



Rujukan Kami: UTB/F.1/1.7/QTN/2024-2025

12 Zulhijjah 1445H

19 Jun 2024M

Kepada:

Pengurus Syarikat

Tuan/Puan,

BILANGAN SEBUTHARGA : **TUTB/QTN/2024-2025/KONVO/02**

KETERANGAN SEBUTHARGA : **FOR SUPPLY AND DELIVERY OF ACADEMIC ROBE FOR GRADUATING STUDENTS IN PREPARATION OF UTB CONVOCATION FOR A PERIOD ONE YEAR**

Syarikat Tuan/Puan adalah dipelawa untuk menawarkan harga bagi perkara dinyatakan di atas dengan mengikut terma dan syarat yang ditetapkan seperti berikut:

1. Sebutharga hendaklah diisi dengan lengkap dan dihantar dalam sampul surat yang tertutup tanpa menunjukkan identiti pembekal kecuali **bilangan sebutharga, keterangan sebutharga, tarikh diiklankan dan tarikh tutup**.
2. Sebutharga hendaklah dihantar dan **terus dimasukkan ke dalam kotak sebutharga/tawaran** yang telah disediakan di Bahagian Kewangan, Pejabat Bendahari, 1F.32, Tingkat 1, Blok F, Universiti Teknologi Brunei, Lebuhraya Tungku, Gadong, BE1410, Negara Brunei Darussalam tidak lewat dari **TARIKH TUTUP IAITU 02 JULAI 2024 SEBELUM JAM 2.00 PETANG.**
3. Penghantaran sebutharga yang diterima lewat dari tarikh dan masa tutup tawaran akan **ditolak dan tidak akan dinilai**.
4. Merujuk **para 3.1.3**, Garispanduan Perolehan Kerajaan, Peraturan-Peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dikehendaki untuk menghadapkan dokumen-dokumen dan maklumat seperti yang disenaraikan dibawah ini. Pihak Syarikat hendaklah **menandakan** pada **checklist** sebagai pengesahan dokumen sudah disertakan dengan lengkap dan teratur. Jika dokumen tidak lengkap, tawaran/sebutharga dianggap tidak sah. **Antara dokumen dan maklumat yang diperlu disertakan adalah seperti berikut:**
 - 4.1 Salinan Sijil Pendaftaran Perniagaan / Sijil Pendaftaran Kontraktor dan Pembekal yang dikeluarkan oleh ABCI / Sijil Brunei Darussalam Medicines Control Authority (BCDMA) – jika berkenaan*

Engaging Minds, Pioneering Growth

- 4.2 Pengesahan Jabatan Perkhidmatan Elektrik bagi perkakas elektrik yang berkenaan dan pekerja-pekerja yang akan melaksanakan kerja-kerja elektrik.
- 4.3 Senarai nama, jawatan dan gaji; jumlah; dan bilangan (%) pekerja tempatan dan pekerja asing hendaklah disertakan bersama.
- 4.4 *Material* yang akan digunakan dengan menyatakan senarai barang, peratus (%) dan harga (\$) barang tempatan digunakan serta peratus (%) dan harga (\$) barang impot yang akan digunakan.
- 4.5 Salinan Sijil Pematuhan Akta Cukai (***Certificate of tax Compliance***) daripada Bahagian Hasil Kementerian Kewangan dan Ekonomi bagi syarikat yang berdaftar di bawah Akta Syarikat, *Chapter 39 (Sdn Bhd atau Berhad)*.
- 4.6 Salinan Sijil Pendaftaran Syarikat dan Nama-Nama Perniagaan yang dikeluarkan melalui *Corporate Registry System* di dalam *One Common Portal*.
- 4.7 Pengesahan pematuhan Akta Amanah Pekerja dan Perintah Pencen Caruman Tambahan 2009 dari **Tabung Amanah Pekerja** dengan menyatakan nombor Akaun Majikan dan senarai perkerja yang dicarumkan.
- 4.8 Pihak Syarikat Tuan/Puan hendaklah menyertakan Pengesahan ***Integrity Pact***.
5. Merujuk para 3.1.4, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan hendaklah mempastikan **jumlah yang dinyatakan adalah tepat** dan **harga tawaran di dalam Form of Tender adalah selaras dengan harga yang dinyatakan di dalam dokumen-dokumen tender** serta **jumlah dalam perkataan adalah sama dengan harga tawaran dalam angka**. Jika tidak sama, tawaran dianggap tidak sah.
6. Merujuk para 3.1.5, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dimaklumkan mengenai dengan denda yang boleh dikenakan kepada penender iaitu dasar penegahan dari menyertai tawaran Kerajaan dan denda-denda lain jika ada.
7. Merujuk para 3.1.6, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022 pihak Syarikat adalah dimaklumkan bahawa **jika syarikat yang berjaya untuk mendapat tawaran mempunyai hutang dengan kerajaan**, maka syarikat berkenaan hendaklah bersetuju bagi **hutang-hutang berkenaan dibayar kepada Kerajaan melalui potongan bayaran perkhidmatan atau perbekalan yang ditawarkan**. Persetujuan itu hendaklah dimasukkan ke dalam Kontrak Perkhidmatan atau Perbekalan.
8. Merujuk para 3.1.7, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, **semua cukai kastam** dan **withholding tax** hendaklah dibayar oleh pihak Syarikat Tuan/Puan.

