencing the acting executive officers.
- b) Declaration of non-existence of night time work, hazardous or unhealthy conditions to minors less than eighteen years of age and, furthermore, that there are no minors less than sixteen years of age employed, except in the condition of apprentice, as from fourteen years of age.
- c) Debt Clearance Certificate in respect to Federal Taxes and Contributions issued by the Brazilian Federal Revenue Department.
- d) State or Federal District Tax and Social Contribution Debt Clearance Certificate issued by the relevant authority;
- e) Municipal Tax and Social Contribution Debt Clearance Certificates issued by the relevant authority;
- f) Debt Clearance Certificate (CND), issued by the Brazilian Federal Revenue Department.
- g) Certificate of Good Standing with Employee Severance Fund (“FGTS”), issued by Caixa Econômica Federal (CEF) [Federal Saving Bank];

If any of these documents is not applicable to the bidder, the company shall declare or prove non-applicability.

Required Supporting Documents

a) In order to assess the firm’s qualification and experience, bidders should submit the following mandatory documents:

- a. Presentation of related documents mentioned at Appendix A;
- b. Presentation of documents such as: Certificates, technical capacity certificates and statements certifying the performance of project or consultancy service with information enough to allow the proper analysis of the experiences. It should also bear relevant information about the issuer with contact reference.

Note: FAO reserves the right to perform acts with the bidders to clarify any eventual information deemed as necessary, presented in the proposal and/or incompatible with the descriptions made.

3.3 The duly completed **Appendix B** to the Letter of Invitation, indicating the costs for the services required;

4. Evaluation

The Bids received will be evaluated against the mandatory requirements. Pass/Fail methodology will be used to evaluate each one of the mandatory requirements. Failure to comply with any of the mandatory requirements will result in disqualification of the bid. FAO further reserves the right to consider, and disqualify firms based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance. The contract will be awarded to the most competitive offer that complies with the technical specifications as laid out by the mandatory requirements.

5. **Completeness of Bid**

Bids will only be considered if they contain all of the above information and documents and observe the provisions of the enclosed sample contract as otherwise it will not be possible to evaluate them on an equal basis. Since this Organization is not allowed to sign contracts which do not specify its maximum financial liability, proposals which do not allow us to calculate such liability may be rejected.

6. **Participation by the Organization**

You should examine carefully the nature and extent of the participation in the contract performance by the Organization as set out in Annex II of the enclosed contract since such contract assumes that all other requirements for its successful completion are provided at the cost of the Contractor. **You should therefore state in the appropriate space provided in the "Bid Summary" (Part II) any additions or modifications of the said Annex II which you suggest for a satisfactory performance of the contract.**

7. **Privileges and Immunities**

This Organization enjoys certain privileges and immunities which include exemption from payment of "IVA" (VAT), customs duties and importation restrictions.

8. **Currency of Bid and of Contract**

Your proposal should be expressed in BRL – R\$ (Reais).

9. **Form of submission and closing date**

9.1 Your offer should be submitted as follows:

TO ENSURE THE VALIDITY OF YOUR OFFER, IT MUST BE SUBMITTED AS FOLLOWS:

1. [OPEN SUBMISSION BY E-MAIL]

OFFERS RECEIVED BY ANY MEANS OTHER THAN INDICATED HEREIN WILL BE CONSIDERED INVALID!

2. **RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME.**

OFFERS RECEIVED AFTER THE CLOSING DATE AND TIME WILL BE CONSIDERED INVALID!

3. **OFFERS ARE TREATED AS CONFIDENTIAL - PLEASE DO NOT COPY ANY OTHER RECIPIENT.**

4. ALL E-MAIL SUBMISSIONS SHOULD BE IN PDF FORMAT, QUOTING THE FAO TENDER NUMBER AS THE EMAIL SUBJECT. YOUR OFFER MAY BE SUBMITTED IN ONE OR MORE EMAILS NOT TO EXCEED 10 MB EACH.

9.2 Your offer should reach this Organization **no later than:**

20/09/2017 – 12:00 hrs [Brasília/DF, Brazil time]

10. **Communications concerning this tender**

All communications concerning this tender should mention the tender number (**TENDER No. 028/2017**) and should be submitted as soon as possible via EMAIL to the following address: FAOBR-Licitacao@fao.org

May I take this opportunity of expressing my appreciation for your interest in assisting this Organization in the implementation of its activities.

Yours sincerely,

TENDER No. 028/2017

BID SUMMARY

Instructions: Please complete the spaces left blank below. Prices should be quoted in BRL – R\$ (Reais).

PART I: Commencement of Contract Performance

// I undertake to commence the performance of the contract immediately upon receipt of the contract duly signed by both Parties.

PART II: Participation by the Organization in the contract performance (see Annex II of the Contract)

Either:

// I certify that the inputs to be provided by the Organization, as set out in Annex II of the sample Contract, are adequate and sufficient for a satisfactory contract performance;

or

// For a satisfactory contract performance, the following would have to be provided:

PART III: Costs offered

// Find attached Appendix B to the Letter of Invitation showing the costs related to the goods required.

PART IV: Completeness of Bid

// I confirm having obtained all relevant data and information as regards risk, contingencies, and any other circumstances which may influence or affect the performance of the contract, which have been duly taken into account in the formulation of this bid.

PART V: Certification of Proper Procedures

// I certify that my firm/organization (including all members of a consortium, if applicable) and its subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for the project.

// I acknowledge that my firm is responsible for any consultant, including independent consultants, who assists in the preparation of offers and confirm that my firm has taken

all measures to ensure that any independent consultant engaged to assist in preparing this offer has not and will not be involved in the preparation of another bid for another bidder for the same tender process.

PART VI: Conflict of Interest Disclosure

Either:

/ / To the best of my knowledge, I confirm that none of my firm's representatives or employees have a current or former employment relationship with FAO, and none of my firm's representatives or employees has a current or past relationship with an FAO staff member (family members, spouses, etc.).

or

/ / I have provided below details regarding the following representatives or employees of my firm who have a current or former employment relationship with FAO and/or who have a current or past relationship with an FAO staff member:

PART VII: Contract Provisions:

/ / I confirm that the terms and conditions of the contract/s as enclosed with the letter of invitation are acceptable except for the reservations explicitly set out in this offer.

/ / I certify that my firm has not and will not engage in corrupt, fraudulent, collusive, coercive, unethical or obstructive practices during the selection process and throughout the negotiation and execution of the contract.

/ / I confirm that my firm, including any affiliates, agents or subcontractors, is not subject

to any sanction or temporary suspension imposed by an Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by an institution or body of an economic integration organization (e.g., the European Union). If my firm, or any affiliates, agents or subcontractors, has been subject to any temporary suspension or sanction by any such organization or National Authority within the preceding three years, I have provided further information below:

/ / I certify that my firm is not associated with any individual or entity appearing on the 1267/1989 list of the UN Security Council or with any individual or entity subject to any other sanctions or enforcement measures promulgated by the UN Security Council.

PART VIII: Validity of Bid:

This offer is valid for acceptance for a period of TWELVE (12) MONTHS as from the deadline for the submission of the offer indicated in the letter of invitation.

Name of Firm: _____

Mailing Address: _____

Fax: _____

Tel: _____

Email: _____

Person(s) to contact:

Signature: _____

Date: _____

Name & Title: _____

Company seal: _____

Appendix 'A' TERM OF REFERENCE

Contratação de empresa especializada para realizar manutenção preventiva e corretiva do Gerador da
FAO Brasil.

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APRESENTAÇÃO

O escritório da FAO Brasil possui um gerador de energia de marca STEMAC, com potência de 81kVA que foi ativado em 09/12/2016. Diante da necessidade de manter o gerador de energia funcionando adequadamente em períodos de falta de energia, há a necessidade de realizar manutenções preventivas e corretivas para o seu pleno funcionamento.

JUSTIFICATIVA

A justificativa para a contratação de empresa especializada para realizar a manutenção preventiva e corretiva de gerador se dá pela necessidade de garantir o funcionamento periódico do gerador, incluindo substituições de peças avariadas, troca de filtros de ar, óleo lubrificante, óleo isolante e correções de defeitos eminentes com a substituição de peças e acessórios.

OBJETO

Contratação de empresa especializada para prestação de serviços de Manutenção preventiva e corretiva em grupo gerador.

