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**Annex 3: CWS Terms and Conditions****Church World Service & Witness Terms & Conditions**

1. Church World Service & Witness 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 & Witness encourages the participation of small, minority and women owned businesses.
4. Church World Service & Witness 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 & Witness in the processing of emails.

**Signed:**

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

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

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

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

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