



IOM International Organization for Migration
 OIM Organisation Internationale pour les Migrations
 OIM Organización Internacional para las Migraciones

Headquarters

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PO Number**Doc. Date****Contact****PCR Code****Tel.****Mission****Email**

PURCHASE ORDER

Vendor Details

Your Vendor No. with us:

Vendor's Contact Person:

Ship/Deliver Purchase Goods/Service To:

IOM-Tbilisi, CO, GEORGIA

12 T. Abuladze First Dead-End, Tbilisi, 0162

Send Invoice To:

Tbilisi, GEORGIA

12 T. Abuladze First Dead-End, Tbilisi, 0162

Terms of Payment Z007

Details of Terms of Payment

within 7 days Due net

Delivery Schedule

Delivery Date

Inco Terms

No	Material Code & Description	Delivery Date	Order Qty.	Unit	Price Per Unit	Net Value
00010			1	EA		
WBS:						
00020			1	EA		
WBS:						
00030			1	EA		
WBS:						
00040			1	EA		
WBS:						

Total Basic Price
Total Input Tax 0% 0.00
Total Value GEL

Vendor's Acceptance

I confirm that I am authorized, as a representative of my company, to accept the terms and conditions contained in this Purchase Order. I certify that I have read the terms and conditions and that, on behalf of my company, I accept them unconditionally and agree to be bound by them.

Signed Over Printed Name & Date

Prepared By:

Approved By:

This document is considered valid if digitally authorized by the IOM Approver. This is system-generated and does not require any IOM signature.

Standard Terms and Conditions for Purchase Order

1. Agreement

Acceptance of this Purchase Order (PO) by the Supplier shall effect a contract between IOM and the Supplier (each, a "Party" and jointly, the "Parties"). The Supplier's acknowledgement of the PO, delivery of any goods under the PO, or acceptance of any payment shall constitute acceptance of the PO. The rights and obligations of the Parties shall be governed solely by the PO which shall include the Standard Terms & Conditions and any Annexes (collectively, the "Agreement"). No additional or inconsistent provisions proposed by the Supplier shall bind IOM unless agreed to in writing by a duly authorized IOM official. In the event of a conflict between the terms of any Annex to the PO and the Standard Terms & Conditions, the Standard Terms & Conditions shall prevail. The Supplier agrees to provide the goods as described in the PO in accordance with the Standard Terms & Conditions and any Annexes.

2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

3. Delivery

Time is of the essence in the performance of this Agreement. If the Supplier fails to make available or provide the goods within the delivery schedule stated on this PO, together with associated shipment documentation (including, without limitation, bills of lading, airway bills and commercial invoices) as are specified in the Agreement or otherwise as are customarily utilized in the trade, IOM reserves the right to (a) cancel the PO without liability and charge to the Supplier for any costs incurred as a result of Supplier's failure to deliver within the delivery schedule specified, and (b) without prejudice to other remedies under this PO, deduct liquidated damages for delay. The amount of such liquidated damages shall be 0.1% of the value of the total value of goods per day or part thereof up to a maximum of 10% of the total value of the goods. IOM shall have the right to deduct such amount from the Supplier's outstanding invoices, if any. Such liquidated damages shall only be applied when delay is caused solely by the default of the Supplier. Acceptance of goods delivered late shall not be deemed a waiver of IOM's rights to hold the Supplier liable for any loss and/or damage resulting therefrom, nor shall it act as a modification of the Supplier's obligation to deliver further goods in accordance with the Agreement.

4. Payment

Supplier shall invoice IOM upon delivery of the goods and payment shall be made within the period stated in the "Terms of Payment" of the PO, after receipt of the invoice, proof of dispatch and any other documents specified in the Agreement.

5. Adjustments

IOM reserves the right to change at any time the quantity, packaging, unit size, place and/or time of delivery. Supplier agrees to proceed with this PO in accordance with any such change(s) and to submit a claim request for an equitable adjustment in the PO price or delivery term caused by such change(s). Any claim by Supplier for equitable adjustments under this clause shall be invalid unless communicated in writing within 10 calendar days from receipt by Supplier of IOM's change(s). No change in, modification of, or revision to this PO shall be valid unless in writing and signed by an authorized representative of IOM.

6. Packaging

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the goods being delivered to IOM will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of goods and transportation mode. IOM reserves the right to reject any shipment that is deemed not to have been packaged adequately.

