

Republic of Liberia)
Montserrado County)

Contract for the Supply of Office Stationery and Supplies

This Contract for the Supply of Office Stationery and Supplies is made and entered into this 30th day of May 2023 by and between the **National Fisheries and Aquaculture Authority (NaFAA)**, represented by its Director General, Hon. Emma Metieh Glasseo, of the City of Monrovia, Republic of Liberia, (hereinafter known and referred to as the "**PURCHASER**") and **Sky-Tech International (Lib), Inc.**, a Corporation registered and operating under the Laws of the Republic of Liberia, represented by its Manager, Mr. Vishal Panchal, of Benson Street, Monrovia, (hereinafter known and referred to as the "**SUPPLIER**"). The **PURCHASER** and **SUPPLIER**, collectively referred to as the "**PARTIES**" and each individually as a "**PARTY**," hereby

WITNESSETH

WHEREAS, the **PURCHASER** has apportioned funds for the procurement of the Office Stationery and Supplies and conducted a Request for Quotation (RFQ) process (Ref. IFB No. NaFAA/RFQ/009/2023) for the acquisition of said Office Stationery and Supplies;

WHEREAS, the **SUPPLIER** has presented itself with adequate documentation that it has the requisite capacity and experience, as per bid requirement, to supply and deliver as maybe requested by the **PURCHASER** the Office Stationery and Supplies, as indicated in the Bid Documents, which shall form a cogent part of this Contract; and

WHEREAS, the **PURCHASER** is willing to enter into this Contract with the **SUPPLIER** in reliance on the **SUPPLIER's** undertaking to deliver the requisite Office Stationery and Supplies upon request in accordance with this Contract and the Bid document submitted by the **SUPPLIER**.

NOW THEREFORE, for and in consideration of the mutual promises and agreements herein contained, and intending to be legally bound, the Parties hereby agree on the below stipulated terms and conditions, as follow:

ARTICLE I: THE AWARD

The **PURCHASER** hereby contracts the **SUPPLIER**, and the **SUPPLIER** hereby accepts to be contracted by the **PURCHASER**, to supply and deliver the Office Stationery and Supplies, as stipulated in the Bid Documents, to the **PURCHASER's** office at Bushrod Island at its Administrative Office located adjacent LPRC;

ARTICLE II: OBLIGATIONS OF SUPPLIER

1. That the **SUPPLIER** hereby undertakes to supply to the **PURCHASER** the following Office Stationery and Supplies:

No.	Items	Quantity
1	A4 Papers, 210mmX297mm; 80g/m2	150 cartons
2	Legal/Double A Size Paper	100 cartons
3	A3 sheet	25 cartons
4	Ledger (Manuscript Book 3QR)	3 dozens
5	Columnar (Analysis) Book; 24 Columns	6 pieces
6	Stapler, M/S; Durable with High Quality	25 pieces
7	Staple pin, 24/6; 26/6	20 boxes
8	Box Files; 50pcs/carton	40 cartons
9	Manila Folder Legal Size	15 boxes
10	Hanging Folder	16 boxes
11	Paper Clip L/S	10 boxes
12	Paper Clip S/S	10 boxes
13	Manila Folder A4 Size	25boxes
14	Sticky Flag Page Maker	7 dozens
15	Note/Steno Pad	16 dozens
16	Brown Envelope A4 Size; 1X50pcs	25 packs
17	Brown Envelope Smallest Size; 1X50pcs	30 packs

18	White Envelope	50 packs
19	Brown Envelope A3	10 packs
20	Brown Envelope Legal Size	10 packs
21	Stick-on-Pad, 125 X 75mm	30 packs
22	Permanent Marker, 1 X 12	12 packs
23	Highlighter, 1 X 12	15 packs
24	Calculator	12 pieces
25	White Board M/S	10 pieces
26	White Board Marker	10 packs
27	Ball Point Pen	10 packs
28	Extension Cord	15 pieces
29	Correction Fluid Pen	8 packs
30	Executive Pen (Refilled Ink); Parker or its Equivalent	15 pieces
31	Ink for Executive Pen	8 packs
32	Binding Clip L/S	10 boxes
33	Binding Clips M/S	20 boxes
34	Binding Clip S/S	10 boxes
35	Pencil	5 boxes
36	Heavy Duty Stapler	5 pieces
37	Flip Chart	7 pieces
38	Flip Chart Stand	7 pieces
39	Duster	5 pieces
40	Staple Pin for Heavy Duty Stapler	10 pieces
41	Paper Glue	2 dozen
42	Scissors, Big	5 pieces
43	Punching Machine, Large	5 pieces
44	Ruler, Plastic	15 pieces
45	Rubber Band	3 dozens
46	Scotch Tape, Big	10 pieces
47	Staple Pin Remover	20 pieces
48	Clear Plastic Folder	4 dozens

2. The SUPPLIER shall supply and deliver the items, in the agreed quantities as requested by the PURCHASER on the Purchase Order prepared and submitted by the PURCHASER to the SUPPLIER. It is being understood by the parties that the SUPPLIER shall supply and deliver the above-mentioned Office Stationery and Supplies no later than fifteen (15) days upon the receipt of an approved Local Purchase Order from the PURCHASER or at a reasonable time agreed with the PURCHASER.

3. The SUPPLIER shall provide free delivery of the Office Stationery and Supplies at the PURCHASER's office at Bushrod Island at its Administrative Office located adjacent LPRC;

4. The SUPPLIER shall present for payment: invoices, waybills and delivery notes evidencing supply and delivery to the PURCHASER.

5. The SUPPLIER has guaranteed that the Office Stationery and Supplies to be supplied shall comply with the technical specifications as enshrined in the Bid Document submitted by SUPPLIER to PURCHASER.

ARTICLE III: OBLIGATIONS OF PURCHASER

1. The PURCHASER shall provide secured custody for the safe keeping of the Office Stationery and Supplies upon delivery by the SUPPLIER.

2. That the PURCHASER shall notify the SUPPLIER of any unsafe and damaged Office Stationery and Supplies upon discovery, for SUPPLIER's verification, acknowledgment and subsequent replacement.

3. The PURCHASER hereby covenants to pay the SUPPLIER in consideration for the supply of Office Stationery and Supplies mentioned supra the total sum in United States Dollars or its Liberian Dollars equivalent at the prevailing Central Bank of Liberia exchange rate.

4. The PURCHASER shall make payment to the SUPPLIER of the amount due not later than thirty (30) days or any other timeframe agreed upon after delivery and acceptance by the PURCHASER as well as submission of delivery note, invoice and waybill by the SUPPLIER.

ARTICLE IV: CONSIDERATION

The parties hereto mutually agree that the PURCHASER shall pay to the SUPPLIER the total sum of **US\$10,000.00 (Ten Thousand United States Dollars)** as total price for the aforementioned Office Stationery and Supplies, not later than thirty (30) days or any other timeframe agreed upon, after delivery, and acceptance by the PURCHASER.

ARTICLE V - DURATION OF THE CONTRACT

It is hereby mutually agreed and accepted that all Parties shall fulfil their respective obligations as per the Terms and Conditions of this Contract, which commences on **May 30, 2023** and ends on **December 31, 2023**, and shall continue on a month-to-month basis, but only based on a notice to proceed issued by the Authority.

ARTICLE VI: UNDERTAKING

The Parties hereby covenant and agree that they will faithfully keep and perform each and every one of the provisions of this Contract including the attached documents thereto.

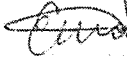
ARTICLE VII: BINDING EFFECT

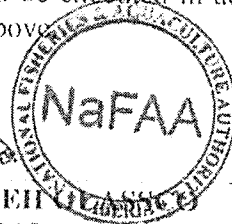
That the foregoing constitutes the intent of the Parties and same shall be binding upon them, their assigns, legal representatives and successors in business and or office as if they were themselves party and signatories to this Agreement.

In witness whereof, the PARTIES hereto have caused this Agreement to be executed in accordance with the Laws of the Republic of Liberia on the day, month and year first written above.

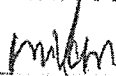
IN THE PRESENCE OF:

FOR: THE PURCHASER


HON. EMMA METIEH
DIRECTOR GENERAL



FOR: THE SUPPLIER


MR. MILAN
MANAGER