9. Sila pastikan **cop syarikat** dan **tandatangan pengesahan** dibubuh pada setiap borang sebutharga / tawaran.
10. Borang sebutharga hendaklah **dikembalikan** ke Universiti Teknologi Brunei jika sekiranya Syarikat Tuan/Puan **tidak dapat menawarkan harga (no quote)** pada tarikh tutup yang dinyatakan di atas.
11. Pihak Universiti tidak semestinya terikat untuk menerima sebarang tawaran termurah atau lain-lain tawaran.
12. Penghantaran barang-barang hendaklah sampai ke Universiti Teknologi Brunei mengikut jadual penghantaran yang dinyatakan di dalam sebutharga. Jika sekiranya pihak pembekal **gagal** menghantar barang -barang mengikut jadual penghantaran yang telah ditetapkan maka **tempahan akan dibatalkan**.
13. Sila sertakan **salinan resit pembayaran** atau **salinan bukti pembayaran (screenshot of payment details)** bagi pembayaran yang dibuat pada saat akhir.
14. Resit rasmi hanya akan dikeluarkan oleh pihak UTB selepas Bahagian Kewangan menerima **laporan BIBD** iaitu sekurang-kurangnya 24 jam setelah pembayaran dibuat oleh pihak vendor.
15. Sebarang pertanyaan mengenai keterangan sebutharga, sila **hubungi pihak pengguna** secara emel atau melalui nombor talian yang disediakan pada muka surat akhir borang sebutharga.

Sekian.

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TARIKH TUTUP/
CLOSING DATE: **02 JULAI 2024 (02.00 PETANG)**

BIL. SEBUTHARGA/QUOTATION NO.: TUTB/QTN/2024-2025/KONVO/02
TARIKH / DATE: 19 JUN 2024

NOTA*
SILA HANTAR SEBUTHARGA TERUS KEPADA:
PETI SEBUTHARGA
BAHAGIAN KEWANGAN, PEJABAT BENDAHARI
1F.34 TINGKAT 1 BLOK F
UNIVERSITI TEKNOLOGI BRUNEI
LEBUHRAYA TUNGKU
GADONG BE1410

**QUOTATION TITLE / TAJUK SEBUTHARGA:
FOR SUPPLY AND DELIVERY OF ACADEMIC ROBE FOR GRADUATING STUDENTS
IN PREPARATION OF UTB CONVOCATION FOR A PERIOD ONE YEAR**

NO.	KETERANGAN/DESCRIPTION	KUANTITI / QUANTITY	KADAR / RATE (B\$)	TAWARAN / OFFER	JUMLAH / AMOUNT (B\$)
1	BACHELOR GOWNS (Please refer to the appendix attached) <ul style="list-style-type: none"> Special commission shape UTB gown with gathered yoke using black Polyester material [Fabric Number 9767] in Panama Weave. Twisted red cord and 22L covered button on the centre of the yoke. On the sleeves, there are two pleats at the front of the sleeve with a red cord and 22L covered button. The handwoven trimmings will be supplied by UTB. <p>Bachelor Gown Sizes:</p> <ul style="list-style-type: none"> Small - 32" Chest, 40" Length Medium - 36" Chest, 44" Length Large - 38" Chest, 48" Length Extra Large - 40" Chest, 50" Length Extra Extra Large 42" Chest, 52" Length Custom-made order size: the measurements of chest and back length (taken from shoulder to 6" below the knee level). 			1-10 11-20 21-30 30 and above (For each size)	
JUMLAH KESELURUHAN/OVERALL TOTAL:					