7. Inspection and Acceptance

- (a) IOM or its representative shall have the right to inspect and/or test the goods at no extra cost to IOM at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections/testing and provide required assistance.
- (b) IOM shall have 30 calendar days after receipt of the goods to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, IOM may reject the entire delivery. IOM may also charge the cost of inspecting rejected goods to the Supplier. IOM's right to reject the goods shall not be limited or waived by the goods having been previously inspected or tested by IOM prior to delivery.
- (c) At the request of IOM, the Supplier will replace some or all rejected goods at the Supplier's cost (including transportation), or fully reimburse IOM for the price paid (including transportation) for the rejected goods. IOM may return rejected goods to the Supplier (transportation charges for the Supplier's account), or hold rejected goods for disposition at Supplier's risk and expense.
- (d) Supplier agrees that IOM's payment under this PO shall not be deemed acceptance of any goods delivered hereunder.
- (e) The Supplier agrees that any acceptance of the goods by IOM does not release the Supplier from any warranty or other obligations under this PO
- (f) Title to the goods shall pass to IOM when the goods are delivered and accepted by IOM. The Supplier shall bear the risk of loss, damage, or destruction of the goods in accordance with the Incoterm ® (2020) provided in the PO. In case no Incoterm ® (2020) is provided in the PO, the risks mentioned in the preceding sentence shall pass at the same time the title to the goods passes to IOM.

8. Warranties

8.1 Supplier represents and warrants that:

- (a) The goods conform to the specifications, drawings, samples, or other descriptions furnished or specified by IOM and are free from defect in material and workmanship. This warranty shall remain valid for twelve (12) months after the goods have been delivered to and accepted at the final destination. IOM's continued use of such goods after notifying Supplier of their defect or failure to conform will not be considered a waiver of Supplier's warranty.
- (b) It has full title to the goods and is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to carry out fully and satisfactorily, within the stipulated completion period, the delivery of the goods in accordance with this PO;
- (c) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this PO;
- (d) In all circumstances it shall act in the best interests of IOM;
- (e) No official of IOM or any third party has received or will be offered by the Supplier any direct or indirect benefit arising from the PO or award thereof;
- (f) It has not misrepresented or concealed any material facts in the procuring of this PO;
- (g) The Supplier, its staff or shareholders have not previously been declared by IOM ineligible to be awarded contracts by the IOM;
- (h) It will abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;
- (i) The prices established hereunder shall not exceed those offered for similar goods to Supplier's other customers;
- (j) The remuneration of the Supplier under this PO shall constitute the sole remuneration in connection with this PO. The Supplier shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this PO or the discharge of its obligations thereunder. The Supplier shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.
- (k) The Supplier is not included in the most recent Consolidated United Nations Security Council Sanctions List nor is it the subject of any sanctions or other temporary suspension. The Supplier will disclose to IOM if it becomes subject to any sanction or temporary suspension during the term of this PO.
- (l) The Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the most recent Consolidated United Nations Security Council Sanctions List and all other applicable terrorism legislation. If, during the term of this PO, the Supplier determines there are credible allegations that funds transferred to it in accordance with this PO have been used to provide support or assistance to individuals or entities associated with terrorism, it will inform IOM immediately which, shall determine an appropriate response. The Supplier shall ensure that this requirement is included in all subcontracts.

8.2 The Supplier further warrants that:

- (a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to perform any activities under this Agreement. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, or services at their disposal under this Agreement, for sexual favours or activities.
- (b) It shall strongly discourage sexual relationships between its employees and IOM beneficiaries, and between any other person engaged and controlled by it to perform activities under this Agreement and IOM beneficiaries.
- (c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this Agreement is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.
- (d) It shall report all and any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel; and it shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement shall report to IOM and/or the Supplier any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel
- (e) It shall take all necessary measures to investigate allegations or suspicions of SEA and take appropriate corrective action, including disciplinary action, against its employee or any other person engaged and controlled by it to perform any activities under this Agreement who is found to have committed SEA.
- (f) Its failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to IOM, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of this Agreement.
- (g) In the event of subcontracting approved by IOM in accordance with this Agreement, it shall receive a written confirmation from subcontractors that they accept the standards above and shall include them in all subcontracts.

9. Indemnification

The Supplier shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Supplier or its employees, officers, agents or subcontractors, in the performance of this Agreement. IOM shall promptly notify the Supplier of any written claim, loss, or demand for which the Supplier is responsible under this clause. This indemnity shall survive the expiration or termination of this Agreement.

10. Termination and Force Majeure

- (a) IOM may terminate this PO at any time with one week written notice to Supplier. Any monies paid in advance by IOM shall be refunded no later than the date of

termination.

