**ORDER FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **ORIGINAL** | |  | [Name and address of Contractor] |
| **Number** | XX/XX.202X |  |
| **Date** | XX/XX/202X |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Framework Contract ref.:** | [KSCR/SPO]/CONT/202X-202X/XXX | **Duration of contract:** | [from date to date] |
| **Framework Contract title:** | XXXX | | |
| **CEP number:** | XXXX | | |

Dear Sir/Madam,

In accordance with the Framework Contract referred to above, we hereby request the provision of <nature and scope of the [services/supplies] (delete as necessary) sought> for the total amount of <amount in currency of contract> as shown below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of the ordered services/supplies**  as per the Budget Breakdown Annex of the contract  *(add new lines if necessary)* | | | **Quantity** | **Unit cost** | **Total cost** |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
| **Currency** |  | **Total amount** | | |  |

Such [services/supplies] (delete as necessary) must be [rendered/delivered] (delete as necessary) at <place(s), [from-to]/[before/on] (delete as necessary) date(s) and time(s)>.

Sincerely,

|  |  |  |
| --- | --- | --- |
| **Prepared by the Project Manager:** |  | **Verified by the Procurement Unit:** |
| [Name]  [Title]  [Unit] |  | [Name]  [Title] |
|  |  |  |
| Location, date and signature |  | Location, date and signature |
|  | | |
| **Approved by the Budget Holder:** |  | **Received & acknowledged by the Contractor:** |
| [Name]  [Title]  [Unit] |  | [Name]  [Title]  [Unit] |
|  |  |  |
| Location, date and signature |  | Location, date and signature |