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Company's Stamp and Initial



NO.	KETERANGAN/DESCRIPTION	KUANTITI / QUANTITY	KADAR / RATE (B\$)	TAWARAN / OFFER	JUMLAH / AMOUNT (B\$)
2	<p>MASTERS GOWNS (Please refer to the appendix attached)</p> <ul style="list-style-type: none"> Special commission shape UTB gown with gathered yoke using black polyester material [Fabric Number 97671] in Panama Weave. The sleeves are unique UTB master style with one slit and rounded wing. Twisted silver cord and 36L covered button on the centre of the yoke. The handwoven trimmings will be supplied by UTB. <p>Masters Gown Sizes:</p> <ul style="list-style-type: none"> Small – 32" Chest, 42" Length Medium – 36" Chest, 46" Length Large – 38" Chest, 50" Length Extra Large – 40" Chest, 52" Length Extra Extra Large 42" Chest, 54" Length Custom-made order size: the measurements of chest and back length (taken from shoulder to 6" below the knee level). 				
JUMLAH KESELURUHAN/OVERALL TOTAL:					



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NO.	KETERANGAN/DESCRIPTION	KUANTITI / QUANTITY	KADAR / RATE (B\$)	TAWARAN / OFFER	JUMLAH / AMOUNT (B\$)
3	<p>PhD GOWNS (Please refer to the appendix attached)</p> <ul style="list-style-type: none"> • Special Oxford doctors UTB gown with gathered straight sleeves. No cord or button on the yoke or sleeve. • Colour claret polyester [Fabric Number 9856] in Panama Weave. • The handwoven trimmings will be supplied by UTB. <p>Doctorate Gown Sizes:</p> <ul style="list-style-type: none"> • Small – 32" Chest, 36" Length • Medium – 36" Chest, 48" Length • Large – 38" Chest, 52" Length • Extra Large – 40" Chest, 54" Length • Custom-made order size: the measurements of chest and back length (taken from shoulder to 6" below the knee level, depending on height). 				

JUMLAH KESELURUHAN/OVERALL TOTAL:

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Company's Stamp and Initial



<p>4 BACHELOR HOODS (Please refer to the appendix attached)</p> <p>Faculty of Engineering (FENG)</p> <ul style="list-style-type: none"> • Shape: CNAA • Main body: Black ribbed polyester material number 9974 • Body Lining: Red (HS436) polyester satin • Gold (HS399) edging <p>School of Business (SB)</p> <ul style="list-style-type: none"> • Shape: CNAA • Main body: Black ribbed polyester material number 9974 • Body Lining: Purple (HS541) polyester satin • Pearl White (Satin Cream HS2269) edging <p>School of Computing (SCI)</p> <ul style="list-style-type: none"> • Shape: CNAA • Main body: Black ribbed polyester material number 9974 • Body Lining: Royal Blue (HS464) acetate taffeta • Light Blue (HS249) edging <p>School of Applied Sciences and Mathematics (SASM)</p> <ul style="list-style-type: none"> • Shape: CNAA • Main body: Black ribbed polyester material number 9974 • Body Lining: Green (HS534) acetate taffeta • Gold (HS399) edging <p>School of Design (SDe)</p> <ul style="list-style-type: none"> • Shape: CNAA • Main body: Black ribbed polyester material number 9974 • Body Lining: Fuchsia (HS346) polyester • Metallic dusty pink (HS453) edging <p>Centre for Communication, Teaching and Learning (CCTL)</p> <ul style="list-style-type: none"> • Shape: CNAA • Main body: Black ribbed polyester material number 9974 • Body Lining: Light Blue/Turquoise (HS382) polyester satin • Magenta edging 	<p>JUMLAH KESELURUHAN /OVERALL TOTAL:</p> <p>1-5 6-10 10-15 15 and above</p>
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5	<p>MASTERS HOODS (Please refer to the appendix attached)</p> <p>a) MSc by Coursework Hoods:</p> <p>Faculty of Engineering (FENG)</p> <ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Red (HS436) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) <p>School of Business (SB)</p> <ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Purple (HS541) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) <p>School of Computing (SCI)</p> <ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Royal Blue (HS464) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) <p>School of Applied Sciences and Mathematics (SASM)</p> <ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Green (HS534) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) <p>School of Design (SDe)</p> <ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Fuchsia (HS346) polyester edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) <p>Centre for Communication, Teaching and Learning (CCTL)</p> <ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Light Blue/Turquoise (HS382) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479)
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		JUMLAH KESELURUHAN/OVERALL TOTAL:
b) MSc by Research Hoods:		
Faculty of Engineering (FENG)		
<ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Red (HS436) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 		
School of Business (SB)		
<ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Purple (HS541) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 		
School of Computing (SCI)		
<ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Royal Blue (HS464) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	1-5 6-10 10-15 15 and above	
School of Applied Sciences and Mathematics (SASM)		
<ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Green (HS534) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 		
School of Design (SDe)		
<ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining Fuchsia (HS346) polyester edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 		
Centre for Communication, Teaching and Learning (CCTL)		
<ul style="list-style-type: none"> • Shape: CNAA large UTB • Main body: Black ribbed polyester material number 9974 • Body Lining: Light Blue/Turquoise (HS382) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 		