DESCRIÇÃO DOS SERVIÇOS

O Grupo Gerador será utilizado em regime de emergência para atendimento às cargas prioritárias quando houver falta de energia elétrica. Para atendimento da manutenção a empresa fornecerá mão de obra especializada por técnicos certificados, materiais e peças no caso de substituição de alguma danificada. A contratada deverá realizar as manutenções de acordo com o manual do fabricante e os seguintes itens:

4.1 Revisão Programada e atendimentos corretivos:

4.1.1. As Revisões Programadas: são as atividades realizadas mensalmente, conforme manual e recomendações do fabricante e este termo de referência, a fim de reduzir ou evitar falhas no(s) equipamento(s).

Os serviços propostos compreendem de visita mensal de acordo com o manual do fabricante e mão de obra para a execução das revisões básicas, intermediárias e avançadas, a ser programada diretamente com a FAO em dia útil de segunda a quinta-feira das 08:00 às 17:00 horas e as sextas-feiras de 8:00 às 12:00 horas, para execução do "Itens de Revisão Programada", conforme Anexo II.

A contratada deverá avaliar as possíveis trocas de quaisquer componentes para o funcionamento do gerador e informar ao contratante mediante orçamento a ser avaliado contendo peças originais do fabricante.

4.1.2. Atendimentos corretivos: serão todas as atividades realizadas com o intuito de diagnosticar, identificar falhas e possíveis soluções imediatas seja ela feita por visitas programadas ou dúvidas por telefone/e-mail.

4.1.2. A contratada deverá emitir relatório técnico de todas as atividades desenvolvidas, bem como emitir as soluções e orçamentos para quaisquer reparos.

4.2 Atendimentos Emergenciais

Serão todas as atividades realizadas com o intuito de diagnosticar, identificar falhas e possíveis soluções imediatas. Este compreende em visita técnica por pessoal especializado devendo ser atendidas em no máximo **3 horas** após a abertura do chamado formal, sendo incluídos atendimentos emergenciais ilimitados por 24hs, independente de data e horário do chamado a serem realizadas no local de instalação

do equipamento, sem custo adicional de mão de obra, ou deslocamento para diagnóstico, identificação de falhas, substituição de peças e possíveis soluções imediatas.

- a) A contratada deverá atentar para o uso dos equipamentos quando da substituição/revisão ou troca de acordo com o manual do grupo gerador;
- a) Não será permitido o uso de peças usadas;
- b) Somente peças originais homologadas pelo fabricante poderão ser usadas;

4.2.1 Em caso de falha total do equipamento, a contratada deverá realizar as devidas conexões para o funcionamento do escritório sem o uso do gerador e apresentar solução para o reparo por meio de orçamento.

DOCUMENTAÇÃO RELATIVA À QUALIFICAÇÃO TÉCNICA

- a) Prova de que a licitante possui em seu quadro permanente ou como contratado, profissional de nível superior Engenheiro Eletricista ou Mecânico, para responsabilizar-se tecnicamente pela execução dos serviços de manutenção do gerador;
- b) A licitante deverá apresentar pelo menos um Atestado ou Declaração de Capacidade Técnica, emitido por pessoa jurídica, em nome da empresa participante, que comprove a capacidade técnica em manutenção preventiva e corretiva do gerador

APOIO E RESPONSABILIDADES À REALIZAÇÃO DOS TRABALHOS

6.1. Da Organização das Nações Unidas para Alimentação e Agricultura (FAO)

A FAO deverá promover a fiscalização do contrato, sob os aspectos quantitativos e qualitativos, anotando em registro próprio as falhas detectadas, e exigindo as medidas corretivas necessárias, bem como acompanhar o desenvolvimento do contrato, conferir os serviços executados e atestar os documentos fiscais pertinentes quando comprovada a execução total, fiel e correta dos serviços. Podendo ainda, após consulta com o a sede da FAO no Chile e em Roma (RLC e HQ), sustar, recusar, mandar fazer ou desfazer qualquer procedimento que não esteja de acordo.

6.2. Da Contratada

- a) A contratada deverá realizar a manutenção preventiva e corretiva observando os manuais técnicos de manutenção do grupo gerador e itens deste Termo de Referência;

PROPRIEDADE INTELECTUAL

Todos os produtos desenvolvidos pela CONTRATADA, decorrentes dos serviços objeto destes Termos de Referência, serão de propriedade do FAO, incluindo arquivos em meio magnético e ou óptico, fotografias, filmagens, documentação e outros produtos gerados no contexto dos serviços e deve ser mantido o sigilo sobre eles.

Não será permitida a cessão, citação ou qualquer referência pública a nenhum dos trabalhos realizados sem a autorização expressa dos proprietários.

ANEXO II
Itens de Revisão Programada

ROTEIRO DE REVISÃO PROGRAMADA – MOTOR

| | |
|--|---|
| <p>TANQUE DE COMBUSTÍVEL DE SERVIÇO Avaliar o estado de conservação do tanque; Verificar o nível do combustível na data; Verificar vazamentos pelas conexões/tubulações; Drenar para retirar a água e impurezas (quando existir dreno no tanque); Drenar água e sedimentos do filtro tipo RACOR (quando aplicável); Verificar respiro do tanque;</p> | <p>BOMBA INJETORA E SISTEMA DE INJEÇÃO Verificar vazamentos externos e reaperto nos injetores; Verificar a necessidade de ajustar válvulas de admissão e escape de acordo com as normas do fabricante; Verificar a necessidade de ajustar bicos injetores de acordo com as normas do fabricante; Realizar limpeza do pick-up magnético; Ajustar a rotação do motor diesel; Verificar a necessidade de limpeza do pré-filtro da bomba alimentadora.</p> |
| <p>SISTEMA DE COMBUSTÍVEL E FILTROS Verificar as mangueiras e as tubulações de óleo combustível; Controlar e registrar a necessidade de troca dos filtros em conformidade com as necessidades técnicas do equipamento.</p> | <p>FILTRO DE AR Verificar conservação e fixação; Realizar limpeza no filtro do pré-filtro de ar e gamela coletora de pó; Verificar o indicador de restrição; Controlar e registrar a necessidade de troca do elemento filtrante de acordo com as normas do fabricante; Verificar a limpeza interna da tubulação do pós-filtro e anterior à turbina.</p> |
| <p>SISTEMA ÓLEO LUBRIFICANTE E FILTROS Verificar o nível de óleo lubrificante; Verificar vazamentos em juntas e bujões; Realizar limpeza do respiro do cárter; Controlar e registrar a necessidade de troca de óleo do cárter e dos filtros em conformidade com as necessidades técnicas do equipamento; Controlar a necessidade de troca do elemento do filtro de respiro do cárter em conformidade com as necessidades técnicas do equipamento;</p> | <p>TURBINAS Verificar vazamentos externos, conservação e fixação; Verificar folga do turbo compressor de acordo com periodicidade específica; Controlar e registrar a necessidade de revisão das turbinas, em nível de oficina de acordo com as normas do fabricante.</p> |
| <p>SISTEMA DE ARREFECIMENTO Radiador ou Intercambiador: Verificar nível da água de arrefecimento; Controlar e registrar a necessidade de troca da água e anticorrosivo de acordo com as normas do fabricante; Verificar funcionamento e fixação; Verificar as mangueiras do radiador ou intercambiador; Verificar temperatura da água de arrefecimento; Verificar a existência de vazamentos na linha de arrefecimento; Controlar e registrar a troca do filtro da água de arrefecimento; Verificar a qualidade (marca homologada) do filtro instalado. Bomba de água Verificar vazamentos e funcionamento. Ventilador Verificar tensão da correia, fixação da grade de proteção e estado das pás e parafusos. Resfriador de óleo Verificar a conservação, fixação e vedação.</p> | <p>SISTEMA DE PARTIDA Verificar motor de partida; Verificar chave de partida e contatos elétricos; Medir o nível de tensão e densidade das baterias; Revisar terminais de baterias; Monitorar a necessidade de substituição das baterias após 2 (dois) anos de uso, aproximadamente.</p> |
| <p>PROTEÇÕES DO MOTOR Simular eletricamente atuação do termostato de desligamento por alta temperatura d'água; Simular eletricamente a atuação do pressostato de desligamento por baixa pressão do óleo; Verificar a atuação do sensor de sobrevelocidade (parâmetro 65/66 HZ);</p> | <p>OUTRAS VERIFICAÇÕES Verificar ruídos estranhos e/ou anormais do motor; Verificar tensão, desgaste e vida útil das correias; Verificar as condições de funcionamento dos instrumentos; Verificar fiação, estado do sensor e valor ajustado do sistema de pré-aquecimento; Verificar amortecedores de vibrações;</p> |

| | |
|---|--|
| Verificar eletricamente a atuação do sensor de baixo nível d'água do radiador / intercambiador, quando existente; | Realizar limpeza do(s) grupo(s) gerador(es). |
|---|--|

