

copy

Summary

Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: ETH10 Invoice Number: Direct Pay1 Systron - AAP
 Voucher ID: 00070136 Invoice Date: 27/12/2012
 Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document
 PO Unit: Purchase Order: Worksheet Copy Option: None
 Vendor: 000000685
 Name: SYSTRON-002
 Location: 001
 *Address: 1Q Advanced Vendor Search
 Systron Advertising PLC
 Addis Ababa
 Addis Ababa - Ethiopia ETH

*Pay Terms: 00 Immediate
 Accounting Date: 27/12/2012
 *Currency: ETB
 Total: 18,538.00
 Difference: 0.00

Basis Dt Type Inv Date
 Comments(0)
 Non Merchandise Summary
 Session Defaults
 Bank Default

Handwritten signature

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	ETH10	Direct Pay1 Systron				18,538.00

Shipping To: ETH10

Use One Asset ID

GL Chart Exchange Rate Statistics Assets Agency
 1 18,538.00 UNDP1 74210 ETH 32045 ETH10 00072706 ACTIVITY5 001382 00141 2712201

Business Unit: ETH10
 Voucher ID: 00070136
 Print Invoice

Balancing	
Invoice Lines	18,538.00
Misc Charge Amount	
Freight Amount	
(minus) Total	18,538.00
(equals) Difference Amount	0.00
Non Merchandise Summary	

Dr. 27.12.2012

Ref ID 7147

Bien
please do direct voucher.



Certification of Payment

1. For Personnel use only

Name:	Systron Advertising	Contract No.:	UNDP/PROC/2012/153
Project Number:	00072706	Fee: Full payment	18538ETB including VAT
Project Title:	AAP	Duration: 5 days	
Starting Date:	October 30/2012	Expiry date:	Expected number of work days per week: 5 days
Nationality:	Ethiopian	Vendor No.:	
Allotment Number(s):		Index no.:	
MOD Number(s):			

2. To be completed by the subscriber

Please type or print and mail original and first and second copies, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.:

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

Countries visited	Dates worked		No. of days worked	Total Payable
	From	To		

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Individual Contract, or paragraph 3 of the Reimbursable Loan Agreement. Payments in currency other than the US dollar will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank:	Account title:
Address:	Account number:
Currency of Account:	Social Security or Tax Identification No. (if applicable)
Signature: _____	Date: _____

3. To be completed by Area/Requesting Officer

Please check appropriate box

Final report accepted	<input type="checkbox"/>	Assessment sheet attached:	<input type="checkbox"/>
Final report not accepted	<input type="checkbox"/>	Second Assessment to be added:	<input type="checkbox"/>

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: _____
Name: _____

Date: Dec 19/2012

4. To be completed by the Certifying Officer

Please process the payment of _____ to the subscriber in accordance with the payment instructions given above.
Travel Claim received

Certifying Officer	Certifying Bureau/Division	Date
	CCV	19-12-12



Ref: UNDP/PROC/2012/153

Date: October 3rd, 2012

Subject: Award Notification for Design, Layout & Printing of the Compendium of Green Technologies Document

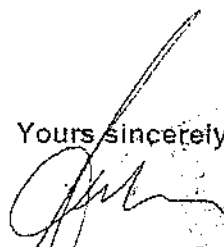
Reference is made to your quotation dated September 5th, 2012 for the service of Design, Layout & Printing of the Compendium of Green Technologies Document for UNDP-CCV & DRM office. We are therefore glad to inform you that selected for the provision of the service as per the ToR.

*Total ETB 18,538.00 including 15% VAT

Please be informed that UNDP will effect payment upon satisfactory service and delivery of the items and receipt of credit invoice from your office.

UNDP TIN No.: 0016927505

Yours sincerely,


Assefa Gebrehiwot
Procurement Specialist

Systron Advertising
Attn to: Seminas
Addis Ababa

CC: CCV & DRM

Terms of Reference

Design, Layout and Printing of the Compendium of Green Technologies document

1. Background

The Compendium of Green Technologies is a collection of knowledge base information highlighting 14 technologies accompanied by 29 images and one diagram.

UNDP is seeking the services of a qualified reputable design and printing firm to undertake the design, layout and printing of the compendium as follows:

2. Specific deliverables

Print: A5
22-26 pages (including cover) in pdf A5
Cover: 300 gsm, matt lamination
Inside: 150 gsm
4 color throughout
perfect binding
200 copies

3. Activities and Timeframe

The selecting firm is expected to:

- Provide draft design and layout to UNDP within 5 working days of signing the contract.
- Submit the revised layout within 2 working days from the time of receiving UNDP's initial feedback;
- Submit the final document for clearance within one working day of receiving UNDP's second comments;
- Provide the final document for web upload within 2 working days of receiving final clearance from UNDP.
- Provide the 200 printed hard copies within 10 days of final clearance from UNDP.

Disclaimer

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- UNDP does not charge a fee at any stage of its recruitment or procurement process. All information related to these processes is published on the national or global UNDP websites.
- UNDP does not request or issue personal bank checks, Money Grams, Western Union or any other type of money transfer at any stage of its procurement or recruitment processes.
- UNDP does not request any information related to bank accounts or other private information prior to formal registration as a vendor.
- UNDP does not offer prizes, awards, funds, certificates, scholarships or conduct lotteries through telephone, e-mail, mail or fax.
- Related queries can be sent through scam.alert.et@undp.org.

Procurement Unit, UNDP Ethiopia,
e-mail: procurement.et@undp.org
ECA Compound Old Build. 6th Floor North Wing
P. O. Box 5580,
Addis Ababa, Ethiopia