

# Republic of Sierra Leone

# Local Purchase Order

## **Use of Document Draft**

This Local Purchase Order (LPO) format should be used for low value procurements following a Request for Quotations or a Direct Procurement procedure, or for very simple requirements when a more comprehensive form of contract is unnecessary

Refer to the Local Purchase Order User Guide for guidance on preparing the LPO.

## **Explanation:**

[ ] denotes the information to be inserted when drafting the LPO.

{ } denotes an explanation to procurement staff when drafting a Local Purchase Order – these should be deleted from the final document before issue.

**This entire page should be deleted once the Local Purchase Order is completed.**

[Name of Procuring Entity]

[Address of Procuring Entity]

# LOCAL PURCHASE ORDER

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFQ/RFP No	Contract/PO No	Financial Year

To: {Name And Address of Supplier}

.....  
.....  
.....

Your quotation reference [*reference number*] dated [*date of quotation*] is accepted and you are required to supply the goods or perform the works or services {*amend as appropriate*} as detailed on the attached Schedule of Requirements against the terms contained in this Purchase Order. This order is placed subject to the attached General Conditions of Contract for Local Purchase Orders, except where modified by the terms stated below.

**Specific Terms of this Purchase Order:**

- 1) **Contract Sum:** The Contract Sum is [*state contract sum and currency*].
- 2) **Completion Period:** The goods are to be delivered or the works or services performed within ..... days/weeks/months from the date of this Purchase Order.
- 3) **Warranty:** The warranty/guarantee period is: .....months.
- 4) **Delivery point:** The goods are to be delivered to, or the works or services provided at [*physical address*].....
- 5) **Contact Person:** Enquiries and documentation should be addressed to [name and position of individual] at [address] .....  
Telephone Number:..... Fax Number .....
- 6) **Payment to Supplier:**  
Payment will be made in full within forty-five (45) days [*or state alternative agreed payment terms*] on completion of satisfactory performance of the contract. The following documentation must be supplied for payments to be made:
  - i). An original and two copies of an Invoice;
  - ii). A delivery note evidencing despatch of the goods,
  - iii). A completion certificate signed by [*Authority responsible for certifying satisfactory completion of the order*];
  - iv). [List other documents required e.g. packing lists, certificates, special shipping documents]
- 7) [Add any other specific terms of contract appropriate to the Local Purchase Order].
- 8) The following documents attached as appendices form part of this Contract:
  - Government of Sierra Leone General Conditions of Contract for Local Purchase Orders; [List any other such documents]

**Purchase Order Authorised by:**

Signature:..... Name:.....  
Position:..... Date: .....

# LOCAL PURCHASE ORDER (continued)

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFP/RFP No	Contract/PO No	Financial Year

## SCHEDULE OF REQUIREMENTS/ACTIVITY SCHEDULE

Item No	Description <i>(Attach additional specification if necessary)</i>	Unit of Measure	Quantity	Unit Price <i>(Currency)</i>	Total Price <i>(Currency)</i>
<b>Total Order Price</b>					

**Receipt of Order by the Supplier :**

Signature:.....Name:.....

Position:.....

On behalf of: ..... Date: .....