ROTEIRO DE REVISÃO PROGRAMADA – GERADOR

| | |
|--|---|
| Verificar estado de conservação e realizar limpeza externa; Verificar obstrução de passagens de ar internas e externas; Avaliar a temperatura da carcaça do estator; Realizar aperto dos terminais de força e de comando na saída do gerador; | Verificar e avaliar vibrações; Verificar acoplamento, borrachas e aperto dos parafusos; Realizar lubrificação dos rolamentos (de acordo com o modelo e tabela do fabricante); |
|--|---|

ROTEIRO DE REVISÃO PROGRAMADA – QUADRO DE COMANDO

| | |
|---|--|
| REGULADOR DE TENSÃO DO GERADOR Verificar os ajustes de tensão, ganho e estabilidade do regulador; Verificar o comportamento dinâmico com carga e sem carga no grupo gerador; Verificar ajuste de compensação de reativo (quando aplicado em grupos paralelos); | SISTEMA DE CONTROLE AUTOMÁTICO Realizar teste das funções lógicas do quadro de comando e proteções do grupo; Verificar conexões e contatos elétricos. |
| REGULADOR DE VELOCIDADE Verificar ajustes de frequência, ganho e estabilidade; Verificar comportamento dinâmico com carga e sem carga; Verificar medições do sinal emitido pelo sensor magnético (pick-up); Realizar ajuste da faixa de atuação de sobrevelocidade do motor; Verificar conexões e contatos elétricos. | PARALELISMO Verificar os níveis de reativos entre os grupos; Analisar o funcionamento em conjunto dos grupos. |
| CARREGADOR DE BATERIAS (RETIFICADOR) Realizar medições de corrente em carga e flutuação; Realizar medições de tensão em carga e flutuação; Realizar simulação de defeitos no retificador; Verificar conexões e contatos elétricos; | ALTERNADOR CARREGADOR DE BATERIAS Realizar teste de funcionamento; Realizar medição da tensão e corrente de carga das baterias. |
| PRÉ-AQUECIMENTO Verificar aquecimento no bloco do motor; Realizar medição da corrente de consumo da(s) resistência(s); Verificar conexões e contatos elétricos. | |

Appendix 'B' to the Letter of Invitation - Price list

To

FAO - Organização das Nações Unidas para a Alimentação e Agricultura

Ref. **TENDER 028/2017**

Eixo Monumental, Via S-1

Campus do INMET – Setor Sudoeste

CEP: 70680-900 Brasília, DF, Brasil

[insert date]

Dear Sir / Madam,

We, the undersigned, fully accept the FAO General Terms and Conditions and offer you the services listed below in accordance with the specifications and requirements contained in **TENDER 028/2017**.

TABLE 1: Offer for Provision of Services in accordance with the Requirements indicated in ToR

| Item No. | Description / Specification | Quantity (monthly) | Unit Price | Total price |
|------------------------------------|---|--------------------|------------|-------------|
| 1 | Provision of preventive and corrective maintenance services of the Generator group. | 12 | R\$ | R\$ |
| 2 | Other expenses Please specify (e.g. freight, etc.). | | R\$ | R\$ |
| Total Price of Services ☐ → | | | | R\$ |

Validity of the proposal: 12 MONTHS

All other information that we do not provide automatically implies our full compliance with the ITB requirements, terms and conditions.

Company Name

Name and Signature of Representative

Phone and Email

CNPJ Stamp

CONTRACT No. (...)
FOR THE PROVISION OF
(...)
BETWEEN
THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED
NATIONS
&
.....
(Name of Contractor)

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(iii)

ANNEXES I – VIII

I. STATEMENT OF SERVICES AND SPECIFICATIONS

II. SERVICES AND REMUNERATION OF PERSONNEL

III. SCHEDULE OF TRAVEL

IV. EQUIPMENT, MATERIALS AND MISCELLANEOUS SERVICES

V. SCHEDULE OF REPORTS AND/OR DOCUMENTS

VI. SCHEDULE OF CONTRACT PERFORMANCE

VII. SERVICES AND FACILITIES PROVIDED BY FAO

VIII. SCHEDULE AND METHOD OF PAYMENT

THIS CONTRACT FOR THE PROVISION OF (...) is made on (...),

BETWEEN:

The Food and Agriculture Organization of the United Nations (“FAO”), an intergovernmental organization established on 16 October 1945 as a Specialized Agency of the United Nations, having its headquarters in Rome, Italy, and having an office at (...);

AND:

..... (*Name of Contractor*), a corporation organized and existing under the laws of (.....*Country of Contractor*) and having its principal offices at (...*Address of Contractor*) (the “Contractor”);

FAO and the Contractor are hereinafter collectively referred to as the “Parties”;

WHEREAS:

A. FAO, in accordance with its Constitution, cooperates with governments, civil society organizations and other partners, to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security.

B. FAO wishes to procure (.....*brief description of the consultancy services to be provided*) in support of (.....*brief description of the related context/project*) as described in the Contract.

C. By Invitation to Bid (ITB)/Request for Proposal (RFP) No. (...) dated (...), FAO invited proposals for the provision of (*consultancy services to be provided*); By bid received on (...), the Contractor responded to ITB/RFP No. (...), representing that it is qualified, capable and willing to provide the required services.

D. FAO wishes to engage the Contractor to undertake the work, all on the terms and conditions set forth in this Contract; and the Contractor represents that it is willing to carry out the work on the same terms and conditions.

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

SECTION I: SPECIAL PROVISIONS

ARTICLE 1 – SERVICES TO BE EXECUTED BY THE CONTRACTOR

The Contractor shall perform the services as set out in **Annex I: “Statement of Services and Specifications”**, it being understood that such services shall include those which, while not specifically provided for in the said **Annex I**, are implied by generally accepted professional standards.

ARTICLE 2 – PERSONNEL SERVICES TO BE PROVIDED BY THE CONTRACTOR

- 2.1 In order to execute the services as set out in Article 1 above, the Contractor shall provide all necessary personnel for the total fixed amount which has been agreed upon on the basis of the provisions of **Annex II: “Services and Remuneration of Personnel”**. In determining the total fixed amount payable for personnel services the Contractor is deemed to have exercised appropriate professional judgment and to have given full consideration to working conditions in the country or countries where this Contract is executed, including availability of relevant services, facilities, information and data required for its performance. It is agreed, therefore, that while the Contractor may, at its discretion, modify the periods of service of its personnel as set out in **Annex II**, in order to ensure satisfactory contract performance, it shall not be entitled to any payments for personnel services in excess of the total fixed amount specified in Article 7 below.
- 2.2 FAO may, at any time, request the Contractor to account for the periods of personnel services actually employed by it in the execution of this Contract and where it is determined that the Contractor has made substantial savings in the periods of service as set out in **Annex II** of this Contract, FAO may use such **Annex II** to determine adjustments of the fixed amount payable for personnel services. FAO may also use **Annex II** as a basis to determine eventual adjustments of the remuneration due to the Contractor as a result of changes in the services to be executed by the Contractor.
- 2.3 The rates established by the Contractor for the payment of personnel services as set out in **Annex II** represent the full costs for such services including, but not limited to, the costs of salary and allowances, per diem, social security contributions, health, medical and pension benefits, board and lodging, pocket money, contingencies and of all other expenditures in connection with the services of the Contractor’s personnel, except as may be specifically provided for in accordance with Article 3 below.
- 2.4 The Contractor shall provide FAO with detailed personal history statements of personnel to be assigned to this Contract and shall not assign any such personnel without FAO’s prior authorization. This provision shall also apply in the event that the Contractor must substitute personnel previously assigned and approved by FAO. In the event of such substitution the Contractor shall offer for FAO’s consideration only persons having equal or comparable experience and skills to those being substituted. The Contractor’s personnel assigned to the performance of this Contract shall generally adhere to the standards of conduct governing personnel of FAO. FAO may request that the Contractor replace any personnel who, in the opinion of FAO, do not meet such standards of conduct or who are not performing as required under this Contract. Additional costs incurred by the Contractor for the replacement of its personnel resulting from failure to comply with such standards

of conduct or as a result of death, illness or disability, or default on the part of the personnel shall be borne by the Contractor.

