



ReSPA

Regional School
of Public Administration

Regional School of Public Administration Branelovica bb, 81400 Danilovgrad, Montenegro	Order Form	Order No:
NAME OF THE EVENT:	This order is governed by the Framework Contract No. _____ in force from _____ to _____	
ACTIVITY NUMBER: (if applicable)	Place of delivery/performance:	
DATE OF THE EVENT: (from-to)	Name and address of Contractor:	
No. OF PARTICIPANTS:		

DESCRIPTION OF SERVICES:										
No.	Weekday	BREAKFAST			LUNCH			DINNER		
		QUANTITY (No. of meals)		TIMING (From - To)	QUANTITY (No. of meals)		TIMING (From - To)	QUANTITY (No of meals)		TIMING (From - To)
		Regular meals	Veg. meals		Regular meals	Veg. meals		Regular meals	Veg. meals	
1										
2										
3										
4										
5										

	DESCRIPTION OF ORDERED GOODS OR SERVICES:	UNIT	QUANTITY	PRICE IN EUR	
				UNIT PRICE	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					

ADDITIONAL COMMENTS:	SUBTOTAL	
	VAT	
	TOTAL	

ReSPA is exempt from all taxes and dues, including value added tax (VAT), pursuant to the provisions of the International Agreement on Establishment of the Regional School of Public Administration (ReSPA) and the Host Country Agreement between ReSPA and the Government of Montenegro.

The request for payment shall be admissible only if the Contractor returns a signed copy of this Order Form along with delivery specification, signed by ReSPA Representative and the invoice. Payment: 30 days from receipt of admissible invoice.

ReSPA authorizing Officer:	Contractor's authorized representative:
Signature:	Signature:
Date:	Date: