



Sacred Heart College  
Sacred Heart Avenue Saint Julian's  
Request for Proposal for the Supply of School  
Uniforms from Year 1 to Year 11

**CLOSING DATE: Tuesday 22 September 2020**

Documents Required to Prepare and Submit an  
Expression of Interest

Secretary, Evaluation Board  
Email address: : [tenders@sacredheart.edu.mt](mailto:tenders@sacredheart.edu.mt)

## 1. Glossary

**Request for Proposals document:** The dossier compiled by the College Authority which contains all the documents required to prepare and submit an Expression of Interest.

**The College Authority:** The Board of Governors of the Sacred Heart College St Julian's

**The Evaluation Committee:** The Board of Governors' sub-committee delegated by the Board of Governors to open and evaluate all offers, select the preferred Proposal and inform all bidders of the result

**The office of the Internal Audit of the Archbishop's Curia:** The office in charge of the Internal Audit within the Administrative Office of the Archbishop's Curia Malta.

**The Contractor:** The successful bidder.

## 2. General Information and Conditions

The Sacred Heart College is inviting proposals for the supply of School Uniforms.

The College has over 900 students. The number of students is indicative only, and the exact amount of uniforms that will be purchased is not known. The unit price shall apply to the quantities procured by the customer.

The College Authority holds the intellectual property rights of the College logos and the College uniform in its entirety, inclusive of the College Uniform design.

The required uniforms must be available for purchase by the 15<sup>th</sup> of July 2021 in preparation for the Scholastic Year 2021-2022

## 3. Request for Proposals Document

The Request for Proposals document will be circulated free of charge together with a booklet showing sketches of the proposed school uniform.

## 4. Clarifications

Requests for clarifications are to be submitted in writing via email and addressed to the Secretary of the Evaluation Committee who can be contacted at [tenders@sacredheart.edu.mt](mailto:tenders@sacredheart.edu.mt) by not later than Friday 4 of September 2020.

Clarifications will be circulated in writing to all bidders. Such clarifications will constitute an integral part of the Request for Proposals Document.

## 5. Closing Date

Proposals are to be delivered to the College sealed and deposited in the tender box situated at the main entrance of the College on the 17,18 September 2020 between 09:00 hrs and 12:00 noon and on Tuesday 22<sup>nd</sup> September between 9:00 and 2:30pm. Late Proposals will be rejected and will not be evaluated.

Submission must be made either by hand or by courier service.

The bidder is to submit one sample from each type of item listed in the financial bid form (Pg. 13) The samples need not have the College logo at this stage and can be of any size. The sample

will be used for the evaluation of the offer. Samples are to be sealed in a package marked as "Samples College Uniform" and with the name of the bidder clearly inscribed.

## **6. Language of Documents Submitted**

The language of all documents submitted and likewise, any other related correspondence must be in English. Any supporting documents submitted, where necessary, must be accompanied by an accurate English translation. In the case of translated documents, the Evaluation Committee will consider solely the translated document in English.

## **7. Financial Offer**

Bidders must include all components of the price in their quotation inclusive of taxes, customs and import duties. The financial offer will be considered as the total financial cost to the consumer inclusive of DDP and VAT.

## **8. Purchase of Uniforms**

The currency of this Request for Proposal is the Euro (€)

Payments will be made upon the purchase of supplies by the consumer, in this case by the parents or their representatives.

The inclusive prices quoted are to be fixed for a period of three years.

## **9. Term of Contract**

The term of the contract shall be for a period of three years commencing on the 15<sup>th</sup> July 2021. Notice of the intent of either party to renew the contract or otherwise shall be given at the start of the 3<sup>rd</sup> year of the contract and any consequent negotiations for the renewal of the agreement shall also commence at the start of the 3<sup>rd</sup> year. At the end of the three-year term, an automatic renewal period of an additional year will apply at the same terms and conditions until a new agreement is negotiated or either party informs the other of their intent not to renew the agreement. In the latter case, the successful bidder binds himself to supply the uniforms till the College Authority has made the arrangements required to source the uniforms from another supplier.

## **10. Period of Validity of Proposals**

Proposals must remain valid for 100 days after the deadline of the submission.