- 2.5 FAO will reimburse the Contractor the actual cost of round trip economy class air or first class railway fare from the place(s) where the Contractor's personnel commence services under this Contract to the place(s) of assignment and return as set out in **Annex III: "Schedule of Travel"**, up to the total amount of such **Annex**.

ARTICLE 3 – EQUIPMENT, MATERIALS AND MISCELLANEOUS SERVICES

- 3.1 Except for the personnel, equipment, materials and services which are to be provided by FAO as set out in Article 6 below and except for those items in this Contract for which payment or reimbursement to the Contractor is specified therein the Contractor is responsible for providing, at its own costs, all the equipment, materials and miscellaneous services required for the execution of the services referred to in Article 1 above.
- 3.2 FAO will make payments to the Contractor for the equipment, materials and miscellaneous services set out in **Annex IV: "Equipment, Materials and Miscellaneous Services"**, in accordance with the quantities, if any, and the prices specified in the said **Annex IV**.

ARTICLE 4 – REPORTS AND/OR DOCUMENTS

- 4.1 The Contractor shall submit reports and/or documents concerning the services executed under this Contract in accordance with the provisions of **Annex V: "Schedule of Reports and/or Documents"**.
- 4.2 In consideration of the costs for the preparation and publication of the reports and/or documents mentioned in **Annex V**, FAO will pay the Contractor the amounts specified in the said **Annex V**.

ARTICLE 5 – SCHEDULE OF CONTRACT PERFORMANCE

- 5.1 This Contract becomes effective and the Contractor shall commence its performance immediately upon its signature by both Parties.
- 5.2 The Contractor shall complete the services required by this Contract, which is deemed to include FAO's acceptance of all reports and/or documents referred to in Article 4 above, in accordance with the provisions of **Annex VI: "Schedule of Contract Performance"**.

ARTICLE 6 – PARTICIPATION BY FAO

- 6.1 It is agreed between the Parties that the Contractor has entered into this Contract in reliance upon FAO's undertaking to provide certain services and facilities as set out in **Annex VII: "Services and Facilities provided by FAO"**.
- 6.2 In the event that for any reason the services and facilities set out in **Annex VII** are not made available, the Contractor shall immediately advise the Contract Manager mentioned in Article 10.1 below and notify the FAO Representative, it being understood that the Contractor shall not incur expenditures beyond those authorized in this Contract to obtain the said services and facilities without the former's written approval.

ARTICLE 7 – SCHEDULE AND METHOD OF PAYMENT

- 7.1 In full consideration of the services executed by the Contractor, FAO will effect payments to

the Contractor, subject to the deduction of the liquidated damages mentioned in Article 8 below, if any, in accordance with the provisions of **Annex VIII: “Schedule and Method of Payment”**, up to a total amount not to exceed:

..... (Write out)

- 7.2 Any payment by FAO is subject to receipt at the Office of the FAO Representation of one (1) copy of this Contract, duly signed by the Contractor.
- 7.3 The Contractor shall pay or reimburse to FAO in the currency of original payment or in a mutually agreed currency:
 - 7.3.1 overpayments made by FAO;
 - 7.3.2 costs incurred by FAO for the procurement of alternative services due to the Contractor’s default.

ARTICLE 8 – LIQUIDATED DAMAGES

As provided for in Section II, Article 6.5, the Parties agree that FAO may withhold from any payments due to the Contractor an amount equal to two point five percent (2.5%) of the amount specified in Article 7.1, above as liquidated damages for each week of delay or part thereof of delay in the submission of reports and/or documents beyond the deadlines specified for them in **Annex V**, provided however, that such liquidated damages shall not in any case exceed ten percent (10%) of the total Contract amount and it being understood that the withholding by FAO of the said amount(s) does not in any way constitute a waiver by FAO of its rights under Section II, Article 6 of this Contract.

ARTICLE 9 – CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES

- 9.1 The Contractor shall provide all necessary employees and shall be fully responsible for their employment, work permits, payment and administration in strict conformity with all relevant laws and regulations, including laws relating to their employment, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights.
- 9.2 The Contractor shall be responsible for the professional and technical competence of its employees and will select reliable individuals who will perform effectively in the Contract’s implementation, respect the local customs, and conform to a high standard of moral and ethical conduct. The Contractor’s employees working on FAO’s premises will comply with FAO’s rules, policies, and procedures regarding conduct and security.

ARTICLE 10 – DESIGNATION OF THE PARTIES’ CONTRACT MANAGERS

For the purpose of the performance of this Contract, the following persons have been designated by the Parties to represent them as far as their own individual competence and qualifications are concerned. It is understood that any decisions by such Contract Managers which would increase or decrease FAO’s financial liability as set out in Article 7.1 above will only be binding on FAO if they are the subject of a formal amendment to this Contract, duly signed by the FAO Representative.

- 10.1 FAO has designated as its Contract Manager the following person/s:

.....
.....

10.2 The Contractor has designated as its Contract Manager the following person/s:

.....
.....

ARTICLE 11 – PUBLICATION OF CONTRACT AWARDS

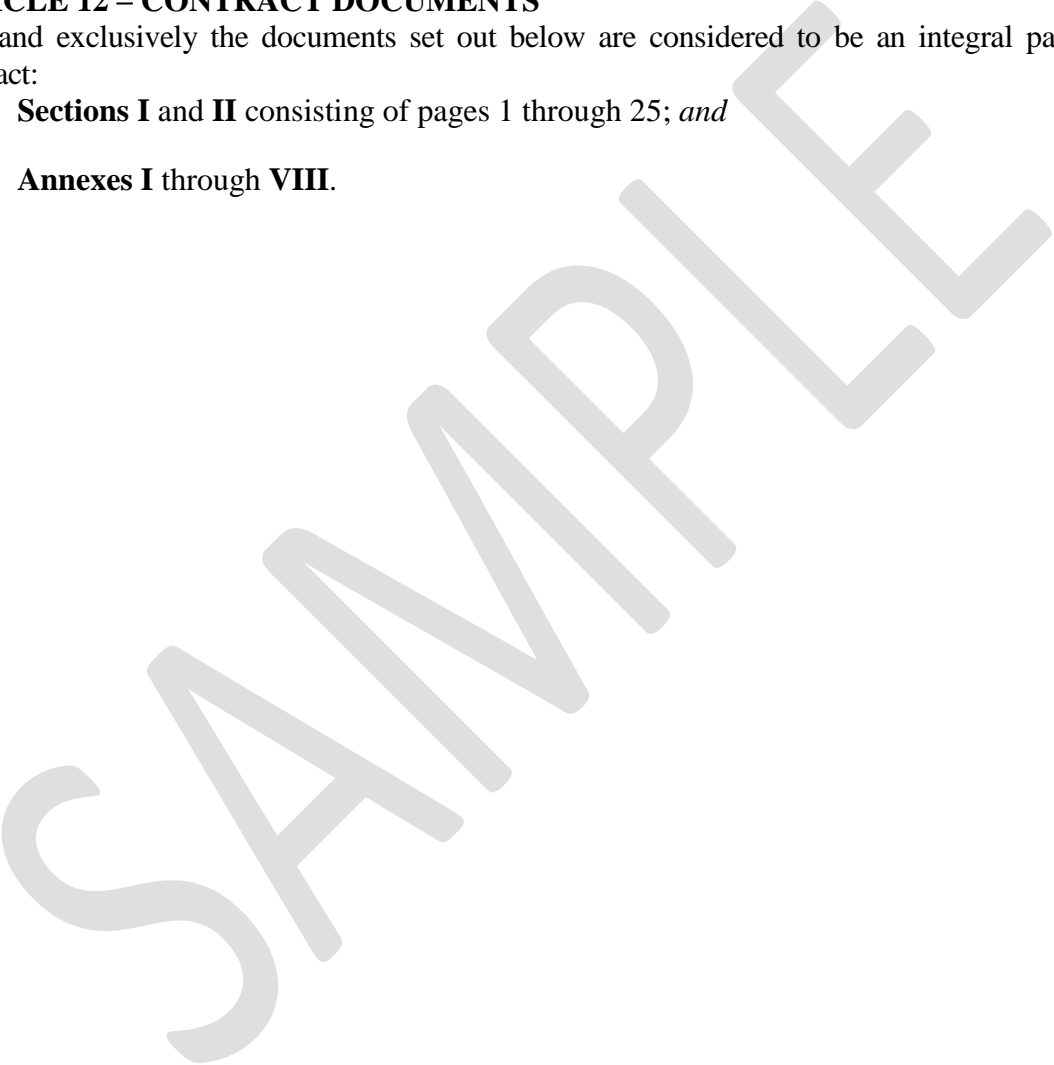
FAO reserves the right to publish the Contractor’s name and country, the total Contract value and a brief description of the services provided under this Contract.

