**United Nations Relief and Works Agency for Palestine Refugees in the Near East**

**Terms and Conditions of the Goods**

**Section 1: Introduction**

**A. Definitions**

- **Certificate of Origin**: A document issued by the supplier certifying that the goods are of the specified origin.
- **Freight Prepaid**: The freight charges are prepaid by UNRWA.
- **Freight Paid**: The supplier pays the freight charges.
- **Land Conveyance**
- **Ports of Discharge**: The ports where the goods will be unloaded.
- **Sea Conveyance**
- **Shipping documents**: The documents required for the shipment of goods.
- **UNRWA**: The United Nations Relief and Works Agency for Palestine Refugees in the Near East.
- **Vendor/Supplier**: The party responsible for providing the goods.

**Section 2: Terms and Conditions**

**A. Terms of Sale**

- **Acceptance of Goods**: The goods are deemed accepted upon delivery.
- **Manufacturing Date**: The date the goods are manufactured.
- **Model & Catalogue**: The model and catalogue of the goods.
- **Purchase Order**: A document that authorizes the purchase of goods.
- **Shipment Mode**: The mode of transportation.
- **Supplier**: The party responsible for supplying the goods.

**B. Special Categories Instructions**

- **Certificate of Origin**: As per regular standard.
- **Handling of Documents**: The documents must be handled with care.
- **Net and Gross Weight**: The net and gross weight of the goods.
- **Purchase Order**: A document that authorizes the purchase of goods.

**C. Working Hours**

- **Sun-Thu**
- **A. Shipping documents are to be sent in advance and should be received by UNRWA four days prior to the actual shipping of the goods.**
- **Chief Central Support Services**
- **Office / Head Port & Finance Office**

**D. Freight**

- **Freight Prepaid**: The freight charges are prepaid by UNRWA.
- **Freight Paid**: The supplier pays the freight charges.

**E. Partial Shipments**

- **Partial shipments are not allowed.**

**F. CE Marking**

- **CE must be mentioned in all the documents and on each item.**

**G. On Board Transport**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**H. Quality Standards**

- **The global quality standard should be reflected on the item and the shipping documents.**

**I. Marking on Packs**

- **(All letters 4 cm high)**

**J. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**K. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
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**L. Import and Export Information**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
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**M. Language of Instruction**

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**N. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
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**O. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
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**P. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
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**Q. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**R. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**S. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**T. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**U. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**V. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**W. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**X. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**Y. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**

**Z. Local Hazards**

- **The following are to be provided on the shipping documents by the suppliers or their appointed International Forwarding Agents:**
- **A. For any electrical devices or equipment: Model & Catalogue with specifications for all items including CB & EMC certificates must be submitted as an integral part of the shipping documents.**
Shipment mode: By Air  to Ben-Gurion Airport
FPLO-GAZ F@UNRWA.ORG
Tel. + 962 6 5808 401
1. Contact Consignee
TEL.972-3-5593838
Amman 11814, Jordan
P.O. Box 140157
CSSD@UNRWA.org
t.gaharabli@unrwa.org
+ 962 6 5864 127
V.A.T. No. 510120041
GFF- Jerusalem office
T.GHARABLI@UNRWA.ORG
2. Mailing Consignee (Include Organization Legal Name and Full Address)
GFF- Jerusalem office
Shlomo Zalman Sharagai street 21
Tel. +972-2-5891619
Amman 11814, Jordan
Tel. +972-2-5890562
Shlomo Zalman Sharagai street 21
+ 962 6 5864 127
P.O. Box 18100
Shlomo Zalman Shragai Street
Tel. +972-2-5890562
Shipment mode: By Land
Messrs. Amit LTD
Contact Name: UNRWA- Head of field procurement & Logistics Office- GFO / UNRWA Field Office- Gaza
1. Notify Party (Include Contact Name, Email and Tel.)
Amman 11814, Jordan
+ 962 6 5864 127
2nd Notify Party (Include Contact Name, Email and Tel.)
3515 Jerusalem, ISRAEL
Amman 11814, Jordan
Special Categories Instructions:
Tel: +972 3 9720000
Industrial street
Tel. + 962 6 5808 401
Amir.Shani@amit.co.il

United Nations Relief and Works Agency for Palestine Refugees in the Near East

Head Port & Finance Office
Logistics Office - GFO /  Head Port & Finance Office
Organization Legal Name and address: UNRWA- Head of Field Procurement & Logistics Office - GFO / UNRWA Field Office - Gaza

**N. MARKING ON PACKS: (All letters 4 cm high)**

**I. The above certificates should be in an original form or stamped copies & duly authenticated in each page from a Public Notary in the country of origin.**

**K. Partial shipments are not allowed.**

**A. The following details are to be provided on shipping documents by suppliers or by their appointed International Forwarding Agents:**

- Destination address in English on the top left corner of the page.
- Classification certificate indicating the special category being shipped.
- For air shipments, the air carrier used.
- For sea shipments, the name of the vessel (if known).
- The material description of the cargo.
- The individual country of manufacture.
- The quantity of the lot(s) being shipped.
- The country of origin.
- The country of destination.
- The purpose of the shipment (e.g., export, import).
- The value of the shipment.
- The date of manufacture.
- The data of airway bill (if applicable).
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