

**Contract for the Supply of Stationery & Ink Cartridges**

This Contract is hereby made and entered into this \_\_\_\_ day of November A.D. 2021, by and between the Ministry of Education represented by its **Minister, Prof. D. Ansu Sonii Sr.**, hereinafter known and referred to as the **Purchaser** and **Office ideas**, represented by its General Manager **Mr. Sunny Bajaj** hereinafter known and referred to as the **Supplier**. The parties' mutuality agrees as follow to wit:

Witnesseth:

Whereas, the Purchaser desires to apportion funds towards the cost of procuring **Ink Cartridges** for **Lot 2**, under the Contract **Stationery & Ink Cartridges** pursuant to the **IFB No: MOE/NCB/002/21/21**

Whereas, **Supplier**, through the bidding system, identified as a suitable firm with the requisite technical know-how and experience, as per bid requirement to deliver, upon request or immediately the needed **Ink Cartridges** as indicated in the bid documents (*Bids, Ref: IFB No: MOE/NCB/002/21/21*), which shall form a cogent part of this Agreement

Whereas, the Supplier, is a business, registered under the Liberian Corporation Laws and having its registered office in Monrovia, Liberia, participated in the bidding process by submitting BIDS, inclusive of proforma invoice; and

Whereas, following a careful and thorough analysis of all bids submitted for the supply of **Ink Cartridges** was selected as one of the most suitable entity to supply as contemplated by **Purchaser**; and

Whereas, the **Purchaser** is willing to enter into the Agreement with the Supplier in reliance of the Supplier's undertaking to deliver the requisite **Ink Cartridges** upon request in accordance with this Agreement and the BIDS submitted by the Supplier; and

NOW, therefore, in consideration of the premises, and the mutual obligations undertaken herein, the Purchaser and the Supplier, intending to be legally bound, hereby agree as follows:

**OBLIGATION OF SUPPLIER**

1. The **Supplier** shall deliver **Ink Cartridges** as stipulated in Bid document above mentioned and the Purchase Order prepared by Purchaser upon the Purchaser's request in a timely manner. The supplier shall be responsible to deliver the Ink Cartridges to the Ministry of Education's main office, Ministerial Complex, Congo Town.
2. The **Supplier** shall complete the delivery of the required **Ink Cartridges** requested by the Purchaser within the full term of the contract which serves for the half fiscal period 2021/2021 and commences from the date both parties affix their respective signatures to the contract.
3. Notwithstanding count "2" the **Service Provider** has guaranteed to supply on all **Ink Cartridges Services** upon Purchaser's request in a most timely manner but not exceeding the fiscal year 2021/2021.
4. The parties agree on the contract unit price and quantity of the **Ink Cartridges** based on the below breakdown stipulated herein:

#	Description	Quantity	UoM	Unit Price	Total Price
1	Cartridges 278A Black	75	Piece	39.50	2,962.50
2	Cartridge 728/328 Black	75	Piece	39.50	2,962.50
3	Cartridge 85A	100	Pcs	37.50	3,750.00
4	Cartridges 337/737 Black	150	Pcs	39.50	5,925.00
5	Cartridge 61 Black	15	Piece	22.50	337.50
6	Cartridge 61 Color	15	Piece	22.50	337.50
7	Cartridge 17a Black	30	Piece	39.50	1,185.00
8	Cartridge 131A Black	15	Piece	48.50	727.50

9	Cartridge 131A Cyan	15	Piece	48.50	727.50
10	Cartridge 131A Magenta	15	Piece	48.50	727.50
11	Cartridge 131A Yellow	15	Piece	48.50	727.50
12	Cartridge 123 Black & Color	15	Piece	39.50	592.50
13	CF210A-Black LaserJet Toner Cartridge (131A)	15	Piece	48.50	727.50
14	CF211A-Cyan LaserJet Toner Cartridge (131A),	15	Piece	48.50	727.50
15	CF212A-Yellow LaserJet Toner Cartridges (131A)	15	Piece	48.50	727.50
16	CF213A-Magenta LaserJet Cartridge (131A)	15	Piece	48.50	727.50
17	HP 312A LaserJet Toner Cartridge	15	Piece	45.50	682.50
18	HP DeskJet Cartridge 952 (All Colors-Black, Cyan, Yellow, Magenta)	15	Piece	110.00	1,650.00
19	HP 114A CF110A Toner Cartridge Black	15	pcs	45.50	682.5
20	Cartridge 83A Black	15	Piece	42.50	637.5
21	Cartridge 85A Black	15	Piece	39.50	592.5
22	HP 203A LaserJet Toner Cartridge (All Color Black, Cyan, Yellow, Magenta)	15	Piece	65.00	975.00
23	126 Black LaserJet Toner Cartridges	15	Piece	41.50	622.50
24	Cartridge 126A Cyan	15	Piece	41.50	622.50
25	Cartridge 126A Yellow LaserJet	15	Piece	41.50	622.50
26	Cartridge 126A Magenta	15	Piece	41.50	622.50
27	HP 35A Black LaserJet Toner Cartridge, CB435A	20	Piece	39.50	790.00
28	Cartridge 410A Black	15	Piece	59.00	885.00
29	Cartridge 410 Cyan	15	Piece	59.00	885.00
30	Cartridge 410 Magenta	15	Piece	59.00	885.00
31	Cartridge 410 A Yellow	15	Piece	59.00	885.00
32	Cartridge 201A Black	15	Piece	54.00	810.00
33	Cartridge 201A Cyan	15	Piece	54.00	810.00
34	Cartridge 201A Magenta	15	Piece	54.00	810.00
35	Cartridge 201A Yellow	15	Piece	54.00	810.00
36	HP 19A/CF219A/Black Drum	30	Each	90.00	2,700.00
	<b>Grand Total</b>				<b>US\$41,852.50</b>