ARTICLE 12 – CONTRACT DOCUMENTS

Only and exclusively the documents set out below are considered to be an integral part of this Contract:

12.1 **Sections I and II** consisting of pages 1 through 25; *and*

12.2 **Annexes I through VIII.**



SECTION II: STANDARD PROVISIONS

ARTICLE 1 – LEGAL STATUS OF THE PARTIES:

- 1.1 Pursuant, *inter alia*, to the FAO Constitution and the Convention on the Privileges and Immunities of the Specialized Agencies, FAO has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfillment of its purposes.
- 1.2 The Contractor shall have the legal status of an independent contractor *vis-à-vis* FAO, and it shall be fully responsible, in particular, for the acts or omissions of its personnel, agents, or other representatives. 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 subcontractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party.

ARTICLE 2 – RESPONSIBILITY FOR EMPLOYEES: To the extent that the Contract involves the provision of any services to FAO by the Contractor’s officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor’s “personnel”), the following provisions shall apply:

- 2.1 The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.
- 2.2 Such Contractor personnel shall be professionally qualified and, if required to work with officials or staff of FAO, shall be able to do so effectively. The qualifications of any 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 personnel originally proposed by the Contractor.
- 2.3 At the option of and in the sole discretion of FAO:
 - 2.3.1 the qualifications of personnel proposed by the Contractor (e.g., curriculum vitae) may be reviewed by FAO prior to such personnel’s performing any obligations under the Contract;
 - 2.3.2 any personnel proposed by the Contractor to perform obligations under the Contract may be interviewed by qualified staff or officials of FAO prior to such personnel’s performing any obligations under the Contract; *and*,
 - 2.3.3 in cases in which, pursuant to Articles 2.3.1 or 2.3.2, above, FAO has reviewed the qualifications of such Contractor’s personnel, FAO may reasonably refuse to accept any such personnel.
- 2.4 Requirements specified in the Contract regarding the number or qualifications of the

Contractor's 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:

- 2.4.1 FAO may, at any time, request, in writing, the withdrawal or replacement of any of the Contractor's personnel, and such request shall not be unreasonably refused by the Contractor.
- 2.4.2 Any of the Contractor's personnel assigned to perform obligations under the Contract shall not be withdrawn or replaced without the prior written consent of FAO, which shall not be unreasonably withheld.
- 2.4.3 The withdrawal or replacement of the Contractor's 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.
- 2.4.4 All expenses related to the withdrawal or replacement of the Contractor's personnel shall, in all cases, be borne exclusively by the Contractor.
- 2.4.5 Any request by FAO for the withdrawal or replacement of the Contractor's personnel shall not be considered to be a termination, in whole or in part, of the Contract, and FAO shall not bear any liability in respect of such withdrawn or replaced personnel.
- 2.5 Nothing in Articles 2.2, 2.3 and 2.4, above, shall be construed to create any obligations on the part of FAO with respect to the Contractor's personnel assigned to perform work under the Contract, and such personnel shall remain the sole responsibility of the Contractor.
- 2.6 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 FAO shall:
 - 2.6.1 undergo or comply with security screening requirements made known to the Contractor by FAO, including but not limited to, a review of any criminal history;
 - 2.6.2 when within FAO premises or on FAO property, display such identification as may be approved and furnished by FAO 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 FAO for cancellation.
- 2.7 Within one (1) working day after learning that any of Contractor's personnel who have access to any FAO premises have been charged by law enforcement authorities with an offense other than a minor traffic offense, the Contractor shall provide written notice to inform FAO about the particulars of the charges then known and shall continue to inform FAO concerning all substantial developments regarding the disposition of such charges.
- 2.8 All operations of the Contractor, including without limitation, storage of equipment, materials, supplies and parts, within FAO premises or on FAO property shall be confined to areas authorized or approved by FAO. 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 FAO premises or on FAO property without appropriate authorization from FAO.

ARTICLE 3 – ASSIGNMENT

- 3.1 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 as may be provided for in this Contract or with the prior written authorization of FAO. Any such unauthorized assignment, transfer, pledge or other disposition, or any attempt to do so, shall not be binding on FAO. Any assignment by the Contractor which is not authorized by FAO will be void and FAO 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 subcontractors, the Contractor shall not delegate any of its obligations under this Contract, except with the prior written consent of FAO. Any such unauthorized delegation, or attempt to do so, shall not be binding on FAO.
- 3.2 The Contractor agrees that FAO may, at its discretion, assign, transfer, pledge, or make other disposition of this Contract or any part hereof, or any of FAO's rights or obligations under this Contract upon written notification within a reasonable period of time either prior to or following such assignment, transfer, pledge or subcontracting arrangement.

ARTICLE 4 – SUBCONTRACTING

In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, and except as may be provided for in this Contract, the Contractor shall obtain the prior written approval of FAO. FAO shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that FAO reasonably considers is not qualified to perform obligations under the Contract. The approval by FAO of a subcontractor shall not relieve the Contractor of any of its obligations under this Contract. FAO shall have the right to require any subcontractor's removal from FAO premises without having to give any justification therefor. Any such rejection or request for removal 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 subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract. The essential terms set out in Article 26 shall be included in all subcontracting arrangements entered into under this Contract.

ARTICLE 5 – EXAMINATION AND ACCEPTANCE

- 5.1 FAO reserves the right to examine the equipment, materials and supplies and/or assess the services provided under this Contract, at any time prior to the expiry of this Contract. Without any additional charge, the Contractor shall provide all facilities for the examination and all necessary support to ensure that examinations can be performed in such a manner as not to unduly delay delivery.
- 5.2 In case of rejection by FAO of the equipment, materials, supplies and/or services provided, a new review may be carried out by the representatives of both FAO and the Contractor, if promptly requested by the Contractor and before FAO exercises any legal remedies. The Contractor shall bear the expenses of such a review.

- 5.3 If this Contract specifically requires the Contractor to procure equipment, materials or supplies on behalf of FAO, such procurement shall be of new equipment, materials or supplies unless procurement of used equipment, materials or supplies is approved in advance in writing by FAO.

ARTICLE 6 – DELAYS AND DEFAULTS

- 6.1 If there should be any delay in the performance of this Contract or any part thereof, the Contractor shall notify FAO in writing giving the cause, such notification to reach FAO no later than ten (10) days after the date on which the delay is known by the Contractor.
- 6.2 If the Contractor is unable to obtain any materials or services necessary for the performance of the Contract from its normal sources of supply, it shall remain liable for any delays when equivalent materials or services can be obtained from other sources in good time.
- 6.3 In any event, if the Contractor fails to make delivery of the materials or to complete items or services required within the time specified in the Contract, or within any extension that may be granted, FAO may, without prejudice to any further rights it may have under this Contract and in particular under Article 17 below:
- 6.3.1 suspend or cancel the right of the Contractor to proceed further with any items or services - or part thereof - in which there has been a delay;
 - 6.3.2 obtain elsewhere upon such terms and conditions as may be deemed appropriate, replacement items or services similar to those which the Contractor failed to provide;
 - 6.3.3 make a corresponding adjustment to the consideration payable to the Contractor; provided, however, that the Contractor shall continue performance of this Contract to the extent not suspended or cancelled under the provisions of this paragraph.
- 6.4 The Contractor shall be liable for any excess costs or damages caused to FAO by a failure or delay on the part of the Contractor in the performance of its obligations under this Contract, except where such failure or delay is due to:
- 6.4.1 causes which are attributable to FAO;
 - 6.4.2 Force Majeure, as defined in Article 16 below.
- 6.5 If, in the event of a default by the Contractor or a delay attributable to it, FAO is of the opinion that the determination of actual excess costs or damages, or any part thereof, incurred by FAO is not practicable, FAO may require the Contractor to pay, in lieu of or in addition to actual damages, as the case may be, the amount specified in, or to be calculated in accordance with, the relevant provision of this Contract, as fixed, agreed and liquidated damages for the duration of the delay or default.
- 6.6 FAO shall determine the effects of any delay or default particularly in regard to an adjustment of the consideration due to the Contractor and to excess costs or damages caused to FAO and its findings shall be binding, provided always that the Contractor shall have the right to avail itself of the provisions of Article 20 below.

