

ASSORTED STATIONERIES SUPPLY AGREEMENT

This **ASSORTED STATIONERIES SUPPLY AGREEMENT** made and entered into this 17th day of June, 2026, by and between the National Transit Authority, a Public Corporation solely owned by the Liberian Government, located at Japan Drive, in the Township of Gardnersville, represented by and through its Managing Director **Hon. Edmund Forh Forh** (hereinafter known and referred to as “NTA”) and **Office Equip Inc.**, a registered legal business entity operating under the laws of the Republic of Liberia, with location at Carey & Center Streets, Monrovia Liberia, represented by and through its General Manager, **Ishmael M. Turay**, (hereinafter known and referred to as “Supplier”), collectively NTA and Supplier are referred to as “PARTIES”.

WITNESSETH

WHEREAS, NTA has invited tenders for the supply of assorted stationeries to enhance its day-to-day operations in preparation and documentation of activities undertaken on a daily basis and cataloguing of statistical issues associated with commuting people from point to point; and

WHEREAS, the Supplier’s bid submitted for the supply of assorted stationeries has been adjudged to be the most responsive by a Bid Evaluation panel and contract award recommended in favor of the Supplier (**Office Equip Inc.**) for said service;

WHEREAS, the NTA accepts the Supply of these assorted stationeries consistent with the agreed specifications, invoice received, the amount therein indicated and all other documents reviewed and satisfied; and

WHEREAS, the Parties have both agreed to work in synergy in achieving their mutual operational goals;

Now, Therefore, in consideration of the promises and the mutual obligations undertaken herein, the Parties, intending to be legally bound, hereby agree as follows.

Article 1: Award

That NTA hereby awards this contract to **Office Equip Inc.**, for the sole purpose of supplying these assorted stationeries;

Article 2: Scope of Works, Quantity and Price

For the execution of this contract, the Supplier shall be responsible to supply the requested assorted stationeries/items/goods to NTA and shall be specified, quantified and be accompanied with an invoice based on request;

Article 3: Contract Price

The Parties have mutually agreed that the total contract price is **Seventeen Thousand Five Hundred Eighty-Four United States Dollars (US\$ 17,584.00)**.

Article 4: Mode of Supply and Payment Terms

The parties have agreed that the Supplier, upon signing of this contract, shall, within one week, ready the goods for supply to NTA, in consonance with the full quantity of goods and total dollar value as contained on invoice as mentioned in (Article 2), above, and payment terms shall be as follows:

- **100% down payment of total amount contained on invoice and delivery note that will be submitted to NTA along with the goods shall be paid through the Ministry of Finance & Development Planning (MFDP).**

Article 5: Duration

This contract shall remain in effect for a period of Seven (7) months (June to December 31, 2026), commencing the date of signing. However, warranties exceeding the validity period of the contract shall remain binding and enforced when required.

Article 6: Warranty Terms

The Supplier shall warrant each item sold by it to be free of material defects and defects in functionality. The period of warranty indicated by the Supplier for each item sold shall be binding. NTA shall notify Supplier's representative, technician or authority of any damaged or malfunctioning item upon discovery of same within three (3) working days. All of such complaints shall be verified and acknowledged by agents of the Supplier and said defect shall be rectified, or to an extent possible, the item (s) be replaced within ten (10) working days from date of discovery and acknowledgement of the defect. For any replacement of an item requiring longer time than ten (10) working days, the Supplier shall provide NTA with notice stating the reasons for the delay and provide the expected timeframe for resolution. Any unnecessary and unaddressed delays by the Supplier in meeting its obligation under this Contract shall constitute a breach of this Contract. The obligation under this warranty shall be limited to replacing, free of charge, any such item or specific defect as deemed to be hindrance in the opinion of the Parties and shall not amount to consequential losses. Any item so replaced, shall become the property of the Supplier.

Article 7: Force Majeure

In the event of force majeure, the Parties mutually agree that this Contract shall be suspended until such period of force majeure is abated and normal conditions are restored. Force majeure is herein defined as natural disasters, acts of God, war, civil disturbances which shall hinder, delay or make impossible performance of this Contract. Whatever time is lost as a result of force majeure shall be added to the life of this contract, given that the NTA is promptly informed through documentary evidence of the force majeure circumstances.

Article 8: Arbitration

It is mutually agreed and understood by the Parties hereto that failing to find an amicable settlement, all disputes arising from this Agreement or related to it shall be finally settled in accordance with the arbitration rules of the Republic of Liberia.

Article 9: Binding Effects

The terms and conditions stated above constitute an agreement between the parties stated in the preamble. Hence, no statement, promises and inducements made by any other party or agent or any party that is not contained in this agreement shall be valid or binding. The terms and conditions herein contained shall also be binding upon the parties hereto, their heirs, administrators, executors, legal representatives, successors-in-business and assigns as though they were herein mentioned by names.

Article 10: Governing Law

This contract shall be governed by the laws of the Republic of Liberia.

Article 11: Entire Agreement

This contract and the attachments hereto made, constitute the entire agreement between the parties relating to the subject matter and supersede any other oral statements, discussions, representations or agreements made by either party to the other.

Article 12: Taxes

The supplier shall be responsible for all taxes or other forms of payments due the Government of Liberia under this contract.

Article 13: Contract Modification or Extension

The parties agreed that this contract may be modified in whole or in part only with the written consent of both parties and under terms and conditions to be negotiated. Any such modification shall be duly executed as an addendum, and may be requested by either party.

IN WITNESS WHEREOF, the parties hereto have executed and acknowledged this instrument and affixed our names and signatures on this 14th day of June, A. D. 2026.

IN THE PRESENCE OF:

FOR THE NTA:

Hon. Edmund Forh Forh
Managing Director [NTA]

FOR THE SUPPLIER:

Samira K. Aridi

Ishmael M. Turay
General Manager [Office Equip]