



**Request for Proposal (RFP) -UNDP/AFG/UNODC/RFP/ 013/2010/ 0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

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<b>CHECK LIST FOR COMPLETE PROPOSAL SUBMISSION*</b>
Proposal submission form to be signed by authorized representative with company stamp.
Proposal is properly sealed & marked with reference number of the RFP: <b>UNDPAFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.</b>
Language of proposal is as requested in English.
Submission of proposal (Hard copy) marked one as original & one as copy as per instruction of RFP Documents.
Submission of technical proposal (Complete documents) in separate sealed envelope as per instruction of the RFP Document to be signed by authorized representative with company stamp
Price schedule (Financial proposal): fully complete to be submitted in separate sealed envelope, signed by authorized representative with stamp of the company as per instruction of the RFP document
contact details of Bidder
Submission of all other requested documents as instructed in the RFP Documents

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## **Invitation Letter**

**Date: 29-August-2010.**

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and (Two) Kandahar provinces.**

UNDP on behalf of UNODC are requested you to submit a proposal for Provision of Legal Training on the Training Manual Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces .

As per enclosed Terms of Reference (TOR).

1. To enable you to submit a proposal, attached are:

- i. Instructions to Offerors ..... (Annex I)
- ii. General Conditions of Contract..... (Annex II)
- iii. Terms of Reference (TOR).....(Annex III)
- iv. Proposal Submission Form .....(Annex IV)
- v. Price Schedule .....(Annex V)

2. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than **28- September- 2010 at 15:00pm, local time.**

**Address for submission of Proposal:**

**UNDP Country Office**

**Procurement Unit, Shah Mahmood Ghazi Watt, Kabul Afghanistan**

**With RFP Reference N0- UNDPAFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

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3. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

It is a must that interested bidders send their acknowledgment to ([procurement.af@undp.org](mailto:procurement.af@undp.org)) if they intend to participate in this bidding process. This is necessary to enable UNODC/UNDP to respond to questions that arise, and to distribute addenda to all bidders. Failure to do so may disqualify your company from further consideration or comments. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,  
UNDP Procurement Unit

**Annex I  
Instructions to Offerors**

**A. Introduction**

**1. General**

**2. Purpose of the RFP:** Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces as per attached Term of Reference (TOR) attached as Annex-III.

**3. Cost of proposal:**

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**B. Solicitation Documents**

**4. Contents of solicitation documents**

**Request for Proposal (RFP) -UNDPAFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

**5. Clarification of solicitation documents**

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organization's mailing address indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

**6. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

**C. Preparation of Proposals**

**7. Language of the proposal**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in English.

**8. Documents comprising the proposal**

The Proposal shall comprise the following components:

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- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9;
- (d) Proposed key staff CVs
- (e) The technical & financial proposal should be submitted in separate sealed envelope(signed by authorized person of the company & stamped).
- (f) **Partial proposal submission-Not permitted**

9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

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The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

10. Proposal prices:

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

**11. Proposal currencies**

**All prices shall be quoted in Afghani or any convertible currency (as per UN exchange rate)**

12. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

13. Format and signing of proposals:

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The Offeror shall prepare two copies of the Proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

**14. Payment**

- D.** UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of milestones & delivery of the services accepted to UNDP/UNODC. Payment will be in Afghani & for other currency payment will be made in Afghani with the UN operational rate of exchange on the date of payment.

**E. Submission of Proposals**

**15. Sealing and marking of proposals** (According to the-C- Preparation of Proposals, Clause-8)

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

- (a) The outer envelope shall be:

- **Addressed to –**  
**UNDP Country Office, Procurement Unit, Shah Mahmood Ghazi Watt, Kabul, Afghanistan.**

**With RFP reference N0-UNDPAFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the

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copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

(c) Proposals are to be submitted by the deadline as stipulated above with **sealed Proposal** providing they are **signed and stamped** in all relevant places.

(d) It is the Bidder’s/Contractor responsibility to ensure that Proposal sent by courier and are received by the deadline.

(e) Bids submitted by E-Mail, fax or to any other address will be rejected. Late bids will not be accepted.

(f) Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

**16. Deadline for submission of proposals**

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **28- September- 2010 at 15:00pm, local time.**

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

**17. Late submission of Proposals**

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals mentioned above (clause 16), will be rejected.

**18. Modification and withdrawal of Proposals**

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

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No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

**E. Opening and Evaluation of Proposals:**

18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

**20. Preliminary examination**

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

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A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

**21. Evaluation and comparison of proposals**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the Contractor submitting/ offering the lowest price responsive proposal.

***Technical Evaluation Criteria***

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organization submitting Proposal	30%	300					
2.	Proposed Work Plan and Approach	50%	500					
3.	Personnel	20%	200					
<b>Total</b>			<b>1000</b>					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

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Form 1: Expertise of Firm / Organization Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organization submitting proposal							
1.1	Reputation of Organization and Staff (Competence / Reliability)	50					
1.2	Litigation and Arbitration history	25					
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	45					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	25					
1.5	Quality assurance procedures, warranty	45					
1.6	Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	110					

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	300					
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Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	50					
2.2	Have the important aspects of the task been addressed in sufficient detail?	30					
2.3	Are the different components of the project adequately weighted relative to one another?	40					
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	80					
2.5	Is the conceptual framework adopted appropriate for the task?	70					
2.6	Is the scope of task well defined and does it correspond to the TOR?	130					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100					
		500					

Technical Proposal Evaluation	Points	Company / Other Entity				
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Form 3			Obtainable	A	B	C	D	E
3.1	Task Manager		80					
		Sub-Score						
	General Qualification	65						
	Suitability for the Project							
	- International Experience	10						
	- Training Experience	10						
	- Professional Experience in the area of specialisation	35						
	- Knowledge of the region	10						
	- Language Qualifications	15						
		80						
3.2	Senior Expert		60					
		Sub-Score						
	General Qualification	20						
	Suitability for the Project							
	- International Experience	5						
	- Training Experience	5						
	- Professional Experience in the area of specialisation	35						
	- Knowledge of the region	5						
	- Language Qualifications	5						
		25	25					
3.3	Junior Expert		20					
		Sub-Score						

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General Qualification		10						
Suitability for the Project								
- International Experience	5							
- Training Experience	0							
- Professional Experience in the area of specialisation	10							
- Knowledge of the region	0							
- Language Qualification		5						
		15	15					
<b>Total Part 3</b>			200					

**F. Award of Contract**

**22. Award criteria, award of contract**

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

**23. Purchaser's right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

**24. Signing of the contract**

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

**25. Performance security**

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Within 30 days of the receipt of the Contract from the Purchaser, the successful Offeror shall provide the performance security on the Performance Security Form provided in the Solicitation Documents and in accordance with the Special Conditions of Contract.

Failure of the successful Offeror to comply with the requirement of Clause 24 or Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

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## **Annex II**

### **UNDP GENERAL CONDITIONS OF CONTRACT FOR PROFESSIONAL SERVICES**

#### **1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

#### **3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

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

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

#### **6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award

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thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

## **7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8. INSURANCE AND LIABILITIES TO THIRD PARTIES**

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

(i) Name UNDP as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;

(iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of

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the insurance required under this Article.

**F. 9. ENCUMBRANCES/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 UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**9. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the

Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

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

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

**12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

**Request for Proposal (RFP) -UNDP/AFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

**13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

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

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**15. TERMINATION**

**Request for Proposal (RFP) -UNDP/AFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL

Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2. Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**Request for Proposal (RFP) -UNDP/AFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

**PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**TAX EXEMPTION**

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

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

**19 CHILD LABOUR**

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers 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.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20 MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or

20.1 Manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and

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Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21 OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22 AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

### **Audits and investigations:**

1.1- Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

1.2- The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP 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. 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 documentation for such purposes and to grant to UNDP access to the Contractor's premises. 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 UNDP hereunder.

**Request for Proposal (RFP) -UNDP/AFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

**Anti-terrorism:**

2- The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

**Security:**

- 3.1- The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.
- 3.2- The Contractor shall:
  - (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
  - (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.
- 3.3- UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 3.1 above.

**Request for Proposal (RFP) -UNDPAFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

## **Annex III**

### **TERMS OF REFERENCE (TOR)**

**For Provision of Legal Training on the Training Manual Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and (two in) Kandahar provinces (services requested by UNODC project N0-AFG TO3)**

**Task:**

**Provision of Legal Training on the Training Manual Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

**Location of the project:** Kabul, (Two in)Kandahar, Jalalabad, and Hirat provinces

**Target groups:**

Judicial staff

**Time: four months (estimated date: From 15 October 2010– 31 January 2011).**

**Background and justification**

UNODC CO Afghanistan had recently developed through the recruitment of an international consultant, a training manual on “Combating Trafficking in Persons in Afghanistan: Manual for Judges and prosecutors of Afghanistan”. The training manual is finalized and is under translation in to Local languages.

The “core” of the manual is built primarily upon relevant international conventions beside the close focus on Afghan legislation (which is used to present practical examples). The “Combating Trafficking in Persons in Afghanistan: Manual for Judges and prosecutors of Afghanistan” was finalized and reviewed in early 2010 and at this stage UNODC is planning to hire an implementing partner assisting UNODC for conducting training to Afghan Judges and Prosecutors in Kabul, Hirat, Jalalabad and (two in) Kandahar Provinces.

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**Work Description**

Under the direct supervision of the Representative of the UNODC Country Office Afghanistan or his immediate designate and with technical guidance of UNODC AFGT03 project, the contractor will provide training to Judges and prosecutors who are dealing with Juvenile case as below:

**Deliverables:**

- Provision of training for the Judges and prosecutors handing Juvenile cases on UNODC developed Manual on **Combating Trafficking in Persons in Afghanistan** for Judges and Prosecutors.
- The contractor will report on monthly basis as well as immediately after the completion of each training to UNODC.
- The contract for this assignment needs to be conducted in the given timeframe in the contract documents.
- The training venue to be selected by the contractor in close consultation with UNODC
- All other task requested in this TOR.

**Training Venue and refreshments**

The training venue will be selected by the contractor in close consultation with UNODC. During the training Morning and afternoon tea and lunch will be provided by the supplier. The rent of the venue, refreshments and lunch will be included in the proposal of the supplier.

**Reporting:**

The contractor will report on monthly basis as well as immediately after the completion of each training to UNODC. The training report will also include the evaluation of the training. The contractor will also submit a finale report, including financial report, to UNODC. The format and style of the report will be agreed by the parties during the drafting of the report. The report will be submitted in English. If the contractor is preparing the report in local languages, it needs to

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translate the report and send both original and translated version to UNODC. A soft copy of the report needs to be sent by e-mail to AFGT03 project staff.

**Duration of Contract: Four months from the date of the signing of the contract by both parties.**

**Management**

- Management – The implementation will be carried out under UNODC Afghanistan; the head of the team will work under the direct supervision of the Representative of UNODC Afghanistan and utilizing technical assistance of the UNODC Criminal Justice Section.

**Timeframe and training breakdown:**

- Estimated time line: From 15 October 2010– 31 January 2011

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NO	Province	Number of Participants		Perdium and Transportation costs in AFN			Assignment Duration			Training Description
		Judges	Prosecutors	City Participants (only transport)	Districts Participants		Review of UNODC Developed training materials	Preparation of presentation slides in English & Pashto in consultations with UNODC	Training duration	
					Travel (once)	Perdium ( per Day)				
1	Kabul	15	15	500	1000	1000	15 - 30 October 2010	1- 15 Nov 2010	20 – 25 Nov 2010	Training for the Judges and prosecutors handling Trafficking in Person cases on UNODC developed Combating Trafficking in Person in Afghanistan manuals
2	Hirat	15	15	500	1000	1000			27 Nov – 2 Dec 2010	Training for the Judges and prosecutors handling Trafficking in Person cases on UNODC developed Combating Trafficking in Person in Afghanistan manuals
3	Jalabad	15	15	500	1000	1000			4 – 9 Dec 2010	Training for the Judges and prosecutors handling Trafficking in Person cases on UNODC developed Combating Trafficking in Person in Afghanistan manuals
4	Kandahar	15	15	500	1000	1000			8 – 13 Jan 2011	Training for the Judges and prosecutors handling Trafficking in Person cases on UNODC developed Combating Trafficking in Person in Afghanistan manuals
5	Kandahar	15	15	500	1000	1000			15 – 20 Jan 2011	Training for the Judges and prosecutors handling Trafficking in Person cases on UNODC developed Combating Trafficking in Person in Afghanistan manuals

**Qualifications, prior experience & specialized knowledge**

- The institution/individuals should have demonstrated experience in delivering of Legal training in Afghanistan:
- The contractor must have valid license from the Islamic Republic of Afghanistan
- The contractor must have substantial experience in the provision of legal training to Afghan justice institutions at provincial level.
- Fact sheet including CVs of legal trainers are required to be attached with the bid.
- Bank Security

**Request for Proposal (RFP) -UNDPAFG/UNODC/RFP/ 013/2010/0229 for Provision of Legal Training on the Training Manual for Combating Trafficking in Persons in Afghanistan for Judges and prosecutors, to be conducted in Hirat, Jalalabad, Kabul and Kandahar provinces.**

**Payment modality:**

- **Upon starting of the services & satisfactory delivery, the 10% of the total cost of the contract will be paid to the contractor.**
- **Upon successful review of training materials and development of training lesson plan & delivery , the 40% of the total cost of the contract will paid to the contractor.**
- **The remaining 50 will be paid to the contactor after successfully completion of all services requested in the TOR , Contract documents as well as acceptance of final report by UNODC Project manager.**



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**Annex V**

**Price schedule**

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible).

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<b>Price Schedule:</b>				
<b>Request for Proposals for Services</b>				
<b>Description of Activity/Item</b>		<b>Number of Staff</b>	<b>H. Monthly Rate, I. AFN</b>	<b>Estimated Amount, AFN</b>
<b>1.</b>	<b>Remuneration</b>			
1.1	Services in Home office			
1.2	Services in Field			
<b>2.</b>	<b>Out of Pocket Expenses</b>			
2.1	Travel			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Equipment and other items			
	Total cost of proposal in Afghani(AFN)			

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***PERFORMANCE SECURITY FORM***

To: UNDP

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. .... dated ....., to execute Services .....

(hereinafter called “the Contract”):

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

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring UN entity.

**J. SIGNATURE AND SEAL OF THE GUARANTOR**

Date .....

Name of Bank .....

Address .....