		JUMLAH KESELURUHAN/OVERALL TOTAL:
6	PhD HOODS (Please refer to the appendix attached)	
	Faculty of Engineering (FENG)	
	<ul style="list-style-type: none"> • Full shape UTB style hood • Main body: Claret polyester in a Panama weave 9856 • Body Lining: Red (HS436) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	
	School of Business (SB)	
	<ul style="list-style-type: none"> • Full shape UTB style hood • Main body: Claret polyester in a Panama weave 9856 • Body Lining: Purple (HS541) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	
	School of Computing (SCI)	
	<ul style="list-style-type: none"> • Full shape UTB style hood • Main body: Claret polyester in a Panama weave 9856 • Body Lining: Royal Blue (HS464) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	1-5 6-10 10-15 15 and above
	School of Applied Sciences and Mathematics (SASM)	
	<ul style="list-style-type: none"> • Full shape UTB style hood • Main body: Claret polyester in a Panama weave 9856 • Body Lining: Green (HS534) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	
	School of Design (SDe)	
	<ul style="list-style-type: none"> • Full shape UTB style hood • Main body: Claret polyester in a Panama weave 9856 • Body Lining: Fuchsia (HS346) polyester edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	
	Centre for Communication, Teaching and Learning (CCTL)	
	<ul style="list-style-type: none"> • Full shape UTB style hood • Main body: Claret polyester in a Panama weave 9856 • Body Lining: Light Blue/Turquoise (HS382) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	

JUMLAH KESELURUHAN/OVERALL TOTAL:	
<p>NOTE:</p> <ol style="list-style-type: none"> 1. Vendors are welcome and encouraged to visit our campus to inspect physical robes and hoods for reference. Please contact the focal person provided below for assistance. 2. Vendors are advised to send working sample gowns and hoods to guarantee the quality of the materials and workmanship. The fabric materials should be the same to maintain consistent quality and fabric match. 3. The Final Quantity for ALL the items above is based on the total of orders received for each year. 4. The evaluation of this quotation may be awarded in WHOLE OR PART. 5. Method of Payment: Online bank transfer to BIBD TABUNG PAYMENT <ul style="list-style-type: none"> ▪ Proof of payment must be submitted to payment.info@utb.edu.bn, cc salinawati.damit@utb.edu.bn and hidayah.rosli@utb.edu.bn ▪ Receipt will be issued after payment has been verified by UTB Finance section ▪ For urgent submission of quotation, please attach proof of payment. 6. Receipt will be issued via email after payment transaction has been verified by BIBD. (after 24 hours) 7. CASH payment is not accepted. 8. Copies of the Registration of Business Certificate must be enclosed with the submitted quotation. 9. For a company registered under the Companies Act, Chapter 39 (Sdn Bhd or Berhad), a valid Copy of the Certificate of Tax Compliance 'COTC' certified by the Revenue Division, Ministry of Finance and Economy must be enclosed with the submitted quotation 10. For any inquiries, please contact: convocation.robe@utb.edu.bn or via contact number at +673 8275310 (Haziqah) and +673 8855376 (Dk Khadijah) 11. ***Reminder: UTB official receipt will be issued earlier / one (01) day before / no later than its closing date as mentioned in the quotation advert. 	

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Company Name:	Contact Name:
Quotation Validity (minimum four (4) months):	Designation:
Completion Period:	Contact Tel:
Delivery Period: minimum three (3) weeks / maximum five (5) weeks upon issuance of Purchase Order	Email Address:
Shipping cost via courier service, if any:	

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Company's Stamp and Initial





UNIVERSITI TEKNOLOGI BRUNEI

[1] SPECIFICATIONS OF ACADEMIC ROBES FOR GRADUATING STUDENTS:

- A. BACHELOR GOWNS**
- B. MASTER GOWNS**
- C. DOCTORATE GOWNS**

[2] SPECIFICATIONS OF ACADEMIC HOODS FOR GRADUATING STUDENTS:

- A. BACHELOR HOODS**
- B. MASTER HOODS**
- C. DOCTORATE HOODS**

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ACADEMIC ROBE OF GRADUATING STUDENTS:

A. BACHELOR DEGREE GOWNS:

- Special commission shape UTB gown with gathered yoke using **black polyester material [Fabric Number 9767]** in Panama Weave.
- Twisted red cord and 22L covered button on the centre of the yoke. On the sleeves, there are two pleats at the front of the sleeve with a red cord and 22L covered button.
- The handwoven trimmings will be supplied by UTB.