- 6.7 FAO shall not be liable to pay interest on the amount(s) not paid to the Contractor within the payment schedule foreseen under the Contract, irrespective of the cause of such delay.

ARTICLE 7 – TITLE

The Contractor warrants and represents that the goods 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 goods shall pass from the Contractor to FAO upon delivery of the goods and their acceptance by FAO in accordance with the requirements of the Contract.

ARTICLE 8 – 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 FAO 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 FAO, FAO 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 FAO to enable FAO to take appropriate measures to resolve the matter.

ARTICLE 9 – INDEMNIFICATION

- 9.1 The Contractor shall indemnify, defend, and hold and save harmless, FAO, and its officials, agents and employees, and any of its member nations or member organizations ("Members") or other ultimate beneficiaries, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against FAO, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:

9.1.1 allegations or claims that the possession of or use by FAO of any patented device, any copyrighted material, or any other goods, property or services provided or licensed to FAO under the terms of the Contract, in whole or in part, separately or in a combination contemplated by the Contractor's published specifications therefor, or otherwise specifically approved by the Contractor, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party; *or*,

9.1.2 any acts or omissions of the Contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

- 9.2 FAO may, where in its opinion, the successful implementation of the Contract or the reputation of FAO, might be prejudiced, withhold or deduct from the payments due to the Contractor under this Contract such amounts as may be required to honour third party claims brought against the Contractor if these claims are connected with the supplies or services to be provided under this Contract and if, after consultation with the Contractor, FAO is satisfied that such claims have been or may become the subject of a judgement, injunction or similar court order.

- 9.3 In addition to the indemnity obligations set forth in this Article 9, the Contractor shall be obligated, at its sole expense, to defend FAO and its officials, agents and employees, pursuant to this Article 9, regardless of whether the suits, proceedings, claims and demands in question actually give rise to or otherwise result in any loss or liability.
- 9.4 FAO shall advise the Contractor about any such suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Contractor shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of FAO or any matter relating thereto, for which only FAO itself is authorized to assert and maintain. FAO shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.
- 9.5 In the event the use by FAO of any goods, property or services provided or licensed to FAO 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:
- 9.5.1 procure for FAO the unrestricted right to continue using such goods or services provided to FAO;
 - 9.5.2 replace or modify the goods or services provided to FAO, or part thereof, with the equivalent or better goods or services, or part thereof, that is non-infringing; *or*,
 - 9.5.3 refund to FAO the full price paid by FAO for the right to have or use such goods, property or services, or part thereof.
- 9.6 For the purposes of this Article, the term “third party” shall be deemed to include, *inter alia*, officials, employees and other representatives of the United Nations, FAO, and other Specialized Agencies participating in the implementation of this Contract as well as any person or entity employed by the Contractor or otherwise performing services for, or supplying goods to, the Contractor.

ARTICLE 10 – INSURANCE AND LIABILITY

- 10.1 The Contractor shall pay FAO promptly for all loss, destruction, or damage to the property of FAO caused by the Contractor’s personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors 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 to be paid by law, in connection with the performance of the Contract;
- 10.2.3 liability insurance in an adequate amount 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 FAO and the Contractor.
- 10.3 The Contractor's liability policies shall also cover subcontractors and all defense costs and shall contain a standard "cross liability" clause.
- 10.4 The Contractor acknowledges and agrees that FAO 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 FAO, 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 FAO 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 FAO;
 - 10.5.3 provide that FAO 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 FAO.
- 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 FAO 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 FAO. Prior to the commencement of any obligations under the Contract, the Contractor shall provide FAO with evidence, in the form of certificate of insurance or such other form as FAO may reasonably require, that demonstrates that the Contractor has taken out insurance in accordance with the requirements of the Contract. FAO 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 FAO 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.

ARTICLE 11 – ENCUMBRANCES AND LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with FAO against any monies due to the Contractor or that may become due for any work done or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Contractor or FAO.

ARTICLE 12 – EQUIPMENT FURNISHED BY FAO TO THE CONTRACTOR

Title to any equipment and supplies that may be furnished by FAO to the Contractor for the performance of any obligations under the Contract shall rest with FAO, and any such equipment shall be returned to FAO at the conclusion of the Contract or when no longer needed by the Contractor. Such equipment, when returned to FAO, 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 FAO for the actual costs of any loss of, damage to, or degradation of the equipment that is beyond normal wear and tear.

ARTICLE 13 – COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

- 13.1 Except as is otherwise expressly provided in writing in the Contract, FAO 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 FAO 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 FAO.
- 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:
- 13.2.1 that pre-existed the performance by the Contractor of its obligations under the Contract, *or*
 - 13.2.2 that the Contractor may develop or acquire, or may have developed or acquired,

independently of the performance of its obligations under the Contract,

FAO does not and shall not claim any ownership interest thereto, and the Contractor grants to FAO 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 FAO, 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 FAO 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 FAO, shall be made available for use or inspection by FAO at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to FAO authorized officials on completion of work under the Contract.

ARTICLE 14 – PUBLICITY, AND USE OF THE NAME, EMBLEM OR OFFICIAL SEAL OF FAO

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

ARTICLE 15 – CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION: All designs, drawings, specifications, reports, data, computer programs, and other technical or proprietary information compiled or developed by the Contractor or furnished or disclosed to the Contractor by FAO under this Contract (“Information”) shall be the property of FAO and shall be treated as confidential and safeguarded by the Contractor, its employees, agents and representatives. Unless otherwise authorized in writing by FAO, the Contractor shall use such Information only in the performance of this Contract. Upon completion or termination of this Contract, the Contractor shall return such Information to FAO.

15.1 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 FAO, the Contractor will give FAO sufficient prior notice of a request for the disclosure of Information in order to allow FAO to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

15.2 FAO reserves the right to publish the Contractor’s name and country, the Contract value and a brief description of the goods or services provided under the Contract. FAO may also disclose Information to the extent as required pursuant to the FAO Constitution or consistent with or pursuant to resolutions or regulations of the Conference of FAO or rules promulgated thereunder.

15.3 A Party shall not be precluded from disclosing Information that is obtained by that Party from a third party without restriction, is disclosed by the other Party to a third party without any obligation of confidentiality, is previously known by the Party who has received the

Information, or at any time is developed by the Party completely independently of any disclosures hereunder.

- 15.4 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

ARTICLE 16 – FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 16.1 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 below. The Contractor shall be liable for any damages resulting from lack of notice of the *force majeure* event.
- 16.2 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, FAO shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in Article 17 below, except that the period of notice shall be seven (7) days instead of thirty (30) days. In any case, FAO 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.
- 16.3 *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 (or on the part of its personnel, agents, other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence. 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*. Notwithstanding anything to the contrary herein in this Contract, the Contractor recognizes that the provision of goods and services may from time to time be performed under harsh or hostile conditions, including civil unrest. Consequently, delays or failure to perform caused by events arising out of, or in connection with, such difficult conditions shall not, in and of itself, constitute *force majeure* under this Contract. The Contractor therefore acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in areas in which FAO 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.

