

P. O. BOX 1757
9th Street, Sinkor, Tubman Boulevard
Monrovia, Liberia
<http://www.governancecommission.org>

Stationery Materials Framework Contract Agreement

THIS Stationery Materials Framework Contract Agreement made effective as of Oct 18, 2021, between the **Governance Commission** located at 9th Street, Sinkor, Monrovia, the **Republic of Liberia**, represented by its **Acting Chair Procurement Committee (PC)**, Elizabeth W. Dorkin (hereinafter referred to as "the **PURCHASER**") and **BLUE CROWN GRAPHICS AND STATIONERY**, located on Camp Johnson Road, Monrovia, Liberia, represented by its **CEO/PRESIDENT, Soko Cooper** (hereinafter called "the **SUPPLIER**").

The purchaser sought quotations from eligible vendors involved with the sales of stationery materials. The purchaser accepted the quotation of the supplier. The Purchaser intends to apply a portion of its budgetary allocation to the procurement of "Stationery Materials."

TERMS AND CONDITIONS

The framework contract agreement is based on pre agreed unit price in United States Dollars or its equivalence in Liberian Dollars for the provision of the under-listed stationery materials or items (hereinafter called "the Unit Prices"). Also, prices quoted are subject to change based on the prevailing market prices.

Item	Description of Goods	Quantity	Unit of Measure	Unit Price US \$
1	A4 Paper / Sheet	1	Carton	23.00
2	Note Pad	1	Dozen	8.00
3	Staple Machine (M/S)	1	Piece	10.00
4	Staple Pins S/S	1	Box	2.00
5	A4 Brown Folder	1	Box	10.00
6	A4 Brown Envelope	1	Box	20.00
7	Ball Pen	1	Pack	5.00
8	Legal Folder	1	Box	15.00
9	Extension Cord	1	Piece	15.00
10	Scissors M/S	1	Piece	2.00
11	Paper Cutter M/S	1	Piece	50.00
12	AAA Battery	1	Pack	2.00
13	AA Battery	1	Pack	1.00

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14	Stamp Pad	1	Piece	2.00
15	Stamp Pad Ink	1	Dozen	15.00
16	Fasteners	1	Box	3.00
17	White Board Marker	1	Pack	5.00
Other stationery materials that may become necessary in the future				

Supply shall be delivered by the Supplier ONLY after purchase requisition or request for quotations are approved by the **Executive Director**.

CONTRACT DURATION

The duration of the agreement is three (3) months. The unit price is subject to change based on the prevailing market price.

DELIVERY TERMS:

This specific procurement is made throughout the term of the agreement AS FOLLOWS:

The supply shall be for several partial deliveries for range of acceptable delivery period, or dates to one location. The start date of the delivery schedule is October 18, 2021 and ends December 31, 2021.

PAYMENT TERMS

Payment shall be made immediately before the delivery of supply.

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 referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Service Provider, and each shall be read and construed as an integral part of the Contract:
 - a. This Framework Agreement
 - b. Descriptions of goods (spare parts and servicing materials)
 - c. Schedule(s) of delivery
 - d. Location for delivery of goods
 - e. The Local Purchase Order (LPO)
 - f. Documents evidencing delivery
3. This Contract shall prevail over all other documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. 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 mentioned above and others, and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the goods supplied 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 the Contract.

6. The Purchaser shall make payments to the Supplier before delivery of goods by the Supplier.

7. The Supplier shall ensure that the goods comply with the descriptions and other provisions of the Agreement.

TERMINATION OF AGREEMENT

Any party can terminate this agreement upon a written notice to the other party. This written notice shall be made one week prior to the termination of the agreement. There shall be consensus reached for all obligations incurred to be settled before termination

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


On behalf of the Governance
Commission

On behalf of BLUE CROWN
GRAPHICS & STATIONERY

Name: Elizabeth W. Dork

Name: Soko Cooper

Signature: 

Signature: 

Position: Acting Chair PC

Position: CEO/PRESIDENT

GOVERNANCE COMMISSION

BLUE CROWN GRAPHICS
STATIONERY

9th Street, Sinkor, Monrovia

Camp Johnson Road, Monrovia

Date: Nov 16, 2021

Date: Nov 16, 2021


Witnessed By:

Witnessed by:

Name: Maima M. Roberts

Name: Emmanuel M. Noyah

Signature: 

Signature: 

Position: HR Director

Position: Graphic Designer

Date: Nov. 16, 2021

Date: Nov. 16, 2021