Bachelor Gown Sizes:

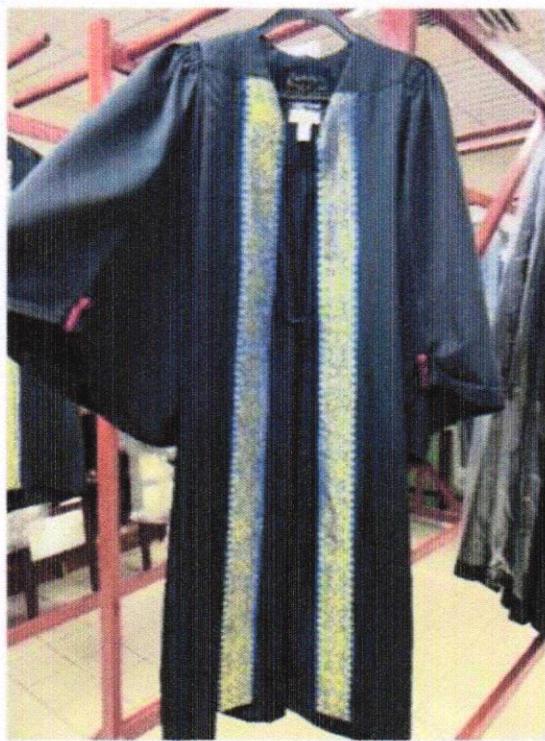
- Small – 32" Chest, 40" Length
- Medium – 36" Chest, 44" Length
- Large – 38" Chest, 48" Length
- Extra Large – 40" Chest, 50" Length
- Extra Extra Large 42" Chest, 52" Length
- Custom-made order size: the measurements of chest and back length (taken from shoulder to 6" below the knee level) – UTB will provide the measurements as per orders received.

9767

Black polyester in a panama weave

Bachelor and masters gowns

A1. BACHELOR GOWN PICTURE:



BACHELOR FRONT ROBE



BACHELOR BACK ROBE



BACHELOR SLEEVE DESIGN

ON THE SLEEVE, THERE ARE 2 PLEATS AT THE FRONT OF THE SLEEVE WITH A TWISTED RED CORD AND 22L COVERED BUTTON.



B. MASTERS DEGREE GOWN:

- Special commission shape UTB gown with gathered yoke using **black polyester material [Fabric Number 9767]** in Panama Weave.
- The sleeves are unique UTB master style with one slit and rounded wing.
- Twisted silver cord and 36L covered button on the centre of the yoke.
- The handwoven trimmings will be supplied by UTB.

Master Gown Sizes:

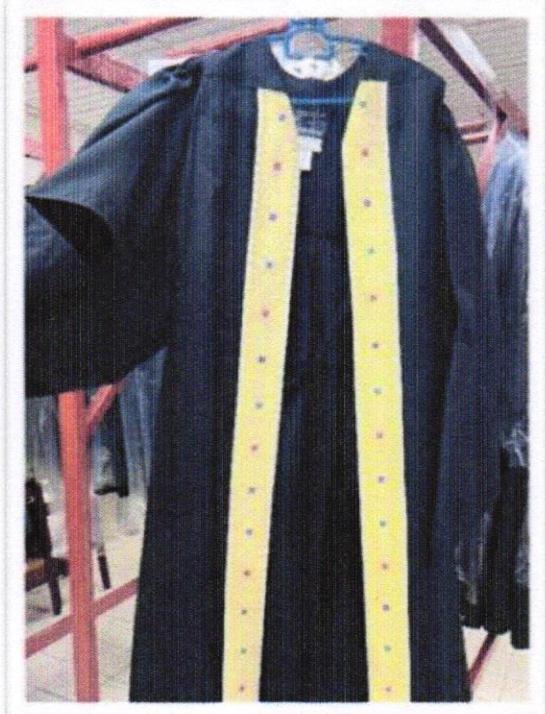
- Small – 32" Chest, 42" Length
- Medium – 36" Chest, 46" Length
- Large – 38" Chest, 50" Length
- Extra Large – 40" Chest, 52" Length
- Extra Extra Large 42" Chest, 54" Length
- Custom-made order size: the measurements of chest and back length (taken from shoulder to 6" below the knee level). UTB will provide the measurements as per orders received.