ARTICLE 17 – TERMINATION

- 17.1 Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) day's notice, in writing, to the other Party. The initiation of conciliation or arbitral proceedings in accordance with Article 20 below shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract.
- 17.2 For the purposes of this Article, a "cause" include, without being limited to:
- 17.2.1 unforeseen causes beyond the control of FAO;
 - 17.2.2 repeated and/or serious non compliance with laws and regulations related to social contribution, safety measures, pollution, prevention of injuries in the work place;
 - 17.2.3 serious contractual breaches compromising the normal performance of the services under this Contract;
 - 17.2.4 transfer to third parties, either directly or indirectly through an intermediary, of all or part of the rights and obligations pertaining to the services under this Contract, except for subcontracts duly authorized by FAO;
 - 17.2.5 gross negligence;
 - 17.2.6 unjustified delay in the execution of the services, so as to substantially prejudice the achievement of FAO's objectives under this Contract;
 - 17.2.7 default in the submission of the performance bond as required, if applicable.
- 17.3 FAO may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of FAO applicable to the performance of the Contract or the funding of FAO applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance written notice to the Contractor, FAO may terminate the Contract without having to provide any justification therefor.
- 17.4 In the event of any termination of the Contract, upon receipt of notice of termination that has been issued by FAO, the Contractor shall, except as may be directed by FAO in the notice of termination or otherwise in writing:
- 17.4.1 take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum;
 - 17.4.2 refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice;
 - 17.4.3 place no further subcontracts or orders for materials, services, or facilities, except

as FAO and the Contractor agree in writing are necessary to complete any portion of the Contract that is not terminated;

- 17.4.4 terminate all subcontracts or orders to the extent they relate to the portion of the Contract terminated;
 - 17.4.5 transfer title and deliver to FAO the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the portion of the Contract terminated;
 - 17.4.6 deliver all completed or partially completed plans, drawings, information, and other property that, if the Contract had been completed, would be required to be furnished to FAO thereunder;
 - 17.4.7 complete performance of the work not terminated; *and*,
 - 17.4.8 take any other action that may be necessary, or that FAO may direct in writing, for the minimization of losses and for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Contractor and in which FAO has or may be reasonably expected to acquire an interest.
- 17.5 In the event of any termination of the Contract, FAO shall be entitled to obtain reasonable written accountings from the Contractor concerning all obligations performed or pending in accordance with the Contract. In addition, FAO shall not be liable to pay the Contractor except for those goods delivered and services provided to FAO in accordance with the requirements of the Contract, but only if such goods or services were ordered, requested or otherwise provided prior to the Contractor's receipt of notice of termination from FAO or prior to the Contractor's tendering of notice of termination to FAO.
- 17.6 The Contractor shall immediately report any change in its legal status or control to FAO. FAO may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that:
- 17.6.1 the Contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent;
 - 17.6.2 the Contractor is granted a moratorium or a stay, or is declared insolvent;
 - 17.6.3 the Contractor makes an assignment for the benefit of one or more of its creditors;
 - 17.6.4 a Receiver is appointed on account of the insolvency of the Contractor;
 - 17.6.5 the Contractor offers a settlement in lieu of bankruptcy or receivership; *or*,
 - 17.6.6 FAO reasonably determines that the Contractor has become subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Contractor to perform any of its obligations under the Contract.

- 17.7 Except as prohibited by law, the Contractor shall be bound to compensate FAO for all damages and costs, including, but not limited to, all costs incurred by FAO in any legal or non-legal proceedings, as a result of any of the events specified in Article 17.6, above, and resulting from or relating to a termination of the Contract, even if the Contractor is adjudged bankrupt, or is granted a moratorium or stay or is declared insolvent. The Contractor shall immediately inform FAO of the occurrence of any of the events specified in Article 17.6, above, and shall provide FAO with any information pertinent thereto.
- 17.8 The provisions of this Article 17 are without prejudice to any other rights or remedies of FAO under the Contract or otherwise.

ARTICLE 18 – NON-WAIVER OF RIGHTS

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 by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Contract.

ARTICLE 19 – NON-EXCLUSIVITY

Unless otherwise specified in the Contract, FAO shall have no obligation to purchase any minimum quantities of goods or services from the Contractor, and FAO shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity described in the Contract, from any other source at any time.

ARTICLE 20 – SETTLEMENT OF DISPUTES, CONCILIATION AND ARBITRATION

- 20.1 Any dispute between the Parties concerning the interpretation and the execution of the Contract will be settled by negotiation or, if not settled by negotiation between the Parties or by another agreed mode of settlement shall, at the request of either Party, be submitted to one conciliator. Should the Parties fail to reach agreement on the name of a sole conciliator, each Party shall appoint one conciliator. The conciliation shall be carried out in accordance with the Conciliation Rules of the United Nations Commission on International Trade Law (“UNCITRAL”), as at present in force.
- 20.2 Any dispute between the Parties concerning the interpretation and the execution of the Contract that is unresolved after conciliation shall, at the request of either Party be settled by arbitration in accordance with the UNCITRAL Arbitration Rules, as at present in force. Arbitrations under this provision shall be administered by the International Bureau of the Permanent Court of Arbitration.
- 20.3 The conciliation or the arbitration proceedings shall be conducted in any of the six (6) official languages of FAO (Arabic, Chinese, English, French, Spanish and Russian) in which the Contract is drafted. In cases in which the language of the Contract is not an official language of FAO, the conciliation or the arbitration proceedings shall be conducted in English.
- 20.4 The Parties may request conciliation during the execution of the Contract or within a period not to exceed twelve (12) months after the expiry or the termination of the Contract. The Parties may request arbitration not later than ninety (90) days after the termination of the conciliation proceedings.

- 20.5 Decisions of the arbitral tribunal shall be final and binding to the Parties. The arbitral tribunal shall have no authority to award punitive damages or, unless otherwise expressly provided in this Contract, to award interest in which case such interest shall not be in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only.

ARTICLE 21 – PRIVILEGES AND IMMUNITIES AND APPLICABLE LAW

- 21.1 Nothing contained in or relating to this Contract shall be deemed a waiver, express or implied, of the privileges and immunities of FAO, nor as conferring any privileges or immunities of FAO on the Contractor or its employees, nor as acceptance by FAO of the jurisdiction of the courts of any country over disputes arising out of this Contract.
- 21.2 Notwithstanding any specific provision herein, this Contract and any dispute arising therefrom shall be governed by general principles of law to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts 2010.

ARTICLE 22 – TAX EXEMPTION

- 22.1 Article III Section 9, of the Convention on the Privileges and Immunities of the Specialized Agencies provides, *inter alia*, that FAO is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of FAO from such taxes, restrictions, duties, or charges, the Contractor shall immediately consult with FAO to determine a mutually acceptable procedure.
- 22.2 The Contractor authorizes FAO to deduct from the Contractor’s invoices any amount representing such taxes, duties or charges, unless the Contractor has consulted with FAO before the payment thereof and FAO 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 FAO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized, and FAO shall reimburse the Contractor for any such taxes, duties, or charges so authorized by FAO and paid by the Contractor under written protest.

ARTICLE 23 – MODIFICATIONS

- 23.1 FAO may at any time by written instructions make changes within the general scope of this Contract and the Contractor shall be obliged to implement such changes in a timely manner. If any such change causes an increase or decrease in the quantities of goods and/or services or the time required for performance of this Contract, an equitable adjustment shall be made in the order price or delivery schedule, or both, and the Contract shall be amended, terminated or reissued accordingly.
- 23.2 Any claim by the Contractor for adjustment under this Article must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; provided, however, that FAO may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. A dispute arising from failure to agree to any adjustments shall be subject to the provisions of Article 20 above of this Contract. However, nothing in this Article shall relieve the Contractor from its obligation

to proceed with the performance of the Contract as changed.

- 23.3 No modification of or change in the terms of this Contract shall be valid or enforceable against FAO unless it is in writing and signed by a duly authorized officer.
- 23.4 Any modification of this Contract other than the changes provided for under Articles 23.1 to 23.3 above shall be effected by an amendment to this Contract to be mutually agreed between the Parties hereto.

ARTICLE 24 – AUDITS AND INVESTIGATIONS

- 24.1 Each invoice paid by FAO shall be subject to a post-payment audit by auditors, whether internal or external, of FAO or by other authorized and qualified agents of FAO at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. FAO shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by FAO other than in accordance with the terms and conditions of the Contract.
- 24.2 The Contractor acknowledges and agrees that, from time to time, FAO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract. The right of FAO to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract.
- 24.3 The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to FAO 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 inspections, post-payment audits or investigations carried out by FAO hereunder.

ARTICLE 25 – LIMITATION ON ACTIONS

- 25.1 Except with respect to any indemnification obligations in Article 6 above, or as are otherwise set forth in the Contract, any conciliation proceedings in accordance with Article 20 above, arising out of the Contract must be commenced within twelve (12) months after the cause of action has accrued.
- 25.2 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.

ARTICLE 26 – ESSENTIAL TERMS

The Contractor acknowledges and agrees that each of the provisions in Articles 27 to 35 hereof constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle FAO to terminate the Contract or any other contract with FAO immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

ARTICLE 27 – SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to FAO in connection with the performance of its obligations under the Contract. Should any authority external to FAO seek to impose any instructions concerning or restrictions on the Contractor's performance under the Contract, the Contractor shall promptly notify FAO and provide all reasonable assistance required by FAO. 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 FAO, and the Contractor shall perform its obligations under the Contract with the fullest regard to the interests of the FAO.