5. Upon the full delivery of total quantity of Cartridges at the designated location stated above, and a delivery note duly signed by the purchaser designated representative, the purchaser shall pay the SUPPLIER through its funding sources the total amount stipulated in the supplier's quote base on the unit price assign to each item.
6. Purchaser covenants and warrants paying or causing to be paid the invoice amount of Ink Cartridges supplied by the SUPPLIER within the fiscal year.
7. *The Purchaser shall include through the requirement of a negotiated price schedule, other items that are not included, but fall under **Ink Cartridges**, if required, on an approved Purchase Order or addendum to the contract, due to the Ministry of Education implementation of the its projects.*

#### QUALITY

8. **Supplier** warrants that it shall deliver its **Ink Cartridges** for receipts by Purchaser in a state and condition that is of merchantable quality.

#### DURATION AND CONTINUANCE OF THE AGREEMENT

The life span of this Agreement shall be for the full fiscal year 2020/2021 commencing on November A. D. 2021 up to the **last day of December 2021** provided **Purchaser** shall be entitled to cancel this Agreement as provided for in count 15 below. The Parties declare this Agreement to be a self-executing contract unless there is a clear breach of a provision herein which has not been duly cured by the breaching Party after notice.

#### DEFAULT AND TERMINATION

10. The following shall constitute Events of Default on the part of the **Supplier**:
  - a) Save in the case of force majeure as defined hereunder in this Agreement, the repeated and persistent failure or refusal by the **Supplier** to timely perform any material obligation under this Agreement; **provided that Purchaser** shall be given ten (10) days prior written notice to the **Supplier** specifying that a material default or defaults exist which will unless corrected, constitute a material breach of this Agreement on the part of the **Supplier** unless such default is corrected within a reasonable period;
  - b) The occurrence of one more of the following events: The **Supplier** being or becoming insolvent, bankrupt, or ceasing to pay its debts as they mature.
11. The following shall constitute events of default by the **Purchaser**:
  - a) Save in the case of force majeure as defined hereunder in this Agreement the repeated and persistent failure or refusal by **Purchaser** to timely perform any material obligation under the Agreement, provided the **Supplier** shall give ten (10) days' prior written notice to the **Purchaser** specifying that a material default or defaults exists which will, unless corrected constitute a material breach of this Agreement on the part of the **Purchaser** unless such default is corrected within a reasonable period.
12. Termination of Agreement following an Event of Default:
  - a) If an Event of Default has occurred, the non-defaulting party shall have the option to terminate this Agreement upon ten (10) days prior written notice from the non-defaulting party to the defaulting party.
  - b) If this Agreement is terminated pursuant to this section, the amount of damages, if any which the defaulting party may owe to the non-defaulting party shall be determined by arbitrary persistence to clause "16" hereunder.
13. Neither party shall be in default on account of, and neither party shall assume any liability responsibility for, consequences arising out of the interruptions of its performance under Agreement by epidemics, fire, flood, unusually severe weather or any extraordinary and disturbances, acts of nature or of the public enemy, act of the Liberian Government or another foreign Government in its sovereign capacity, civil commotion, riot, acts of terrorism, insurrection or hostilities (whether or not declared war), condition may adversely affect the safety of either

and unforeseen market shortage, or any cause beyond the reasonable control of such party, that arise without the fault or negligence of such party, and that result in the delay of performance hereunder. Any such delay resulting from such events shall be deemed excusable. The party whose performance will be delayed by such events will use its best efforts to notify the other within three (3) days after the occurrence of such an event, and the cessation thereof.

14. The parties agree that if there should be any disputes arising out of the provisions of this Agreement which cannot be resolved by the parties themselves same shall be submitted to a competent court of jurisdiction in Liberia or any court having jurisdiction in any such matter.
15. This Agreement may not be assigned by either party without the prior written notice to the other party, except the SELLER shall have the right to assign this Agreement to any of its subsidiaries or affiliates.

#### MISCELLANEOUS

16. Regulatory: This Agreement and all operations hereunder are subject to the applicable laws of the Republic of Liberia and the applicable orders, rules, and regulations contained herein shall be not construed as waiver of any to question or contest any such law, order of regulation in any form having jurisdiction in the premises.
17. Notice: All provided for herein shall be in writing and shall be deemed to be delivered to Supplier when addressed to Seller at:

##### Office Ideas


Monrovia, Liberia

And shall deemed to be delivered to Purchaser when addressed to:  
Ministry of Education  
Ministerial Complex, Congo Town  
Monrovia, Liberia

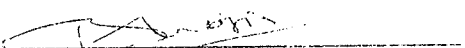
All notices shall be delivered by electronic or physical mail, text, or by such courier that can evident delivery, and to such other single name and address as either party may give to the other party.

18. This Agreement shall be bidding upon and inure to the benefit of the parties permitted, the successors and assigns hereto pursuant to this section. Any attempted assignment made contrary to this Section shall be void.

For the Purchaser

  
D. Ansu-Sonii Sr.  
Minister  
Ministry of Education

For the Supplier

  
Sunny Bajaj  
General Manager/CEO  
Office Ideas

Witnessed

  
PURCHASER

  
SUPPLIER