

GENERAL SERVICES ADMINISTRATION

Blanket Purchase Agreement No.

Description of agreement. The Supplier agrees to furnish the supplies or services described herein, if and when ordered by the Contracting Officer or an authorized representative during the specified term of this agreement.

Description of supplies or services.

Term of agreement. This agreement will become effective upon acceptance by the Supplier and will remain in effect until

_____.

Geographic area to be served.

Extent of Obligation. The Government is obligated only to the extent of authorized purchases actually made under this agreement.

Pricing. Any purchases made pursuant to this agreement will be based on written quotations submitted in response to a Standard Form 18, Request for Quotations, or will be based on quotations obtained orally by telephone or personal contact at the time the Government's need for the item(s) or services arises. The Supplier agrees that the prices quoted to the Government will be as low or lower than those charged to the Supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.

Purchase limitation. The amount of any one purchase under this agreement shall not exceed \$10,000 and lower amounts may be established for specific individuals named in this agreement.

Notice of individuals authorized to purchase under the BPA and dollar limits. The following GSA employees are hereby authorized to place orders under this agreement.

<u>Name</u>	<u>Organization</u>	<u>Dollar limit per purchase</u>
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Placing orders. No written orders will be placed against this agreement. GSA employees will place orders telephonically or in person and will identify themselves and provide the following information:

- (1) BPA number;
- (2) Purchase number;
- (3) Specific description of the supplies or services being purchased;
- (4) The unit price(s) and total price established by agreement with the Supplier; and
- (5) The time and place of delivery.

Delivery tickets. All deliveries under this agreement must be accompanied by delivery tickets or sales slips which must contain the following information as a minimum:

- (1) Name of Supplier;
- (2) BPA Number;
- (3) Date of Purchase.
- (4) Purchase number.

- (5) Name of person placing the order;
- (6) Itemized list of supplies or services furnished.
- (7) Quantity, unit price, and extension of each item, less applicable discount (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information).
- (8) Date of delivery or shipment.

Invoices.

Invoices shall be submitted to:

Terms and conditions. The terms and conditions included in this agreement apply to all purchases made pursuant to this agreement. In the event of an inconsistency between the provisions of this agreement and the supplier's invoice, the provisions of this agreement will take precedence.

Acknowledgment. The supplier is hereby requested to acknowledge acceptance of this agreement, including its terms, conditions, and clauses, by signing and returning a copy to:

Sincerely,

CONTRACTING OFFICER

Accepted by:

(Name)

Taxpayer Identification No. _____

(Title)

Type of business (check one)

(Date)

Corporation _____
 Partnership _____
 Sole Proprietorship _____

Please indicate the remittance address for payment in the space provided below if different than the supplier address.

