**Annex 3**

**Church World Service Africa Terms & Conditions**

1. Church World Service Africa does not make any advance payments for goods but can do so for services.
2. Payment of goods and services is made after delivery and confirmation on the condition of the goods and services.
3. Church World Service Africa encourages the participation of small, minority and women owned businesses.
4. Church World Service Africa is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or Church World Service Africa in the processing of emails.

Yours Faithfully,

Signed:

(Being duly authorized official to sign on behalf of the Bidder)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_