9767

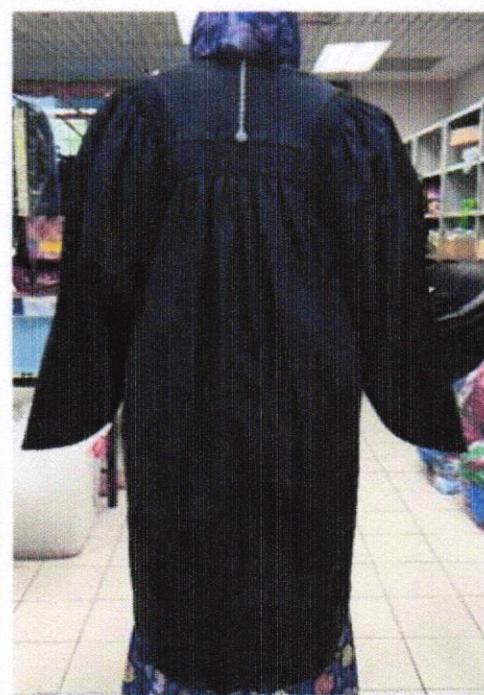
Black polyester in a panama weave

Bachelor and masters gowns

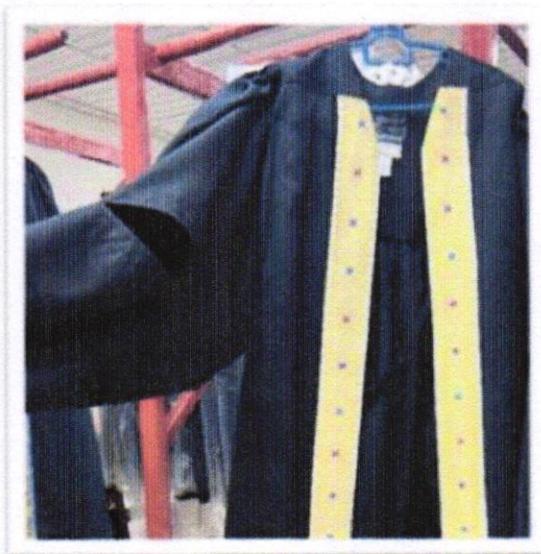
B1. MASTERS DEGREE GOWN PICTURE:



MASTER FRONT ROBE



MASTER BACK ROBE



MASTER SLEEVE DESIGN
THE SLEEVES ARE UNIQUE UTB MASTERS STYLE,
WITH ONE SLIT AND ROUNDED WING.

C. DOCTORATE GOWN:

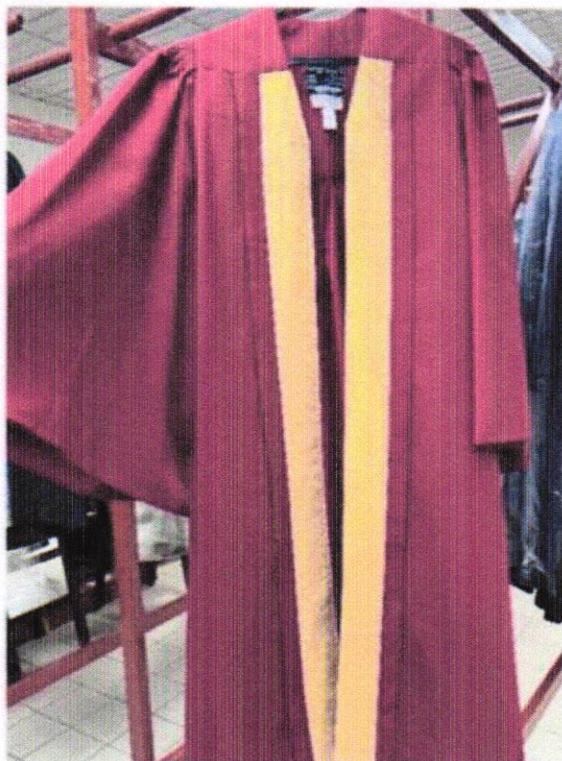
<ul style="list-style-type: none">• Special Oxford doctors UTB gown with gathered straight sleeve. No cord or button on the yoke or sleeve.• Colour claret polyester [Fabric Number 9856] in Panama Weave.• The handwoven trimmings will be supplied by UTB.	<p>Doctorate Gown Sizes:</p> <ul style="list-style-type: none">• Small – 32" Chest, 36" Length• Medium – 36" Chest, 48" Length• Large – 38" Chest, 52" Length• Extra Large – 40" Chest, 54" Length• Custom-made order size: the measurements of chest and back length (taken from shoulder to 6" below the knee level, depending on height) - UTB will provide the measurements as per orders received.
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9856

