



FIELD PURCHASE ORDER (FPO)

Purchase Order Number : **XXXXX** **Project No. :** **XXXXX - XXX/XX/XXX**

P.O. DATE : **XX/XX/200X**

SHIP BY: **XX/XX/200X**

IMPORTANT: All shipments, invoices and correspondence must show PURCHASE ORDER and PROJECT NUMBERS.

CONSIGNEE:

XXXXXX

XXXXXX

XXXXXX

XXXXXX

XXXXXX

Attn.: XXXXXX

Tel.: +XX XXXXXXXX

Fax: +XX XXXXXXXX

VENDOR N°: **XXXXX**

XXNAME

XX

XX

XX

Attn.: XXXX

Tel.: +XX XXXXXXXX

Fax: +XX XXXXXXXX

DELIVERY TERMS (INCOTERMS 2000): **Incoterm, named place**

PAYMENT TERMS: **Net 30 Days**

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	TOTAL PRICE
1	XXXXX	1	Lot	xxxx	#VALUE!
2	XXXXX	1	Lot	xxxx	#VALUE!
3	XXXXX	1	Lot	xxxx	#VALUE!

******* Special Terms and Conditions *******

A. This purchase order is subject to our Invitation to Bid, Ref. No.: XXXXX dated XXXXX and according to your offer dated XXXXX

B. Notify Party:

C. Final Destination:

Clauses to add, if services such as installation is included:

D. Payment of 90% of the FOB value of the goods and 100% of the shipping costs will be made within 30 days of UNOPS receiving all the required shipping documents, i.e. invoice, bill of lading, packing list at the XXX Office, -address-. The balance, i.e. 10% of the FOB value of the goods, plus the costs for installation and training, will be paid within 30 days of UNOPS XXX Office receiving a certificate from the end-user attesting that the contracted services were rendered in conformity with the purchase order.

If the following clause has not been mentioned in the solicitation document (ITB/RFQ) referred to in this PO, it should be added here:

E. The Vendor shall not have the authority to create any obligation on behalf of UNOPS and shall not represent itself as an agent, employee or in any other capacity of UNOPS.

The Vendor shall be responsible for the professional and technical competence of its employees, who shall be expected to respect local customs and conform to a high standard of moral and ethical conduct.

The Vendor shall indemnify and hold harmless UNOPS, its officers, agents, employees and servants from and against all suits, claims, demands, proceedings, and liability of any nature or kind, including costs and expenses, for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of acts or omissions of The Vendor or its agents, employees, servants or subcontractors in The execution of The order.

F. Attachments:

- General Conditions for Purchase Orders
- Packing and Shipping Instructions
- Other, if any

CURRENCY : XXX GRAND TOTAL: #VALUE!

This Purchase Order may only be accepted by the Vendor's signing and returning the Acknowledgement Copy. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the Conditions of this Purchase Order, including the General Conditions for Goods of the United Nations Office for Project Services (UNOPS) and any UNOPS attachments (hereinafter collectively referred to as "This Contract"). No additional or inconsistent provisions proposed by the Vendor shall bind UNOPS unless agreed to in writing by a duly authorised official of UNOPS. UNOPS General Conditions for Goods are available at UNOPS website at [https://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20condiciones%](https://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20condiciones%20en%20ingles.pdf) under General cond. of contract. If your company is unable to access the document, Please send an e-mail or fax request to: **insert e-mail address and fax number of contact person** and the UNOPS General Conditions for Goods will be sent to you electronically or by fax.

Date: _____

Queries should be addressed to:

Buyer: Name, Title, Tel. no.

ON BEHALF OF UNOPS:

Name of Chief/Director, Title, Division/Office

ACKNOWLEDGEMENT COPY

Vendor's Signature: _____

Date: _____

UNOPS, Division/Office, Address, Country, Tel, Fax