All Proposal documents must be clearly labelled as original. Each page should be numbered and initialled. All annexed documents duly filled in and signed should be included. Failure to submit all required documentation will result in the proposal being disqualified.

## **11. Opening and Evaluation of Offers**

Proposals received will be opened in a public session on the 22 of September 2020 at 2:30pm at the Sacred Heart College, Sacred Heart Avenue, St Julian's

At the Request for Proposal opening, the Bidders names and any other information the College Authority may consider appropriate will be published. Since this is a negotiated procurement, the prices submitted will not be disclosed at this stage. The evaluation committee will enter

into direct and individual negotiations with each candidate to obtain the best value for money for the students. The preferred supplier will be chosen as a result of the negotiated procedure.

## **12. Clarification of Request for Proposals**

The Evaluation Committee may ask a Bidder to clarify any aspect of the Proposal other than the prices. Such requests and the responses must be made in writing through an email.

## **13. Right to Accept or Reject any Request for Proposals**

The College Authority reserves the right to accept or reject any Proposal and or to cancel the whole Request for Proposals procedure. The College Authority also reserves the right to initiate a new invitation for Proposals at any point in time of the process.

In no circumstances will the College Authority be liable for damages, whatever their nature, in particular but not limited to, damages for loss of profits.

## **14. Notification of Preferred Supplier**

The College Authority will notify the successful bidder, in writing, that his Proposal has been selected and that he is therefore the preferred supplier, pending any appeal being lodged.

Unsuccessful bidders shall be notified with the outcome of the evaluation process and will be provided with the following information:

- a) The criteria for award;
- b) The name of the preferred bidder;
- c) The deadline for filling a notice of objection

## **15. Quality of supplies**

The supplies must in all respects specify and be compliant with the technical specifications, drawings, surveys, models, samples, patterns and other requirements in the contract.

Approved samples of all items shall be held by the College Authorities. The College shall have the right to two full uniform sets every five years. The uniform will be placed on display for parents when required.

The College Authority shall be entitled, from time to time at any time during the duration of the contract once this is assigned, to inspect, examine, measure and test the components, materials and workmanship of the uniforms being supplied to establish whether these are of the requisite quality.

## **16. Performance Guarantee**

The Contractor shall within seven days of receipt of the contract for signature, furnish the College Authority with a bank guarantee for the full performance of the contract. The amount of the guarantee shall be 5% of the amount of the contract price for one year. The contract price shall be calculated by multiplying the indicative number of students by the awarded price of the lot, excluding VAT. The bank guarantee is to be renewed annually up to the expiry of the contract and shall take place one month before the expiry of the guarantee that is current.

## **17. Further information**

The College Authority binds itself not to make changes to the uniforms for at least three years unless fully agreed between the College and the supplier.

The College Authority shall not engage any other suppliers for the supply of school uniforms unless the Contractor is unable to supply the uniforms or any part thereof.

The successful bidder shall not hold in any way the College Authority responsible for any unauthorised sale of uniforms by other suppliers. Any disputes arising with other suppliers shall be resolved between the Contractor and the unauthorised supplier. The College Authority shall not in any way be part of the dispute. The College Authority reserves the right to take any legal action it may deem necessary to safeguard its rights.

The Contractor shall indemnify the College Authority against any claims and proceedings arising from any infringement by the Contractor and his employees.

The Contractor shall be bound to comply and conform with Chapter 452 of the Laws of Malta (Employment and Industrial Relations Act) and to all regulations/legal notices that form part of this Act as well as any provision of the Laws of Malta that may be in force at any point in time during the duration of the contract.

The Contractor shall bear sole liability for any claims by third parties for damage to property or personal injury arising from the execution of the contract.

## **18. Procedure for the Submission of Appeals**

The notice of objection should be filed within seven calendar days following the date on which the College Authority sends its proposed decision by email. The College Authority shall not conclude the contract before the lapse of these seven days.

The notice of objection shall be sent to the Evaluation Board's secretary and will only be valid if accompanied by a deposit of €1,500. If the objection is overruled, the deposit will be lost. If the bidder who launches an objection is proved to be right, the deposit will be refunded. In the event that an objection is filed under this clause, the secretary of the Review Board shall immediately notify the College Authority that an objection has been filed so as to suspend the award procedure until the objection is decided upon by the Appeals Board.