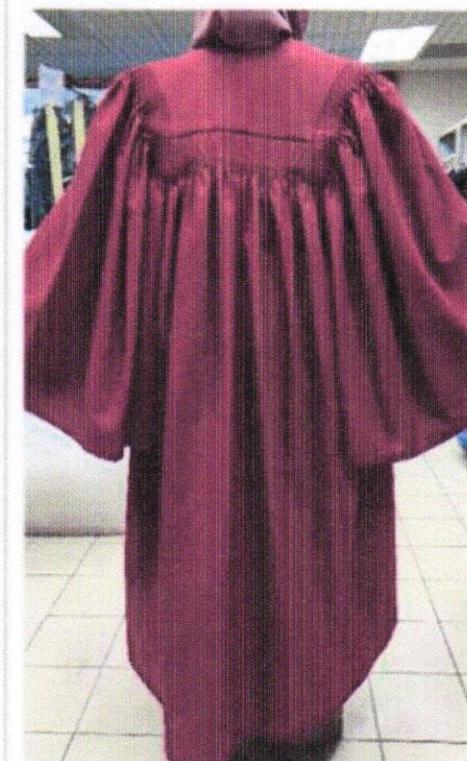
Claret polyester in a panama weave

PhD Gowns

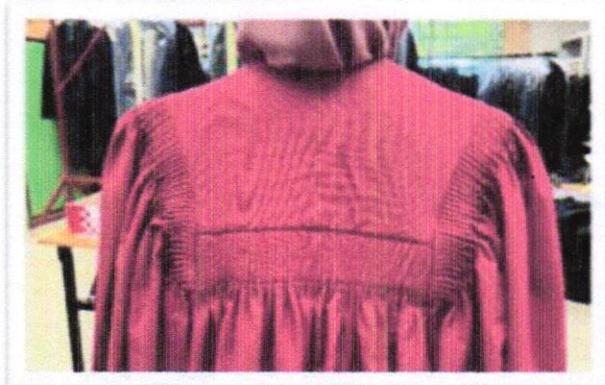
C1. MASTER GOWN PICTURES:



DOCTORATE FRONT ROBE



DOCTORATE BACK ROBE



**DOCTORATE SLEEVE DESIGN:
STRAIGHT SLEEVE DESIGN.**

ACADEMIC HOOD FOR GRADUATING STUDENTS:

Hoods are Faculty/School based. These are the specifications of each hood. The HS numbers below referred to are the J Wippell & Company Limited, United Kingdom fabric references.

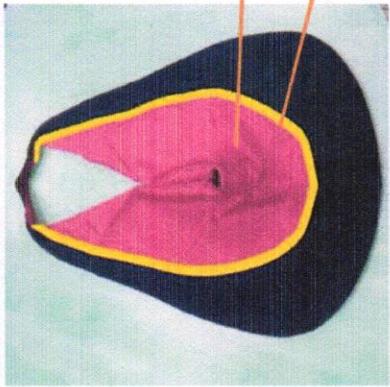


D. BACHELOR HOOD COLOUR REFERENCE:

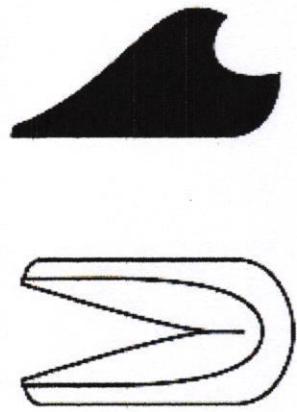
Faculty of Engineering [FEng]	HS436	Red polyester satin
• Shape: CNAA • Main body: Black ribbed polyester material number 9974. • Body Lining: Red [HS436] Polyester Satin. • Edging: Gold [HS399].	HS399	Gold polyester satin

