### Office Product Purchasing Agreement

Contract No.

Party A (supplier):

Legal representatives:

The position of legal representative:

Address:

Contact information:

Party B (Demander):

Legal representatives:

The position of legal representative:

Address:

Contact information:

In order to reduce and control the cost of office purchasing, change the lack of control mode of random purchasing for many years, standardize the purchasing transaction behavior, Party A (Party B) is specially entrusted with the annual procurement of office products and services, and please evaluate the procurement project of Party A and supervise its office expenses. To this end, the two sides signed an agreement as follows:

Article 1 Duties and responsibilities of both parties

First, Party A determines the financial booking mechanism for office expenses control and procurement services of office products internally.

1. Establish consumption quotas for conventional products and services.

2. Establishment of office expenses expenditure files.

3. Establish procurement plan and pre-evaluation system.

4. Fill in the feedback form of product quality and service quality in time.

Second, Party B actively participates in Party A's Procurement Evaluation and assists Party A in the management and control of office expenses.

1. After receiving Party A's purchase plan declaration form, provide Party A with the evaluation form of purchase plan.

2. Assist Party A in determining the consumption quota of conventional products.

3. Provide the procurement files of Party A.

4. Provide Party A with purchasing reports of sub-products and sub-services every month.

Party B shall provide the following products and service commitments.

1. The quality of the product provided meets the service quality standard of the product and meets the satisfied presupposition of Party A on the service quality of the product. No fake, inferior or defective goods will be sold.

2. When the products provided by Party B do not meet the requirements, Party A unconditionally returns and exchanges the goods. Party B shall not return or exchange goods for more than two days.

3. Party B must deliver the products to Party A's address on time according to the requirements of the order to ensure timely delivery.

4. On the premise that Party A purchases according to the normal plan, Party B shall meet Party A's Emergency Purchasing requirements, regardless of the amount and quantity, which shall be delivered within 4 hours.

IV. DETERMINATION OF PURCHASE ORDER

1. Party A shall provide this purchase and service order in accordance with the actual needs of the unit and the contents of previous purchases.

2. After Party B receives the order, it conducts a collective evaluation, and then submits the evaluation results and price to Party A for confirmation.

3. Party A shall submit the assessed order to the unit for approval after examination.

4. Party A confirms the order online and by fax.

5. Price confirmation for each order.

1. The products and services provided by Party B to Party A shall be at the agency price of the distributor, i.e. enjoy the lowest price of the network.

2. In order to reflect the relative stability of product price, when the price of a product is fixed, it will remain unchanged in the current year. If the cost of products and services increases or decreases, Party B shall notify Party A ten days in advance and make adjustments with the approval of both parties.

3. After the first price confirmation of each kind of product, it will be confirmed on the basis of the preferential price of Party B's product and further consultation between the two parties.

Article 2 The confidentiality of Party A's information and materials

1. Party A has the obligation to keep confidential the business documents and data related to Party B in the course of fulfilling the procurement agreement. Without Party B's written permission, Party A shall not authorize any third party to read and use them.

2. The information given to Party B by Party A in any form is confidential information of Party A. Party A and Party B shall keep confidential the documents of the terms and conditions of this contract.

3. If any party is required to provide confidential information in accordance with government decrees, it may provide such information as required, but it shall notify the other party of the fact as soon as possible.

Article 3 Extension and Termination of Contracts

1. Party A shall conscientiously implement the planned procurement system. Party B has the right to terminate the contract in violation of the following circumstances.

A. Party A has not fulfilled the procurement plan.

B. Party A's annual purchase amount is less than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The average monthly purchase is less than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. The centralized procurement system is not implemented.

2. Party B shall conscientiously perform its service functions in accordance with the requirements of this contract. Party A shall have the right to terminate the contract if it violates one of the following circumstances.

A. Failure to fulfil Procurement Evaluation commitments.

B. The price can not meet the requirements of Party A.

C. Delivery and other services can not meet the needs of Party A.

3. This agreement is valid for one year. After the expiration of the agreement, if the two sides cooperate again, they need to sign the agreement again.

4. This contract shall enter into force on the date of signature by both parties until both parties have fully fulfilled their obligations under this contract.

5. In the process of contract execution, if one party needs to change or terminate, it must submit an agreement with the other party before 20 days and sign an agreement.

Article 4 Ways of payment

1. Upon the completion of each centralized purchase, Party A shall pay the last month's fee within 5 working days after Party B's products and services have passed the acceptance test.

2. It can be settled by cheque, letter transfer, telegraphic transfer and cash transfer.

3. During the contract period, due to the change or modification of product prices or service costs, supplementary agreements shall be negotiated and signed between Party A and Party B.

Article 5 Dispute Settlement

All disputes arising from the performance of this contract or in connection with this contract shall be settled through friendly consultation between the two parties. If the dispute is still unsolvable after consultation, it shall be settled in one way:

(1) Submit it to the Arbitration Commission for arbitration in accordance with the effective arbitration rules of the Commission at the time of applying for arbitration. The arbitral award is final and binding on both parties.

(2) To bring a lawsuit in the local people's court.

Article 6 Appendices to the Contract and Others

1. This contract and any related rights and obligations in this contract shall not be transferred through the contract or applicable law without the written consent of the other party.

2. All matters not covered in this contract shall be subject to the relevant provisions of the Contract Law of the People's Republic of China, and supplementary agreements shall be made through mutual consultation between the two parties. The supplementary agreements shall have the same legal effect as this contract. Its effective date is from the date of signature and seal of both parties.

3. The original of this contract is in duplicate. Each party holds one share. Each text of the agreement has the same legal effect.

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| --- | --- |
| Party A (seal): | Party B (seal): |
| Authorized representative (signature): | Authorized representative (signature): |
| Specific date | Specific date |
| Location of signature: | Location of signature: |