The College Authority shall notify the Internal Audit officer of the Archbishop's Curia of the notice of objection who will in turn set up an Appeals Board in collaboration with the College Authority. Members of the Evaluation Committee shall be precluded from sitting on the Appeals Board. The Appeals Board shall notify the College Authority and the Curia's Administrative Secretary of the outcome of the Appeals Board decision. The College Authority shall inform the bidder who had launched the objection of the outcome of the Appeals Board decision within fifteen working days. A copy of this letter should be sent to the Archbishop's Curia Administrative Secretary and the Internal Audit office of the Curia.

The Appeals Board decision is final.

## **19. Contract Signing and Performance Guarantee**

After the lapse of the appeals period and provided that no objections have been received and/or upheld, the successful bidder may be required to clarify specific contractual issues that might have been raised. Such clarifications will be confined to issues that have no direct bearing on the choice of the successful Proposal.

Within 15 days of receiving the contract from the College Authority, the successful bidder will sign and date the contract as well as any other documentation and any guarantees as required and return these to the College Authority with the performance guarantee. On signing of the contract by the legal representative of the College Authority, the successful bidder will become the Contractor, and the contract will enter into force. No activity related in any way to the implementation of the contract may begin until the contract has been signed by the College Authority and the successful bidder.

If the selected bidder fails to sign and return the contract, other documentation and any guarantees required within the prescribed 15 calendar days, the College Authority may consider the acceptance of the Proposal to be cancelled without prejudice to the College Authority's right to claim compensation or pursue any other remedy in respect of such failure. In this event, the successful bidder will have no claim on the College Authority whatsoever.

Should an Acceptance of Proposal be cancelled, the bidder whose Proposal has been ranked second by the Evaluation Committee may then be pursued.

## **20. Data Protection, Freedom of Information and Gender Equality**

Any personal data submitted within the procurement procedure and/or subsequently included in the contract shall be processed according to the Data Protection Act (2001). It shall be processed solely for the performance, management and follow-up of the procurement procedure and/or subsequent contract by the College Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National law.

The provisions of this contract are without prejudice to the obligations of the College Authority in terms of the Freedom of Information Act (Chapter 496 of the Laws of Malta). The College, prior to the disclosure of any information in relation to any provisions of this contract which have not yet been made public, shall consult the Contractor in accordance with the provisions of the said Act, of any pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the College Authority in terms of this Act

In this document, words importing one gender shall also include the other gender.

## Sacred Heart College Uniform Specifications

Item no	Age Group	Item of Clothing	Specifications
1	5 to 11	Trousers	Navy Blue Pantone 19-3832, long trousers, in Poly/viscose Gabardine, stain and crease-resistant. Classic regular fit, with an elasticated waistband, with two pockets, false zip-fly front.
2	11-16	Trousers	Navy Blue Pantone 19-3832, long trousers, in Poly/viscose Gabardine, stain and crease-resistant. Classic regular fit, with an adjustable and elasticated waistband at the back, with two pockets, zip-fly front and front darts.
3	5 to 16+	Shirt	Golden yellow and white striped, in twill weave, polyester-cotton 65/35 dyed yarn, fast colours. Design as per booklet.
4	5 to 16+	Pullover	V necked in navy blue Pantone 19-3832, with long sleeves, in 30% wool and 70% acrylic mix, with embroidered College Logo in the gold-coloured thread, on the front of the neckband as per attached design.
5	5 to 16+	Turtleneck sweater	In soft, warm cotton knitted fabric with long sleeve and College logo embroidered in gold-coloured thread. As per attached design.
6	5 to 16+	PE T-shirt	V neck white T-shirt, with short sleeves, some with green, others with pink and others with yellow house colours as per design booklet. In 100% cotton jersey 150gms/m <sup>2</sup> . With college logo embroidered in house colour. As per attached design.
7	5-11	Skort	Navy blue Pantone 19-3832, knee-length skort with overlapping front panel and back inverted pleat, with an elasticated waistband, as per design. In 65 % polyester and 35%/viscose Gabardine that is stain and crease-resistant, machine washable, shrink and colour proof.
8	11-16	Skort	Navy blue Pantone 19-3832, knee-length skort with overlapping front panel and back inverted pleat, with an elasticated waistband at the back and with front zip under flap. In 65%polyester 35% viscose Gabardine that is stain and crease resistant, machine washable, shrink and colour proof. As per design attached.
9	5-16+	Pac-a-mac	In navy blue Pantone 19-3832, waterproof and packable. With a blue water repellent zip, fully taped seams and fold-away hood, with elasticated cuffs and water repellent slanting zipped pockets at the side.
10	5-16+	Cravat	As per design, made from 100% polyester twill fabric, with adjustable popper button for safety at the back, to fit various sizes.
11	5-11	School blazer	Navy blue Pantone 19-3832, classic school blazer, with two side pockets and one breast pocket with College badge on breast pocket.

