

## **ORDER AND CONTRACT FOR SERVICE**

[Specimen form] to be used by DAs and by user groups

To: [Name of the Director and firm which has won the contract]

Address: [Address of the firm]

Subject: Supply of [specify such as studies, technical assistance, consulting, supervision] Services

The [name of community ] would like to place an order for the supply [specify such as studies, technical assistance, consulting, supervision] services....., in conformity with your accepted proposal specifying the assignment and prices of the services.

### **1. CONTENT AND PROGRESS OF THE ASSIGNMENT**

The study (training, technical assistance) and its progress will be in accordance with the terms of reference attached to this document.

### **2. AMOUNT OF THE CONTRACT**

The amount of the contract[or rate per day and number of days] is fixed at .....[currency units] and is not subject to revision.

### **3. TIME LIMIT AND SUBMISSION OF REPORT**

The time limit for the completion of the services is scheduled for .....(days, weeks or months) from the date of the approval of this invoice letter by the consultant or consulting firm. This approval should take place in the maximum time limit of 15 days from the date of signing of this order/contract

### **4. LIQUIDATED DAMAGES**

In case of delay beyond the period specified in the contract, you[your firm] are subject to a penalty of 1/1000 of the price of the studies per calendar day of delay. However, the ceiling of these penalties is 10% of the total amount or the contract.

In case the 10% ceiling is exceeded, the [name of community ] reserves the right to terminate this order/contract.

**9. SCHEDULE OF PAYMENT**

The amounts which are due will be paid in the following manner:

-----% at the countersigning of this letter of order, for advance payment [the amount of this advance should in no circumstance exceed 30% of the total amount].

.....% of the amount of the invoice upon issuance of the interim receipt.

20% of the amount of the invoice upon issuance of the final receipt subject to a maximum of 100% of the total payment due.

**10. APPROVAL OF THE CONTRACT**

This document will become effective only after it has been signed by both parties.

Place and date:.....

Signed: .....[signatories of community]

Read and accepted

For the Consultant/Consulting Firm

Place and date:.....

Place and date:.....

Signature(s):.....

(Representing the Consulting Firm)

.....

Printed name(s)