ARTICLE 28 – OFFICIALS NOT TO BENEFIT

The Contractor warrants that it has not and shall not offer to any representative, official, employee, or other agent of FAO any direct or indirect benefit arising from or related to the performance of the Contract or of any other contract with FAO or the award thereof or for any other purpose intended to gain an advantage for the Contractor.

ARTICLE 29 – OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. The Contractor shall promptly correct any violations thereof and shall keep FAO informed of any conflict or problem arising in relation to national authorities. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified vendor of goods or services to FAO, as such obligations are set forth in FAO vendor registration procedures.

ARTICLE 30 – LABOR

30.1 The Contractor shall:

30.1.1 respect the prohibition of forced or compulsory labour in all its forms;

30.1.2 respect the freely exercised right of workers, without distinction, to organize, to further and defend their interest as well as the protection of those workers who exercise their right to organize;

30.1.3 ensure equality of opportunity and treatment in respect of employment and occupation; *and*

30.1.4 ensure fair and reasonable conditions of safety, health and welfare.

30.2 The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiary 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 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.

ARTICLE 31 – MINES

The Contractor represents and warrants that neither it, its 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.

ARTICLE 32 – SEXUAL EXPLOITATION

The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of any direct beneficiary of the FAO projects or programmes receiving the goods or services provided under this Contract, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any direct beneficiary of the FAO projects or programmes receiving the goods or services provided under this Contract, or to any persons related to such beneficiaries.

ARTICLE 33 – TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the funds received from FAO under this Contract are used to provide support to individuals or entities:

- 33.1 associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to Resolution 1267 (1999) (<http://www.un.org/sc/committees/1267/pdf/consolidatedlist.pdf>); or
- 33.2 that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council.

ARTICLE 34 – PROHIBITED PRACTICES

- 34.1 The Contractor shall observe the highest standard of ethics during the procurement and execution of this Contract and will not engage in any corrupt, fraudulent, collusive or coercive practices, and agrees to adhere to the UN Supplier Code of Conduct.
- 34.2 FAO, without prejudice to any other rights or remedies it may possess, may terminate the Contract forthwith if the Contractor, in the judgment of FAO, has engaged in corrupt, fraudulent, collusive or coercive practices in competing for or in executing this Contract, and as appropriate, request full or partial restitution of sums previously paid by FAO under this Contract.
- 34.3 For the purpose of this Article, the following terms shall have the following meanings: "Fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation. "Coercive practice" is 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 a party. "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party. "Corrupt practice" is 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.

ARTICLE 35 – DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

The Contractor should not be suspended, debarred, or otherwise identified as ineligible by any International or UN Organization. The Contractor is therefore required to disclose to FAO whether its company, or any of its affiliates, is subject to any sanction or temporary suspension imposed by any International or UN Organization at the time of execution of this Contract and throughout its duration. The Contractor recognizes that a breach of this provision will entitle FAO to terminate its Contract with the Contractor.

ARTICLE 36 – COLLABORATION WITH CERTAIN COUNTRIES

FAO reserves the right to communicate in writing to the Contractor, countries from which no goods or services shall be purchased directly or indirectly for purposes of delivery, distribution, installation, or use under this Contract. These communications shall be deemed a condition of this Contract and be incorporated by the Contractor in any contracts with authorized subcontractors.

ARTICLE 37 – INTERPRETATION OF THE CONTRACT

In the event of a conflict or inconsistency between the provisions of Section I and Section II of this Contract, the former shall prevail.

ARTICLE 38 – NOTICES AND COMMUNICATIONS

38.1 All notices and other binding communications shall be in English, or the language of the Contract, and shall be deemed to be validly given if sent by registered mail, by fax or by email with return receipt to the other Party at the address or numbers of either Party as indicated in the Contract.

38.2 Any notice affecting the rights or obligations of either party to this Contract shall be given in writing and delivered in person or by registered mail to the addresses given below:

38.2.1 To FAO:

.....
.....

38.2.2 To the Contractor:

.....
.....

At the Contractor’s address shown in the Preamble to this Contract.

38.3 Notice shall be considered as effected on the date of delivery to the addressee.

Signed on behalf of:

THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS :

Contract No.

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Name:

Title:

Date:

Signed on behalf of:

THE CONTRACTOR

Name:

Title:

Date:

SAMPLE

Contract No.

ANNEXES I – VIII

Contract No.

**An
nex I**

STATEMENT OF SERVICES AND SPECIFICATIONS

The Contractor shall execute the services set out in this Annex in accordance with the specifications mentioned herein:

Contract

No.

Annex II

SERVICES AND REMUNERATION OF PERSONNEL

FAO will pay the Contractor in accordance with the provisions of **Annex VIII** for the personnel services provided for in Article 2.1 of Section I as set out below.

**Contract
No.
Annex III**

SCHEDULE OF TRAVEL

FAO will reimburse the Contractor in accordance with the provisions of **Annex VIII** the actual travel costs it has incurred and paid as provided for in Article 2.5 of Section I.

Contract

No.

Annex IV

EQUIPMENT, MATERIALS AND MISCELLANEOUS SERVICES

FAO will pay and/or reimburse the Contractor in accordance with the provisions of **Annex VIII** the actual costs it has incurred and paid under each of the categories of expenditure set out below up to the total amount of each category.

Contract

No.

Annex V

SCHEDULE OF REPORTS AND/OR DOCUMENTS

The Contractor shall submit reports and/or documents in the English language with respect to services performed under this Contract as set out below, payment for which will be made by FAO in accordance with the provisions of **Annex VIII**.

Contract

No.

Annex VI

SCHEDULE OF CONTRACT PERFORMANCE

The Contractor shall execute this Contract in accordance with the following schedule of performance:

Contract

No.

Annex VII

SERVICES AND FACILITIES PROVIDED BY FAO

SCHEDULE AND METHOD OF PAYMENT

FAO will effect the following payments or reimbursements to the Contractor, subject to the provisions of Article 7 of Section I and those of this **Annex**, upon receipt of invoices in duplicate at the office mentioned in paragraph 6 below, up to a total amount not to exceed:

..... (*Write out amount*)

1. Payments for personnel services as provided for in Article 2.1 of Section I, will be effected according to the following schedule:

1.1 Upon submission of monthly invoices for the number of days of personnel services actually rendered, duly certified by FAO's Contract Manager designated in 10.1 of Section I, payments for such days of personnel services, it being understood that of each invoice ten percent (**10%**) shall be withheld.

1.2 Upon satisfactory completion of this Contract, including acceptance by FAO's Contract Manager indicated above, of all reports and/or documents listed in **Annex V**, a final payment of the ten percent (**10%**) withheld shall be effected.

2. Upon submission of invoices together with appropriate supporting documents, the actual travel costs as provided for in Article 2.5 of Section I, will be effected in accordance with the price schedule set out in **Annex III** up to a total amount not to exceed:

..... (*Specify amount*)

3. Upon submission of invoices together with appropriate supporting documents payments and/or reimbursements for the equipment, materials and additional services, as provided for in Article 3 of Section I, will be effected in accordance with the price schedule set out in **Annex IV** up to a total amount not to exceed:

..... (*Specify amount*)

4. Upon submission of invoices for the preparation and publication of the reports and/or documents provided for under Article 4 of Section I, payments for the reports and/or documents which have been accepted by FAO's Contract Manager indicated above will be effected in accordance with the price schedule set out in **Annex V**, it being understood that of each invoice ten percent (**10%**) will be withheld which will become payable upon the satisfactory completion of this Contract, up to a total amount not to exceed:

..... (*Specify amount*)

5. The Contractor shall indicate clear payment/banking instructions on all invoices which shall bear a consecutive number and indicate:

5.1 Contract No. ;

5.2 Any supporting documents attached;

5.3 The certification by FAO Contract Manager mentioned above, if required by the provisions of the present **Annex VIII**.

6. All invoices shall be submitted in duplicate addressed to:

.....

7. FAO will endeavour to effect payment of the invoices submitted in accordance with paragraphs 5 and 6 above, within thirty (30) calendar days of the date of their receipt but shall under no circumstances be liable

Contract No.**Annex VII**

to pay interest on amounts not paid within such period.

8. FAO will make payment to a bank account indicated by the Contractor in its invoice, providing that the bank account is in the name of the Contractor and located in the country of residence of the Contractor. Any request for payment to a bank account other than that of the Contractor or to a bank other than one located in the Contractor's country of residence should be specified in a written notice with the reasons for such deviation from standard payment terms, and authorized by FAO's Contract Manager mentioned above.