			In 80% wool and 20 % viscose fabric. 100% polyester lining. Stain and weather resistant.
12	11-16+	School blazer	Navy blue Pantone 19-3832, slim fit, with back darts and two side pockets as per design brief, with College badge. In 80% wool and 20% viscose fabric and 100% polyester lining.
13	5-16+	Physical Education Shorts with attached tightfitting short leggings	In navy blue pantone 19-3832. Made from 91% polyester and 9% elastane, flatlock seams with an elasticated waistband and drawstring fastening, and with two side pockets and one zipped back pocket, with attached tight-fitting underpants. Machine washable.
14	5-16+	Sweat Shirt	Navy blue Pantone 19-3832, thick and fleecy crewneck sweatshirts with school logo in gold-coloured thread. With front zip and long sleeves.
15	5-16+	Tracksuit	Navy blue Pantone 19-3832 with gold colour Pantone 122C piping as per attached design. Jacket with full-length open-ended zip and long sleeves. Trousers with an elasticated waistband and two side pockets, In knitted brushed back polyester 230gsm/m2, four-way stretch moisture-wicking, breathable fabric. Without hoodie.
16	5-16	Anorak	Navy blue Pantone 19-3832, hip length, open-ended waterproof zip. Reversible in waterproof fabric on one side and 100% polyester high pile fleece on the other, with taped seams and elasticated cuffs and water repellent slanting zipped pockets at the side. With hidden hood in the collar.
17	5-11	Aprons	Navy blue, front and back apron in cotton/polyester
18	11-16	Front Apron and scarf	In navy blue and white gingham with patch pockets. To be made available in small quantities.

#### Other Requirements

- Items should be provided in European Sizes
- Information and Care labels are to be attached to all items
- Clear Label to enable owner to write her name
- Fabric for the manufacture of skorts and trousers to be made available
- Tailoring and alterations service for ready-made clothing

## Request for Proposal Submission Form

Please note that a separate Request for Proposal Form is to be submitted for each option, each Form clearly marked as Option 1, Option 2 etc,

Submitted by:

Name of bidder:

\_\_\_\_\_ ID: \_\_\_\_\_

Personal Address \_\_\_\_\_

Address of Retail Outlet: \_\_\_\_\_

Telephone numbers: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Email

Address \_\_\_\_\_

In the case of a joint venture fill in/complete the following table. (Note A sub-contractor is not a partner.) Delete if not applicable		
Name and ID	Address and nationality	Proportion of responsibility
Leader		
Partner 1		
Partner 2		
Partner 3		

If supply is intended to be subcontracted		
Name and ID of sub-contractor	Address and nationality	Items to be subcontracted

### Bidder's Declaration (to be completed by bidder)

In response to your Request for Proposals for the supply of school uniforms for the Sacred Heart College, Saint Julian's, I/we the undersigned declare that:

1. We have examined and accept in full and in its entirety, the content of this Request for Proposals (including any subsequent clarification notes that may be issued by the College Authority). We hereby accept the contents thereof in their entirety, without any reservation or restriction. We also understand that any disagreement or contradiction of the contents thereof

as well as any alterations or deviations therefrom shall lead to our Request for Proposals offer not being considered any further.

2. We offer to provide all the items listed in the Sacred Heart School Uniform Specifications on Pages 6 and 7 in accordance with the terms of the Request for Proposals document and the conditions and time limits laid down therein, without any reservation or restriction.

3. The total price of our Request for Proposal represents the financial cost to the consumer and is inclusive of customs and import duties, DDT, VAT, other taxes and any discounts as indicated in the Financial bid.

4. The Request for Proposals is valid for a period of 100 days from the final date for submission of the Request for Proposals.

5. If our Request for Proposal is accepted, we undertake to provide a performance guarantee of 5% of the contract value as required by the General Information and Conditions.

6. We confirm that we are not submitting a bid for the same contract in any other form. In the case of partners in a consortium, we also confirm that all partners are jointly and severally liable by law for the performance of this contract, that the lead partner is authorised to bind and receive instructions for and on behalf of each member, and that all partners in the joint venture/consortium are bound to remain in the joint venture /consortium for the entire period of the contract's performance. We are fully aware that in the case of a consortium, the composition of the consortium cannot be modified in the course of the Request for Proposals procedure.

7. I/We are not bankrupt or under any administration order issued by any competent Court, or under proceedings leading to a declaration of bankruptcy. I/We also declare that we have not been convicted criminally or found guilty of professional misconduct. Furthermore, we also declare that we are up to date with payments of social security contributions and any other taxes or contributions due under any law currently in force.

8. I/We recognise that our offer related to this Request for Proposals may be excluded if I/we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our Request for Proposals.

9. I/We will inform the College authorities immediately if there is any change in the above circumstances at any stage during the implementation of this contract.

10. I/We recognise and accept that any false inaccurate or incomplete information deliberately provided in this Proposal may result in My/Our exclusion from this contract.

11. Our submitted Proposal has been made in conformity with the instructions to Bidders and in this respect, we confirm having included in the appropriate packages as required all of the following documentation:

- Literature and list of samples together with the requested samples. (Pg. 11)
- Attestation of conformity of material composition and colour. (Pg. 12)
- Data on joint venture (if applicable).
- Sub-contracting (if applicable)
- Declaration by bidder confirming the validity of offer

- Address of retail outlet in Malta
- A Financial bid calculated on a basis of Delivered Duty Paid (DDP) for the supplies bid in the Form Provided on Pg. 13

12. I acknowledge that the College Authority may request clarifications in respect to the documentation listed in this Form. I further acknowledge however that no rectification will be allowed.

13. I/We note that the College Authority is not bound to proceed with this Request for Proposals and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards Me/Us should it do so.

Name and Surname

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I.D. / Passport Number

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Signature of bidder authorised to sign \_\_\_\_\_

Request for Proposals on behalf of: \_\_\_\_\_

Company/ Lead Partner VAT No:

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Firm / Company Stamp

Place and Date

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## Literature and List of Samples

### 1. List of literature submitted with the Proposal

Item	Description	Reference in Technical Specifications
1.a		
1.b		
1.c		
1.d		
1.e		
1.f		
1.g		
1.h		

### 2. List of samples submitted with the Proposal.

Item	Description	Reference to Technical specifications
2.a		
2.b		
2.c		
2.d		
2.e		
2.f		
2.g		
2.h		

Signature\_\_\_\_\_

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

Person Authorised to sign on behalf of the bidder

## Evidence of Conformity

This is to confirm that the garments listed below which I/we am/are interested in supplying have been tested to verify that the fabric composition and colour complies with the specifications on pages 6 and 7 of the Request for Proposal. The result of the testing is as follows:

Item no	Item of clothing	Compliant with Specifications		Remarks
		Yes	No	
1	Trousers			
2	Shirt			
3	Pullover			
4	Turtleneck sweater			
5	T-shirt			
6	Skort			
7	Pac-a-mac			
8	Cravat			
9	Blazer			
10	PE Shorts attached to leggings			
11	Track suit			
12	Sweat Shirt			
13	Anorak			
14	Front and Back Apron 5-11			
15	Front Apron 11+-16			

Identification of any local, EU approved or other laboratory where items were tested or certified for compliance with specifications:

Laboratory or certification provider name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact person: \_\_\_\_\_

I/we understand that the College Authority reserves the right to test any or all uniform items in each delivery batch at an accredited 3<sup>rd</sup> party organisation to ascertain conformity to specifications.

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

Person/s authorised to sign on behalf of the bidder

## Financial Bid

Prices must be quoted for all items. The prices quoted for each item should be the standard price for all different sizes.