- (b) If IOM terminates this PO in whole or in part for default on the part of the Supplier, it may acquire elsewhere substitute goods of a similar kind to those which were the subject of the terminated part of the PO and Supplier shall be liable for any excess costs to IOM for the delivery of those goods provided that the Supplier shall not be liable for any excess costs if the failure to perform under this PO arises from force majeure.
- (c) Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Agreement if such delay or failure is caused by force majeure, which means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, blockade or embargo, strikes, Governmental or state restrictions, natural disaster, epidemic, public health crisis, and any other circumstances which are not caused by nor within the control of the affected Party. As soon as possible after the occurrence of a force majeure event which impacts the ability of the affected Party to comply with its obligations under this Agreement, the affected Party will give notice and full details in writing to the other Party of the existence of the force majeure event and the likelihood of delay. On receipt of such notice, the unaffected Party shall take such action as it reasonably considers appropriate or necessary in the circumstances, including granting to the affected Party a reasonable extension of time in which to perform its obligations. During the period of force majeure, the affected Party shall take all reasonable steps to minimize damages and resume performance. IOM shall be entitled without liability to suspend or terminate the Agreement if the Service Provider is unable to perform its obligations under the Agreement by reason of force majeure. In the event of such suspension or termination, the provisions on Termination herein shall apply.

11. Independent Contractor

The Supplier shall supply goods pursuant to this PO as an independent contractor and not as an employee, partner, or agent of IOM.

12. Audit

The Supplier agrees to maintain records, in accordance with sound and generally accepted accounting procedures, of all direct and indirect costs of whatever nature involving transactions related to the provision of services under this Agreement. The Supplier shall make all such records available to IOM or the IOM's designated representative at all reasonable times until the expiration of seven (7) years after the date of final payment, for inspection, audit, or reproduction for the purpose of verifying services or quantities delivered, or the right of Supplier to any price adjustment or extra charge claimed under this PO. On request, employees of the Supplier shall be available for interview.

13. Settlement of Disputes

Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.

In the event that the dispute, controversy or claim has not been resolved by negotiation within 3 (three) months of receipt of the notice from one party of the existence of such dispute, controversy or claim, either Party may request that the dispute, controversy or claim is resolved by conciliation by one conciliator in accordance with the UNCITRAL Conciliation Rules of 1980. Article 16 of the UNCITRAL Conciliation Rules does not apply.

In the event that such conciliation is unsuccessful, either Party may submit the dispute, controversy or claim to arbitration no later than 3 (three) months following the date of termination of conciliation proceedings as per Article 15 of the UNCITRAL Conciliation Rules. The arbitration will be carried out in accordance with the 2010 UNCITRAL arbitration rules as adopted in 2013. The number of arbitrators shall be one and the language of arbitral proceedings shall be English, unless otherwise agreed by the Parties in writing. The arbitral tribunal shall have no authority to award punitive damages. The arbitral award will be final and binding.

This Agreement as well as the arbitration agreement above shall be governed by the terms of the Agreement and supplemented by internationally accepted general principles of law for the issues not covered by the Agreement, to the exclusion of any single national system of law that would defer the Agreement to the laws of any given jurisdiction. Internationally accepted general principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts. Dispute resolution shall be pursued confidentially by both Parties. This Article survives the expiration or termination of this Agreement.

14. Confidentiality

All information which comes into the Supplier's possession or knowledge in connection with this Agreement is to be treated as strictly confidential. The Supplier should not communicate such information to any third party without the prior written approval of IOM. The Supplier shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this PO. These obligations shall survive the expiration or termination of this PO.

15. Use of IOM Name, Abbreviation and Emblem

The Supplier shall not be entitled to use the name, abbreviation or emblem of IOM without IOM's prior written authorisation. The Supplier acknowledges that use of the IOM name, abbreviation and emblem is strictly reserved for the official purposes of IOM and protected from unauthorized use by Article 6ter of the Paris Convention for the Protection of Industrial Property, revised in Stockholm in 1967 (828 UNTS 305 (1972)).

16. Status of IOM

Nothing in or relating to this PO shall be deemed a waiver, express or implied, of any of the privileges and immunities of the International Organization for Migration as an intergovernmental organization.

17. Assignment and Subcontracting

The Supplier shall not assign or subcontract the PO or any work under this PO in whole or in part, unless agreed upon in writing in advance by IOM. Any subcontract entered into by the Supplier without approval in writing by IOM may be cause for termination of the PO.

18. Waiver

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this PO shall not constitute a waiver or relinquishment of the right to enforce the provisions of this PO in future instances, but this right shall continue and remain in full force and effect.

19. Severability

If any part of this PO is found to be invalid or unenforceable, that part will be severed from this PO and the remainder of the PO shall remain in full force.

Supplier's signature and stamp accepting these terms and conditions:

Date: