

STANDARD BIDDING DOCUMENTS

ProcurementofGoods

# (up to Nu. 0.500 Million)

Royal Government of Bhutan Ministry of Finance

2019

# STANDARD BIDDING DOCUMENT

**Procurement ofGoods**

## (For value up to Nu. 0.500 million)



**Royal Government of Bhutan Ministry of Finance**

## 2019

|  |  |  |
| --- | --- | --- |
| **Name of Work** | **:** | **MoE Canteen Services for Framework Contract Basis for 2020-2021 FY** |
| Duration of Contract | **:** | **(i.e., w.e.f. 1st July 2020-30th June 2021)** |
| Procurement/Bid Reference No | **:**  **Ministry** | **MoE/PRO-5/2020-2021 (FY)/3997, dated 30th March 2020** |
| Date of Issue | **:** | **31st March 2020 (Kuensel)** |
| Method of Procurement | **:** | **Open Tender (30 days)-National Competitive Bidding** |
| Concerned Division | **:** | **Directorate of Services, Ministry of Education.** |
| Bidder’s Name & Address | **:** |  |

### PREFACE

This Standard Bidding Document for the Procurement of Goods have been prepared by the Ministry of Finance to be used for the Procurement of Goods through National and International Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations 2019. This document will come into effect from 1stJuly, 2019.

For any comments or clarifications on this Standard Bidding Document contact:

Government Procurement and Property Management Division Department of National Properties

Ministry of Finance Royal Government of Bhutan

### Request for Quotation for Supply of Goods

**MoE Canteen Services for Framework Contract Basis for 2020-2021 FY**

### Invitation for Quotation (IFQ)

Date: 30th March 2020

Projecttitle: **MoE Canteen Services for Framework Contract Basis for 2020-2021 FY**

Sourceof Funding: ContractRef: MoE/PRO-5/2020-2021 (FY)/3997, dated 30th March 2020

To:

Dear Sir/ Madam,

1. You are invited to submit your priced bid for the supply of the followingitems:
2. **MoE Canteen Services for Framework Contract Basis for 2020-2021 FY**

[*Information on menu and required quantities are attached*]

1. ~~The bidder(s) may quote for any or all items under this invitation1. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for eachitem~~

*~~Or (use one and delete the other)~~*

The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

1. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy markedasCOPY.Thequotationincludingalldocumentsintheattachedformatshould

1 The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole package.

be sealed in an envelope as required by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address [*insert address of receipt of bids*].

*~~OR (use one of them)~~*

~~The price quotation in the form attached may be submitted by facsimile or electronically at the following address: [~~*~~insert facsimile or email address~~*~~]2.~~

Your quotation in the required format should be addressed and submitted to:

**DIRECTOR**

**Directorate of Services**

**Ministry of Education**

**KawangJangsa**

**Thimphu, Bhutan**

**02-325420**

**tandinwangyel@moe.gov.bt**

1. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **30th April 2020 , 10:00 AM**
2. Bids must be accompanied by a bid securing declaration using the form1.
3. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder’s consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitablyextended.
4. Any bid not accompanied by a Bid-SecuringDeclaration
5. The Bid-Securing Declaration shall beexecuted:
   1. If the Bidder withdraws the Bid after Bid opening during the period of Bidvalidity.
   2. If the Bidder does not accept the correction of the Bid price as Clause per 7 (b)(iii);
   3. In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required PerformanceSecurity.

2 This option is generally not encouraged which should be used only in urgent situation and before initiating any procurement of this sort, the agency initiating this method should seek approval from the concerned higher authority.

1. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of **Nu. 30,000.00** within 14 days from date of notification byEmployer.
2. In case the bidder fails to comply 5 (iv), bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.
3. Quotation by fax or by electronic means (**are not)** acceptable.
4. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of theContract.
5. PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of deliveryis to **all Departments, Divisions, Sections/Units under Ministry of Education, Thimphu, for the period of One Year w.e.f. 1st July 2020.**
6. EVALUATION OF QUOTATION: offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors asfollows;
   1. where there is a discrepancy between amounts in figures and in words, the amount in words willgovern;
   2. where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall becorrected.
   3. if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall beforfeited.
7. AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form-2 of contract and terms and conditions ofsupply.
8. VALIDITY OF THE OFFERS: your quotation(s) shall be validfor a period of

**60 days**from the deadline for receipt of quotation(s).**However, the quoted rates should be valid for the period of ONE Financial Year w.e.f. 1st July 2020.**

1. Further information can be obtained from: ***Procurement Section, Directorate of Services, Ministry of Education, Thimphu.***
2. The *[****Ministry of Education****]* has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation isissued.
3. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchaseorder.
4. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue andtime.
5. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reasonwhatsoever.
6. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order **form-5.**
7. Normal commercial warranty/guarantee shall be applicable to the suppliedgoods.
8. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee **form- 4** for the equivalent amount valid until the Goods are delivered and in the form provided in the BiddingDocuments.
9. Ninety percent (90%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues ifany.

##### Schedule of Items and Priced Quotation (bid form)

*[Describe below the items, unit and quantity of the goods required].*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL** | **Description of Goods** | **Unit** | **Rate per item/head** | **Remarks** |
| **I** | **Food Menu** |  |  |  |
| 1 | Rice (Red) | Per head/plate |  |  |
| 2 | Rice (White) | Per head/plate |  |  |
| 3 | Veg. Fried Rice | Per head/plate |  |  |
| 4 | Non-Veg. Fried Rice (Pork/Beef/Egg/Chicken) | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| **II** | **Non-Veg. Dishes** |  |  |  |
| **a** | **Pork** |  |  |  |
| 1 | ShikamPaa | Per head/plate |  |  |
| 2 | Pork Curry | Per head/plate |  |  |
| 3 | Pork Chilli | Per head/plate |  |  |
| 4 | Ribs | Per head/plate |  |  |
| 5 | Kangchung | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| **b** | **Beef** | Per head/plate |  |  |
| 1 | ShakamPaa | Per head/plate |  |  |
| 2 | ShakamDatshi | Per head/plate |  |  |
| 3 | Beef Curry | Per head/plate |  |  |
| 4 | Beef Chilli | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| **c** | **Chicken** | Per head/plate |  |  |
| 1 | Chicken Chilli | Per head/plate |  |  |
| 2 | Chicken Curry | Per head/plate |  |  |
| 3 | Chicken Maroo | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| d | **Fish** |  |  |  |
| 1 | Dry Fish Fried | Per head/plate |  |  |
| 2 | Dry Fish Curry | Per head/plate |  |  |
| 3 | Wet Fish Fried | Per Head/plate |  |  |
| 4 | Wet Fish Curry | Per Head/Plate |  |  |
|  | **Sub-Total** |  |  |  |
|  |  |  |  |  |
| **III** | **Vegetables** |  |  |  |
| 1 | Mixed Vegetables | Per head/plate |  |  |
| 2 | EmaDatsi | Per head/plate |  |  |
| 3 | KewaDatsi | Per head/plate |  |  |
| 4 | ShamooDatsi | Per head/plate |  |  |
| 5 | SemchumDatsi | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| **IV** | **Egg Item** |  |  |  |
| 1 | Egg Curry | Per head/plate |  |  |
| 2 | Omlet | Per head/plate |  |  |
| 3 | Egg poog | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| **V** | **Noodles & Others** |  |  |  |
| 1 | Veg. Momo (5 piece) | Per head/plate |  |  |
| 2 | Non-Veg. Momo (Cheese/Pork/Beef) – 5 piece | Per head/plate |  |  |
| 3 | Meat Chowmin (Pork/Beef/Chicken) | Per head/plate |  |  |
| 4 | Veg. Chowmin | Per head/plate |  |  |
| 5 | Veg. Koka | Per head/plate |  |  |
| 6 | Egg Koka | Per head/plate |  |  |
| 7 | Veg. Maggi | Per head/plate |  |  |
| 8 | Egg Maggi | Per head/plate |  |  |
| 9 | Veg. Waiwai | Per head/plate |  |  |
| 10 | Egg Waiwai | Per head/plate |  |  |
| 11 | Samosa | Per Piece |  |  |
| 12 | Roti (3 piece) with sabji | Per head/plate |  |  |
| 13 | Puri(3 piece) with Sabji | Per head/plate |  |  |
| 14 | Dhal/Jaju | Per head/plate |  |  |
|  | **Sub-Total** |  |  |  |
| **VI** | **Beverages & Refreshment** |  |  |  |
| 1 | Mineral Water (1 Ltr.) | Per Bottle |  |  |
| 2 | Mineral Water (500 ml.) | Per Bottle |  |  |
| 3 | Milk Tea (Single) | Per Cup |  |  |
| 4 | Milk Coffee (Single) | Per Cup |  |  |
| 5 | Black Coffee (Single) | Per Cup |  |  |
| 6 | Chinta (Single) | Per Cup |  |  |
| 7 | Black Tea (Single) | Per Cup |  |  |
|  | **Sub-Total** |  |  |  |
|  | **Grand Total Amount (Nu) in Figure** |  |  |  |
| **Grand Total Amount (Nu) in words:** | | | | |

|  |  |
| --- | --- |
| Contract Duration | ***(w.e.f. 1st July 2020-30th June 2021)*** |
| Warranty Provided | *Months from date of supply or commissioning of the Goods.*  *.................................N/A........................................................* |

|  |  |
| --- | --- |
| Signature of Supplier/Contractor | Supplier’s Official Stamp |
| Name of Supplier/Contractor |
| Date |

***Note:***

***Contract duration is not extendable.***

***The Evaluation and the comparison of the rates shall be based on the sum total of the whole package. Please you are required to quote the rates for all the items under this package. If you fail to quote for any of the given item (s), your bid shall be considered non- compliance to the bidding instructions and will be rejected without seeking further explanation/information.***

##### Technical Specification of the Goods Required

|  |  |  |
| --- | --- | --- |
| **Sl** | **Item** | **Specification** |
| 1 | ***Operation of MoE Canteen Services for Framework Contract Basis for 2020-2021 Fiscal Year*** | Service Provider should provide healthy services as per BAFRA standard.   1. ***Prompt canteen services must be ensured whenever ordered.*** 2. ***No leftover or unhygienic food item shall serve at any given point of canteen services, and if found, stern action shall be taken, with the possibility of terminating the contract and even barred from future tender participation.***   The service provider must have the capacity to provide mass canteen services, such as for workshops, seminar, high level meetings and conference etc if required. |

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

|  |  |
| --- | --- |
| Signature of Supplier | Supplier’s Stamp |
| Name of Supplier |
| Date |

**Documents required to be submitted as part of the Quotation**

##### The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

1. A duly completed and signed priced quotation as per the Schedule of Items and the PricedQuotation.
2. A valid TradeLicense3;
3. A valid Tax ClearanceCertificate;
4. Bid- securingdeclaration
5. Technical Specification of the Goods to be supplied;and
6. Copy of valid concerned letter from BAFRA, MoAF
7. Evidence of past work experience
8. Any other requirements specified in thisdocument

##### Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of **Nu. 50,000/- lump sum amount** in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warrantyperiod.
2. The contract duration shall be for the period of one Fiscal Year starting from **1st July 2020-30th June 2021.**
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the PurchaseOrder.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall bepaid.
5. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of thesupplier.
6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quotedprice.
7. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for itsconvenience:
   1. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidateddamages.

3 The non submission of historical (b & c) documents should not become rejection criteria and bidder should be allowed to submit again.

* 1. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  2. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s),or
  3. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order;and

1. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced orrectified.
2. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the securitydeposit.

#### Bid-Securing Declaration

Date:

IFBNo.:

To:

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the Bid conditions, becausewe:

1. have withdrawn our Bid during the period of Bid validity specified by the Bidder in the

Form of Bid; or

1. having not accepted the correction of errors in accordance with the Instructions to Bidders;or
2. Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute theContract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed:

In the capacityof

Name:

Duly authorized to sign the Bid for and on behalfof:

Datedon dayof Corporate Seal (where appropriate)

Affix Legal Stamp

#### Performance Security

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title*: [insert no. and title of bidding process]*

Bank’s Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCEGUARANTEENo.:** *[insert Performance Guaranteenumber]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No*. [insert number]* dated *[insert day and month], [insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month] [insert year]*, and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months] [one year]*, in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of theGuarantee.

*[signatures of authorized representatives of the bank and the Supplier]*

#### Contract Agreement

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*, BETWEEN

1. *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
2. *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “theSupplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the ContractPrice”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referredto.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract,viz.:
   1. This ContractAgreement;
   2. Terms andConditions;
   3. Technical Requirements (including Schedule of Supply and Technical Specifications);
3. The Supplier’s Bid and original PriceSchedules;
4. The Purchaser’s Notification of Award ofContract;
5. The form of PerformanceSecurity;
6. The form of Bank Guarantee for AdvancePayment;
7. *[insert here any other document(s) forming part of theContract]*
8. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listedabove.
9. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of theContract.
10. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by theContract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature] [insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature] [insert identification of official witness]*

#### Bank Guarantee for Advance Payment

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bidsubmission]*

IFB No. and title: *[insert number and title of biddingprocess]*

*[bank’s letterhead]*

**Beneficiary:** *[insert legal name and address of Purchaser]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us ofyour first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date4].* We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.

*[signature(s) of authorized representative(s) of the bank]*

*4 Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in theGuarantee*

[*Purchaser to use normal Letter Head format*]

#### PURCHASE ORDER FOR THE SUPPLY OF GOODS

*[Contact person, Telephone Number Fax Number*

*e-mail address]*

**From:**

*[name and address of Purchaser]*

**Purchase Order Date:**

**Purchase Order No:**

**Delivery terms:**

**Order Value (Nu.):**

**Delivery date:**

*[Contact person, Telephone Number Fax Number*

*e-mail address supplier reference]*

**To:**

*[name and address of the Supplier]*

The *[insert name of procuring agency]* has accepted your Quotation dated *[insert date]* for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience a copy of your signed quotation is attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ORDER ITEMS | | | | | |
| Item No | Description | Supplier Ref | Unit Price | Qty | Total Price |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

For the Purchaser:

For the Supplier:

|  |  |
| --- | --- |
| Signature | Signature |
| Print Name | Print name |
| Designation | Designation |
| Date | Date |