A unit refers to each of the 15 items listed below.

Prices

Item No.	Description	Unit price represents the financial cost to the consumer inclusive of taxes, customs and import duties, DDP and VAT.	Comments
1	Trousers		
2	Shirt		
3	Pullover		
4	Turtleneck sweater		
5	T-shirt		
6	Skort		
7	Pac-a-mac		
8	Cravat		
9	Jacket		
10	PE Shorts attached to leggings		
11	Track suite		
12	Sweat shirt		
13	Anorak		
14	Front and back Apron		
15	Front Apron		
Total financial cost of one lot, to the consumer.			

Bidders must include all components of the price in their quotation inclusive of taxes, customs and import duties. The financial offer will be considered as the total financial cost to the consumer inclusive of DDP and VAT.

Signature: \_\_\_\_\_

(the person or persons authorised to sign on behalf of the bidders)

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

## List of Principal Deliveries

Principal Deliveries effected during the previous two years

Description of Supplies	Delivery month and Year	Client's Address

I am giving my consent to the Evaluation Committee, so that the latter may, if it deems necessary, contact the listed clients, with a view to obtain from them an opinion on the supplies provided to them.

Signature: \_\_\_\_\_

(the person or persons authorised to sign on behalf of the Bidder)

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

## Literature and List of Samples

### 1. List of literature submitted with the Proposal

Item	Description	Reference in Technical Specifications
1.a		
1.b		
1.c		
1.d		
1.e		
1.f		
1.g		
1.h		

### 2. List of samples submitted with the Proposal.

Item	Description	Reference to Technical specifications
2.a		
2.b		
2.c		
2.d		
2.e		
2.f		
2.g		
2.h		

Signature\_\_\_\_\_

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

Person Authorised to sign on behalf of the bidder

## Draft Contract Form

Request for Proposal to identify supplier for the provision of the school uniform of the Sacred Heart College, St Julian's.

Duration: Three years as per clause 9 above,

Financed by: Consumer

The Contract is concluded between Name \_\_\_\_\_  
ID No: \_\_\_\_\_ the Chairperson of the Sacred Heart College, Sacred Heart Avenue, St Julian's on behalf of the College Authority on the one part, and Name \_\_\_\_\_ ID No: \_\_\_\_\_ (name ID No: \_\_\_\_\_ and address of contractor of Contractor) on the other part .

Whereas the College Authority is desirous that certain supplies should be manufactured, supplied, provided and delivered, by the Contractor and has accepted a Request for Proposal by the Contractor for the provision of such supplies and the remedying of any defects therein

It is hereby agreed as follows:

1.The supplies shall be accepted and sold to the consumer from the Contractor's commercial outlet.

2.The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:

- (a) This contract;
- (b) General Information and Conditions;
- (c) The technical specifications and design documentation;
- (d) The contractor's technical offer, including any clarifications made during the adjudicating process;
- (e) The final offer breakdown;
- (f) The Request for Proposal form;
- (g) Any other documents that should form part of this contract.

3.The Contractor undertakes to deliver all supplies and remedy any defects therein in full compliance with the provisions of the contract.

4.The students' parent/legal guardian or their representative shall pay the Contractor directly for uniform purchased inclusive of VAT.

5.The Contractor hereby agrees to submit a performance guarantee amounting to € \_\_\_\_\_ equivalent to 5% of the contract value together with the signed contract.

6.The provisions of this contract are without prejudice to the obligations of the College Authority in terms of the Freedom of Information Act (Cap.496 of the Laws of Malta). The College Authority, prior to disclosure of any information to a third party in relation to any provisions of this contract which have not yet been made public, shall consult the Contractor

in accordance with the provisions of the said Act pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the College Authority in terms of the Act.

7. In witness hereof the parties hereto have signed the contract. This contract shall take effect on the date which it is signed by the last party.

Done in English in two originals: one for the College Authority and one for the Contractor.

College Authority

Contractor

Signed by:

Signed by:

\_\_\_\_\_

\_\_\_\_\_

In the capacity of:

In the capacity of:

\_\_\_\_\_  
\_\_\_\_\_

Being fully authorised by and acting on

Being fully authorised by and acting on

behalf of: \_\_\_\_\_

behalf of: \_\_\_\_\_

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

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