GOVERNMENT OF FIJI **OVERSEAS PURCHASE ORDER** G.P. FORM 52A

Department: ………………………..……………….… Indent No: …………………. Date: ……………

To: *Shipping Marks:*

GOVERNMENT OF FIJI

Buyer/Purchaser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Fiji**

 PRINT & PACK NZ

 1 CAIN ROAD

 PENROSE 1061

 P O BOX 12-735 PENROSE

 AUCKLAND

 NEW ZEALAND

**APPROVED**

INSTRUCTIONS TO SUPPLIER

1. The articles enumerated herein constitute an official order for the Government of Fiji. Kindly

 acknowledge receipt to the Director Fiji Procurement Office, Suva, Fiji to the email addresses in 6(a)

*Date ……………………………………*

 and 6(b) below.

1. Unless otherwise indicated, please arrange for despatch by earliest possible opportunity by:—

 (a) Shipment C & F basis. (b) Post.

1. INSURANCE COVERAGE IS NOT REQUIRED.
2. Instructions as to the execution of this indent as a whole \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Invoices should be certified to the effect that the price of the goods supplied does not include any

 Customers duty or other charges which are refundable on exportation of the goods.

\*6. INVOICES IN TRIPLICATE and SHIPPING DOCUMENTS should be forwarded AS SOON AS POSSIBLE to—

1. SUVA DELIVERIES—The Director Fiji Procurement Office, P.O. Box 2212 Government Buildings, Suva, Fiji

and emailed to FPO\_SHIPPING\_SUVA@govnet.gov.fj

1. LAUTOKA DELIVERIES—The Director Fiji Procurement Office, P.O. Box 116, Lautoka, Fiji and emailed to

FPO\_Shipping\_Lautoka@govnet.gov.fj .

 7. Settlement discounts should be indicated. \*Delete as necessary.

 \*8. Settlement will be effected by the Director Fiji Procurement Office, Fiji.

 9. All items paid in advance shall be marked as express released and soft copies of shipping documents shall be sent to the

 email addresses as in 6(a) and 6 (b) above.

Description of Articles

Quantity

Amount

Vocab Ref.

or Part No.

Item

No.

Unit Cost

c

 $

Total

Name of officer responsible for ordering ……………….. Certified correct …………….............…………………….

 *(Signature of officer responsible for ordering)*

**THIS SECTION IS TO BE COMPLETED BY THE PURCHASING (ACCOUNT) SECTION**

I certify that funds are available under Head……………………………………….subhead ………………………….. for the purchase of the articles enumerated and that the following details are correct:

Expenditure on vote to date……………..........$..................... 1. C & F cost as above ………..

Commitments ……………………………. …$..................... 2. Exchange (+ or -) ………..

 3. Add duty and VAT ………...

Balance available to cover the cost of this 4. Add local clearance charges …………

Indent ………………………………………..$..................... 5. Add administrative/service charges …………

 6. Total C & F cost …………

Mode of payment…………………………………..(State whether the item(s) will be paid in advance or after delivery)

*Head of Department ………………………………………*