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| **KENYA FORESTRY RESEARCH INSTITUTE** | |
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SERVICE ORDER. ***No.0000***

M/S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INVOICES MUST BE ADDRESSED TO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ THE DIRECTOR KEFRI

P.O.Box 20412-00200

<Tel:066/32891,Fax:066/32844>

CONTRACT REF.NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QUOTATION/TENDER NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ITEM NO. | DESCRIPTION(INCLUDING SUPPLIER’S CATALOGUE NUMBER) | UNIT PRICE AND DISCOUNT | |  | TOTAL PRICE | | STORES CODE OR ALLOC. CODE | INTER CODE |
| SHS. | CTS. | SHS. | CTS. |
|  | DELIVERY DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DELIVERD TO\_\_\_\_\_\_\_\_REQ.NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CHARGEABLE TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VOTE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DETAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  A/C. NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  |  |  |  |  |
| TOTALS | |  |  |  |

ISSUED BY(Supplies Division)…………………………. APPROVED BY(SIGNATURE)…………………….

ENDORSED BY(SIGNATURE)…………………………… DIRECTOR/D/DIRECTOR

PRINCIPAL INTERNAL AUDITOR

COST CENTRE……………………….(SIGNATURE)………………… APPROVED FOR COMMITMENT………………

THIS ORDER IS PLACED SUBJECT TO TERMS AND CONDITIONS OVERLEAFFor and on behalf of KEFRI

TERMS AND CONDITIONS

1. In this contract, it is implied that the seller has a right to sell the goods.

2. The seller shall afford the buyer a reasonable opportunity of examining the goods for the purpose of ascertaining that they are in conformity with the contract.

3. The quality of the goods supplied must comply in all respects with any pattern, sample description or specifications supplied or approved by the institute.

4. The seller shall be liable for breach of this condition if the goods suffer from any defect which reasonable examinations of the sample by the agent reveal.

5. Where the particular purpose for which the goods are required is expressly or by implication shown or indicated to the seller, the buyer shall rely on the seller’s skill and judgment in supplying goods reasonably fit for that purpose, whether or not that is a purpose for which such goods are commonly supplied.

6. If goods are ordered under a trade name, the goods supplied must be of the kind known by that trade name.

7. The supplied goods shall be free from any charge or encumbrance in favor of any third party not degraded to the buyer at or before the time of entering the contract.

8. Once delivered to the buyer, he shall have undisturbed possession of the goods.

9. If the time of delivery has been stipulated in the order, time shall be of the essence and delivery must be made within the stipulated time, and if no time has been stipulated, delivery shall be made within a reasonable time otherwise the institute may cancel the order without notice to the seller.

10. Advice notes, quoting order number, shall be sent to the place of the specified destination of the goods at the time the goods are dispatched.

11. Invoices priced and quoting the order number, and stating the place of delivery, must be sent to the address specified here in on the same day as the goods are dispatched.

12. Statement(s) of account must be rendered monthly.

13. The property ownership of the goods supplied shall pass only when the buyer accepts them as complete with the terms of this contract. Until then, the responsibility and liability in all respects, e.g. Safety, costs. etc. shall remain the sellers’