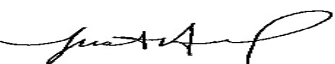


ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers. PAGE OF PAGES
Page 1


1. DATE OF ORDER 03 Nov 2021	2. CONTRACT NO.(If any)	6. SHIP TO: 19RW6022A0002, KIGALI	
3. ORDER NO. 19RW6022A0002	4. REQUISITION/REFERENCE NO. PR10344743	a. NAME OF CONSIGNEE ATTN: GSO/WAREHOUSE	
5. ISSUING OFFICE (Address correspondence to) AMERICAN EMBASSY KIGALI 2657 AVENUE DE LA GENDARMERIE ATTN: GSO/PROCUREMENT KIGALI,		b. STREET ADDRESS 2657 AVENUE DE LA GENDARMERIE	
Contact Name: Jean d'Amour Irakoze Phone: Email: IRAKOZEJA@state.gov		c. CITY KIGALI	e. ZIP CODE
7. TO:		f. SHIP VIA	

a. NAME OF CONTRACTOR J.I.R LTD DUNS NUMBER 123456787	CONTACT PHONE NUMBER 0788300952 E-MAIL: FAX:	<input type="checkbox"/> a. PURCHASE ORDER REFERENCE YOUR: _____	<input type="checkbox"/> b. DELIVERY ORDER -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
b. COMPANY NAME JOB IN RWANDA		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS KN 50 ST - GANZA, RUGUNGA - KIYOVU			
d. CITY	e. STATE	f. ZIP CODE 4062 KIGALI	8. TYPE OF ORDER
9.ACCOUNTING AND APPROPRIATION DATA ----- \$0.00USD		10. REQUISITIONING OFFICE AMERICAN EMBASSY KIGALI ATTN: GSO/PROCUREMENT	
Funds Certification Officer Signature: 			

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			12. F.O.B. POINT Destination
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM		<input type="checkbox"/> h. EDWOSB	
13. PLACE OF		14. GOVERNMENT B/L NO.	
a. INSPECTION	b. ACCEPTANCE	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 28 Nov 2021	
			16. DISCOUNT TERMS

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
SEE LINE ITEM DETAIL						

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.			17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:					
	a. NAME AMERICAN EMBASSY KIGALI			0.00RWF	17(i) (GRAND TOTAL)	
	b. STREET ADDRESS (or P.O. Box) 2657 AVENUE DE LA GENDARMERIE ATTN: FMC					
c. CITY KIGALI	d. STATE	e. ZIP CODE				

22. UNITED STATES OF AMERICA BY (Signature)  03 Nov 2021	23. NAME Typed Jack D. Swetland TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 03 Nov 2021		TITLE BPA SETUP FOR JOB IN RWANDA ADVERT		CONTRACT NO.	ORDER NO. 19RW6022A0002	
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	BPA SETUP FOR JOB IN RWANDA JOB ADVERT	5.00	year	0.00RWF	0.00RWF	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17h)

0.00RWF

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OPTIONAL FORM 348 (REV. 9/2012)
Prescribed by GSA - FAR (48 CFR) 53.213(f)

1. BPA Number 19RW6022A0002

The AMERICAN EMBASSY KIGALI invites you to enter into this BPA that establishes the terms and conditions applicable to future purchases of:

SUPPORT- MGT: ADVERTISING

2. Expiration Date:

BPA expires on *31 Oct 2026*.

3. Embassy Estimate:

The Embassy estimates that the volume of purchases through this BPA will be 8,000,000.00RWF.

4. Terms and Conditions:

- The Embassy is **not** obligated to purchase any definite amount under this BPA.
- The amount of any one purchase will not exceed USD \$450.00 or the equivalent in local currency.
- The total amount ordered under this BPA will not exceed USD \$250,000.00 or the equivalent in local currency.

5. BPA Administrators

6. Authorized Employees

Authorized Employees to place orders under this BPA are:

Name	Job Title	Dollar Limitation
Zabib Kabashashi	HR ASSISTANT	450,000.00RWF
Fred Ruzindana	HR SPECIALIST	400,000.00RWF
Isimbi Sarah Mugwaneza	HR ASSISTANT	150,000.00RWF
Jean d'Amour Irakoze	PROCUREMENT ASSISTANT	250,000.00RWF
Jack D. Swetland	CONTRACTING OFFICER	200,000.00RWF
Godfrey Nkusi	PROCUREMENT ASSISTANT	100,000.00RWF
Eva Noelle Mpunga	PROCUREMENT ASSISTANT	50,000.00RWF
Lysette Mananda	PROCUREMENT SUPERVISOR	350,000.00RWF

7. Delivery Tickets

All shipments/deliveries shall be accompanied by a delivery ticket or sales slip that must contain the following minimum information:

- Name of supplier
- BPA number
- Date of purchase
- Purchase number
- Itemized list of supplies or services furnished
- Quantity, unit price, and extension of each item, less applicable discounts
- Date of delivery or shipment
- Name of the authorized employee who placed the order

8. Invoices

A summary invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period. The invoice shall identify the delivery tickets covered therein, stating the total dollar value, and supported by recent copies of the delivery tickets.

9. FAR and DOSAR Clauses:

The FAR and DOSAR clauses attached to this BPA shall apply to all purchases made under this BPA. In the event of an inconsistency between the provisions of this BPA and your invoice, the provisions of the BPA shall take precedence.

10. Acceptance:

You are requested to acknowledge acceptance of this BPA, including its terms, conditions, and clauses, by signing and returning a copy to Jack D. Swetland, AMERICAN EMBASSY KIGALI, ATTN: GSO/PROCUREMENT, 30 KG 7 AVENUE, KIGALI, RWANDA.

BPA Accepted:

ISHIMWE OLIVIER

15 December 2021

Signature

Date

ISHIMWE Olivier

Operations Manager

(Typed/Printed Name and Title of Signer)

Please indicate the remittance or check mailing address in the space provided below if different from the address to which this BPA was addressed.

olivier@jobinrwanda.com

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://acquisition.gov/far/index.html>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov>