

Government of Sierra Leone

Local Purchase Order User Guide

Preface

This Local Purchase Order (LPO) format is intended to 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.

The Local Purchase Order is subject to the standard General Conditions of Contract for Local Purchase Orders and a copy of the Conditions should always be attached.

The standard format contains a page of additional guidance notes to assist in the preparation of the Local Purchase Order. This page should be deleted before the LPO is issued.

General Notes:

The standard draft LPO does not contain any provision for a performance security or for staged payments to the Supplier. If these are required, add or modify the appropriate wording under the specific terms of the Local Purchase Order.

The physical location that the goods are to be delivered to, or where the works or services are to be performed, must be clearly specified. (Do not specify a Postal Box number).

All documentation required for the Supplier to receive payment, and any supporting documents that the Procuring Entity requires should be clearly defined.

Any detailed Technical Specifications, plans, drawings or other essential information contained in the Request for Quotations should be listed and appended to the Local Purchase Order to ensure they form part of the Contract with the Supplier.

All specific terms that have been agreed between the Purchaser and the Supplier should be incorporated into the Local Purchase Order for the protection of both parties.

A copy of the standard General Conditions of Contract should be attached to the LPO before issue.

Ensure that the value of the Local Purchase Order is approved as a commitment, correctly recorded in the Register of Commitments and given a serial number before issue.

Step-by-Step Action:

Insert the following information in the Page Header:

- Name of Procuring Entity: Insert the full name of the Procuring Entity;
- Address of Procuring Entity: Insert the address of the Procuring Entity;
- Procurement Number: Enter the complete Procurement Number.

Enter the following in the main text:

- The name and address of the selected Supplier;
- Enter the reference number and date of the quotation submitted by the Supplier.

Specific Terms of this Local Purchase Order:

Record all specific terms agreed with the Supplier for this LPO:

- Contract Sum: Enter the total contract amount and the currency in paragraph 1). The Contract Sum should always be the same as the “Total Order Price” in the Schedule of Requirements;

- Completion Period: Enter the period within which the goods should be delivered, the works completed or the services performed in paragraph 2) and delete two of the three options for days/weeks/months;
- Warranty: Enter the agreed warranty period if any in paragraph 3);
- Delivery Point: Enter the physical address for the delivery of goods or performance of the works or services in paragraph 4);
- Contact Person: Insert the name, address and contact details of the officer responsible for administration of the contract in paragraph 5);
- Payment to Supplier: modify paragraph 6) as necessary for any agreed alternative payment terms and add any additional documentation required from the Supplier so that payments can be made (e.g. packing lists, shipping documents, inspection or completion certificates). Insert under ii) the Authority for certifying satisfactory completion of the order e.g “Inspections Committee”.
- Enter here the delivery terms for the Contract and any additional terms agreed with the Supplier, or modifications to the standard General Conditions of Contract, should be recorded under paragraph 7);
- List and attach any drawings, plans, or other documentation that are to form part of the Contract under paragraph 8). The General Conditions of Contract should always be attached as an appendix;
- The LPO must always be issued under the signature of an officer with financial authority to commit the Entity.

Schedule of Requirements: (for Goods and Services) or Activity Schedule (for Works)

- Insert the Procurement Number in the Page Header;
- Complete the Schedule of Requirements or Activity Schedule based on the quotation received from the Supplier, listing all items to be purchased or activities and their prices. Use continuation sheets where necessary and attach detailed specifications and other explanatory documents as required.