

## UNICEF Türkiye Country Office

### General Information about Long Term Arrangement (LTA)

An LTA is an arrangement entered into with a prequalified companies for the provision of goods, services or works over a period of time. LTAs are described as:

- a framework of terms and conditions;
- entered into in good faith by an organization and one or more suppliers;
- established to be valid for a defined period of time with or without a defined target value;
- used for procuring goods, services or works (construction) for which an organization has a repetitive need and
- allowing the exact quantities, and/or timing of the organization's requirements to be determined later and not at the time of establishing the LTA/LTAs.

Procurement under LTAs involves two stages and two contractual instruments:

- In the first stage, an LTA is established with one or more companies for the potential supply of defined goods, services or works. The LTA defines some terms and conditions, which may include price, but does not confirm precise quantities or make any commitment to order.
- In the second stage, the secondary bidding begins when country specific requirements (number, size, time, and location of the project) are known. UNICEF selects the supplier among the LTA holders (prequalified companies) through a mini competitive process (fast process). Purchase Order (PO)s/contracts are awarded to the LTA holder under the terms of the LTA. These define the quantities purchased as well as any other terms and conditions that were not defined in the LTA.

In that sense, LTAs may be considered as an intermediate step towards a Contract or Purchase Order (PO). It is the Contract or Purchase Order issued under the LTAs and not the LTAs itself that constitutes a legally binding contract.

UNICEF offices in other countries can use the LTAs established by UNICEF Türkiye. In cases in which the awarded LTAs are used by UNICEF offices in other countries, the requesting UNICEF office will cover travel expenses (travel and accommodation) in addition to the unit costs of the goods/services/works required. The value of the travel expenses will be established prior signing the specific contract or Purchase Order (PO). Other United Nations Agencies,

Funds and Programmes are entitled to place orders under the prices and terms of the LTAs issued by UNICEF. Orders placed by other United Nations entities constitute a contractual agreement between the company and the ordering United Nations entity. UNICEF will not be a contractual party to these orders and has therefore no obligations or liabilities for orders not issued by UNICEF.

UNICEF is exempted from VAT and that applies to the contracts with UNICEF. The unit costs and payments are VAT free. UNICEF make payments in USD unless otherwise is requested.

Yours Truly,

**SUPPLY & PROCUREMENT UNIT**

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