**Long Term Agreement Information Sheet**

[*To be completed by the UN Agency or Entity (the “Lead Agency”) that established the LTA*]

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| Section I: General Information | | | | | | | | | | |
| 1 | Lead Agency | | Enter UN Agency Name | | | | | | | |
| 2 | Purpose of LTA | | Goods | | | | | Services | | |
| Enter Brief Description of the LTA | | | | | | | |
| 3 | Reference | | Enter LTA Reference Number | | | | | | | |
| 4 | LTA Duration | | From: | Select an LTA Start Date | | | | | To: | Select an LTA Expiration Date |
| 5 | Lead Agency Focal Point | | Name: | First Name & Last Name | | | | | | |
| Title: | Title | | | | | | |
| Telephone: | Telephone with Country Code | | | | | | |
| E-mail: | Email Address | | | | | | |
| Section II: Vendor Information | | | | | | | | | | |
| 6 | Vendor name: | | Enter Vendor Name | | | | | | | |
| 7 | Vendor Address and Website: | | Enter Vendor Address | | | | | | | |
| 8 | Vendor Contact: | | Name: | | First Name & Last Name | | | | | |
| Title: | | Title | | | | | |
| Telephone: | | Telephone with Country Code | | | | | |
| E-mail: | | Email Address | | | | | |
| 9 | Country of Origin | | Enter Vendor’s Country of Origin | | | | | | | |
| Section III: Selection Process Information | | | | | | | | | | |
| 10 | Bidding Process | | Competitive Process | | | | Direct Contracting | | | |
| 10 | Type of Competition | | Open International Competition  Limited International Competition based on prequalification  Open Competition within Enter Country/Region  N/A for Direct Contracting | | | | | | | |
| Section IV: LTA Information Terms and Conditions | | | | | | | | | | |
| 12 | Type of LTA | | Global LTA  Regional LTA – Enter Region name  Country Specific LTA – Enter Country name  Specialized LTA | | | | | | | |
| 13 | Configuration of LTA | | Single Vendor LTA  Multiple Vendor LTA without Secondary Competition *(Fixed Price)*  *[If selected, please provide brief description of selection mechanism for each vendor]*  Click here to enter text.  Multiple Vendor LTA with Secondary Competition *(Ceiling Price)*  *[if selected, please provide provisions for secondary competition]*  Click here to enter text.  Other  Enter Details | | | | | | | |
| 14 | If Multiple Vendor LTA, please list other LTA Vendors and attach similar sheets applicable to those vendors | | 1. Enter Vendor Name  2. Enter Vendor Name  3. Enter Vendor Name | | | | | | | |
| 15 | Does the LTA have a ceiling amount? | | Yes  No | | | Enter Ceiling Amount  applies to Lead Agency only | | | | |
| 16 | Is LTA scope sensitive to volume discounts | | Yes | | | No | | | | |
| 17 | LTA have provision for volume discounts | | No volume discount provision  Volume Discount applies only within single order/call-off  Volume Discount applies across orders during the life of LTA.  *Please briefly describe how the volume discount operates.*  Enter Volume Discount mechanism | | | | | | | |
| 18 | LTA usage Limitations or Special Conditions | | Enter any Limitations or Special Conditions in the LTA, if any | | | | | | | |
| 19 | Reporting of LTA usage to the Lead Agency | | Annually  Semi-Annually  Quarterly | | | No Reporting Required | | | | |
| 20 | Attachments | | Signed copy of LTA with all Annexes and Amendments  Guidance Note for the use of the LTA, if available  Enter Other Document Name | | | | | | | |
| The above LTA was established by the UN Lead Agency in accordance with its Financial Rules and Regulations and Procurement Policies and was reviewed by its Contracts Committee. Any UN Agency wishing to use the LTA should contact the Vendor to obtain confirmation of supply/delivery of goods/services as needed. The Lead Agency will neither be responsible for any deficiency of goods/services by the Vendor nor be a party to any resulting dispute. | | | | | | | | | | |
| Title: | | Enter Title | | | | | | | | |
| Name: | | Enter Name | | | | | | | | |
| Signature: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Date: | | Select a date | | | | | | | | |

*Note: This form should be signed by either the Chairperson of the Contracts Review Committee or by Head/Director of Procurement of the Lead Agency*

**[Notes for preparation of the Long Term Agreement Information Sheet]**

1. LTAs are encouraged for varied circumstances because of its many strategic benefits including, simplified business process leading to reduced transactional cost, competitive price, consistency in quality, standardization of requirements and reduced delivery lead time. However, there are also some associated risks such as a) dependency on vendors, b) price hedging by vendor, and c) opportunity losses.
2. LTAs are non-exclusive agreements. While LTA may seem attractive by their immediate availability, it is important that careful assessment be undertaken. The value for money for the established LTA needs to be assessed in the case that an extremely larger requirement arises.
3. When utilizing global or regional LTAs, there could be differences in cost structures in different locations and markets as well as time for delivery.
4. UNDP may use an LTA set up by another UN Agency, outside of any Collaborative Procurement, when the following conditions are met:
5. The LTA is still valid and has not been cancelled or terminated;
6. The UN Agency that set-up the LTA permits its use by UNDP;
7. The proposed LTA vendor is not ineligible in accordance with UNDP’ policy on vendor eligibility;
8. The vendor accepts UNDP General Terms and Conditions; and
9. The vendor has demonstrated performance under the LTA as advised by the UN Agency.

5. The LTA also needs to satisfy UNDP requirements, specifically in terms of value for money and fit-for-purpose as determined by:

a) The value of UNDP’s call-off is less than or equal to the intended single call-off (if) indicated in the LTA or in any case not more than the total value of LTA . An LTA should not be used to order disproportionately higher volumes than that intended, especially for goods/services that attract volume discounts that may not be included under the terms of LTA;

b) The LTA vendor offers goods or services to UNDP at the same (or lower) price in the LTA and with the same terms and conditions;

c) Specifications for the Goods, or Terms of Reference for the services required by UNDP is substantially equal to those included in the LTA;

d) The LTA set-up in terms of type and configuration, especially in respect of geographical coverage and conditions of usage of multiple vendor LTAs service UNDP’s purposes;