



**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/RFQ/RFP No	Contract/PO No	Financial Year

## Integrity Pact Form

This Integrity Pact is entered into on the ..... day of ..... in the Year of Our Lord Two Thousand and ..... Between \_\_\_\_\_ hereinafter referred to as “(Purchaser)”, and \_\_\_\_\_ hereinafter referred to as “(Supplier)”

### Preamble

Whereas “the Parties” are cognizant of the scourge of corruption and its negative effects on the development of a country and are aware also of the immense benefits which doing business in a corruption free environment holds for their individual businesses as well as for the country as a whole

**AND Whereas** corruption and corrupt practices in the form of procurement violations particularly conflict of interest have been identified as an area for immediate and targeted attention in the relationship between the public service and the private sector

**AND Whereas** the parties now wish to further commit themselves to actions which will promote a corruption free business environment including full compliance with all relevant laws, rules and regulations which may currently be in force relating to anti-corruption and good business practices in line with the Anti-Corruption Act, 2008 and other government initiatives relating to the private sector in Sierra Leone

The Parties hereby commit themselves and pledge as follows:

1. To maintain a strict and unwavering adherence to good business practices in the execution of all their undertakings.
2. To take all measures necessary to prevent corruption in their mutual and other dealings.
3. To observe and implement recommendations, instructions or directives from the Anti-Corruption Commission made pursuant to the Anti-Corruption Act 2008.
4. To uphold implement and maintain a No bribery policy in the conduct of their transactions.

### Reporting violations

5. To promptly inform the Anti-Corruption Commission of any employee, agent, representative or an associate, whether its own or of the other Party, who conduct may constitute corruption, or is likely to engender corruption or corrupt practices.

### Conflict of Interest

6. To actively guard against Conflict of Interest including situations when an employee or staff's interest may interfere with the interests of the enterprise/organization to which he/she is employed.
7. To insist that employees or staff shall disclose to the enterprise/organization any situation that reasonably would be expected to give rise to a conflict of interest or the appearance of the same.
8. To ensure that employees or staff obtain approval prior to accepting any position to serve on a board of directors, an advisory board or on a committee of any entity.
9. That no employee/staff may obtain any personal material benefit or favour because of his or her position with the enterprise/organization.

# LOCAL PURCHASE ORDER (continued)

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

10. That no employee/staff may have financial interest (indirect ownership, direct ownership or otherwise) in a company whose business/operations relate to his/her post, functions held or otherwise supervised in his/her current employment.
11. To closely monitor and regulate actual or potential conflict of interests, occasioned by the influence of certain social relationships on the objectivity of the employee/staff in making dispassionate judgment on behalf of the enterprise/organization.

**THE PARTIES HEREBY** demonstrate their pledge and commitment to the above

Principles by signing hereunder on the day and year above first written

**AND THEY FURTHER DECLARE** that this pledge shall have the same binding effect as

any policy instrument that the parties use in the management of their business/entity.

**SIGNATURE .....** **DATE:.....**

**(PROCURING ENTITY)**

**In the presence of:-**

**Name:.....**

**Address:.....**

**Designation:.....**

**SIGNATURE .....** **DATE:.....**

**SIGNATURE .....** **DATE:.....**

**(BIDDER)**

**In the presence of:-**

**Name:.....**

**Address:.....**

**Designation:.....**

**SIGNATURE .....** **DATE:.....**

# LOCAL PURCHASE ORDER (continued)

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

**Pay No Bribe**