

ILO Office Moscow  
Petrovka 15, Apt. 23  
Moskva 107 031  
Russian Federation

**PURCHASE ORDER**  
No. 40443487 / 0

**CONTRACT FOR SERVICES**



International Labour Office

ILO Contact name : SOKOLOVA, Ms. Anna  
Tel :  
Fax :  
Email : sokolova@ilo.org  
Date : 22-SEP-23

Anodilia SRL  
23/9 Petru Movila street  
MD-2004, Chisinau  
Moldova, Republic of

Our Reference : ANODILIA SRL: To provide lumpsum and reimburse the visa costs to the p  
Your Reference :

Currency and Net Amount	: EUR	5,118.19
VAT Amount	: EUR	0.00
Total Amount	: EUR	5,118.19
Payment terms	: Immediate	

Please confirm your acceptance of this Purchase Order (PO) by returning one (1) original, signed and stamped, by mail to the ILO Contact indicated above, within seven (7) days. Failure to do so may delay payment of your invoice.

Receipt by the ILO of the original signed PO, Contractor's written confirmation order, or initiation of performance under this PO by the Contractor will constitute acceptance of the PO by the Contractor, including all terms and conditions herein contained or otherwise incorporated by reference. Any additional or different terms and conditions proposed by the Contractor are rejected unless expressly approved in writing by an authorized representative of the ILO.

Contractor :  
Anodilia SRL

Signature :

Date  
Place



International Labour Office :  
POUCHKIN, Mr. Mikhail  
Deputy DWT/CO Director

Date : 28.09.2023  
Place : Moscow





## I. CONTRACTUAL DOCUMENTS

### 1. The contract is composed of the following documents listed in their order of precedence :

- This PO including any specific conditions
- Terms and Conditions applicable to ILO Contracts  
[https://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---inter/documents/legaldocument/wcms\\_768752.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)
- Terms and Conditions for Contracts funded by ILO donor(s) - not applicable
- Annex 1 : Terms of Reference (TOR) - not applicable

## II. SPECIFIC CONDITIONS

### 1. The Contractor will perform the following Services:

The Event organizer of the study visit of the high-level delegations from Tajikistan and Uzbekistan to Bucharest, Romania will provide the lumpsum in cash to 13 participants of the study visit to cover meals out of the activities and to reimburse the visa costs of 10 participants.

Total amount of lumpsum and visa cost - 4046 EURO

Tax and cash withdrawal commission - 606,9 EURO

Company's fee - 465,29 EURO

Total: 5118,19 EURO

2. The Contractor will commence performance by 22-SEP-23 and such performance will be completed not later than 26-SEP-23.
3. Upon completion of the performance of the Services, a final report will be submitted to the ILO within forty (40) days unless otherwise specified in the TOR.
4. On all matters arising from the Contract (including submission of reports), the Contractor will deal in the first instance with SOKOLOVA, Ms. Anna unless otherwise specified in the TOR.
5. The ILO will pay the Contractor the Total Amount of **EUR 5,118.19 (Five Thousand One Hundred Eighteen And Nineteen Cents) + VAT Amount EUR 0.00 (Zero) = EUR 5,118.19 (Five Thousand One Hundred Eighteen And Nineteen Cents)** as follows :  
Payment will be made upon completion of work, its approval by Mr. Antonio Santos, Technical specialist on OSH/LA/LI and submission of invoice.

### 6. Billing address :

The Contractor will submit invoice(s) for payment indicating the number of the PO that it relates to, the invoiced amount and the date of completion of the Services.

Invoices must be addressed to :

ILO Office Moscow  
Petrovka 15, Apt. 23  
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**ANNEX 1**

**Terms of Reference (TOR) - not applicable.**