School of Business [SB]	<ul style="list-style-type: none"> Shape: CNAA Main body: Black ribbed polyester material number 9974. Body Lining: Purple [HS541] Polyester Satin. Edging: Pearl White [Satin Cream HS2269]. 	HS541 HS2269	Purple polyester satin Satin Cream
School of Computing and Informatics [SCI]	<ul style="list-style-type: none"> Shape: CNAA Main body: Black ribbed polyester material number 9974. Body Lining: Royal Blue [HS464] Acetate Taffeta. Edging: Light Blue [HS249]. 	HS464 HS249	Royal Blue acetate taffeta Light Blue
School of Applied Science and Mathematics [SASM]	<ul style="list-style-type: none"> Shape: CNAA Main body: Black ribbed polyester material number 9974. Body Lining: Green [HS534] Acetate Taffeta. Edging: Gold [HS399]. 	HS534 HS399	Green acetate taffeta Gold polyester satin
School of Design [SDe]	<ul style="list-style-type: none"> Shape: CNAA Main body: Black ribbed polyester material number 9974. Body Lining: Fushia [HS346] Polyester Satin. Edging: Metallic Dusty Pink [HS453]. 	HS346 HS453	Fuschia polyester satin Metallic dusty pink
Centre for Communication, Teaching and Learning [CCTL]	<ul style="list-style-type: none"> Shape: CNAA Main body: Black ribbed polyester material number 9974. Body Lining: Light Blue/Turquoise polyester satin Edging: Magenta [as shown in the next table]. 	HS382	Light Blue/Turquoise polyester satin Magenta

Hoods are Faculty/School based. These are the specifications of each hood. The HS numbers below referred to are the J Wippell & Company Limited, United Kingdom fabric references.



This is the image of a **CNAA shaped hood** used by Bachelor's graduates and Masters graduates.



9974	Black ribbed polyester	Hood main body
------	------------------------	----------------

E. MASTER HOOD [BY COURSEWORK] COLOUR REFERENCE:

Master (CW) Faculty of Engineering [FEng]

- Shape: CNAA large UTB
- Main body: Black ribbed polyester material number 9974
- Body Lining: Red (HS436) polyester satin edged outside (next to cowl) $\frac{3}{4}$ " Terracotta (HS529) then $\frac{1}{2}$ " gap to $\frac{3}{4}$ " Grey (HS479)



Red polyester satin
Terracotta acetate taffeta
Grey acetate taffeta

Master (CW) School of Business [SB]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Purple (HS541) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	<table border="1"> <tr> <td>HS541</td><td>Purple polyester satin</td></tr> <tr> <td>HS529</td><td>Terracotta acetate taffeta</td></tr> <tr> <td>HS479</td><td>Grey acetate taffeta</td></tr> </table>	HS541	Purple polyester satin	HS529	Terracotta acetate taffeta	HS479	Grey acetate taffeta
HS541	Purple polyester satin							
HS529	Terracotta acetate taffeta							
HS479	Grey acetate taffeta							
Master (CW) School of Computing and Informatics [SCI]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Royal Blue (HS464) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	<table border="1"> <tr> <td>HS464</td><td>Royal Blue acetate taffeta</td></tr> <tr> <td>HS529</td><td>Terracotta acetate taffeta</td></tr> <tr> <td>HS479</td><td>Grey acetate taffeta</td></tr> </table>	HS464	Royal Blue acetate taffeta	HS529	Terracotta acetate taffeta	HS479	Grey acetate taffeta
HS464	Royal Blue acetate taffeta							
HS529	Terracotta acetate taffeta							
HS479	Grey acetate taffeta							
Master (CW) School of Applied Science and Mathematics [SASM]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Green (HS534) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	<table border="1"> <tr> <td>HS534</td><td>Green acetate taffeta</td></tr> <tr> <td>HS529</td><td>Terracotta acetate taffeta</td></tr> <tr> <td>HS479</td><td>Grey acetate taffeta</td></tr> </table>	HS534	Green acetate taffeta	HS529	Terracotta acetate taffeta	HS479	Grey acetate taffeta
HS534	Green acetate taffeta							
HS529	Terracotta acetate taffeta							
HS479	Grey acetate taffeta							
Master (CW) School of Design [SDe]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Fuchsia (HS346) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	<table border="1"> <tr> <td>HS346</td><td>Fuschia polyester satin</td></tr> <tr> <td>HS529</td><td>Terracotta acetate taffeta</td></tr> <tr> <td>HS479</td><td>Grey acetate taffeta</td></tr> </table>	HS346	Fuschia polyester satin	HS529	Terracotta acetate taffeta	HS479	Grey acetate taffeta
HS346	Fuschia polyester satin							
HS529	Terracotta acetate taffeta							
HS479	Grey acetate taffeta							
Master (CW) Centre for Communication, Teaching and Learning [CCTL]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Light Blue/Turquoise (HS382) edged outside (next to cowl) $\frac{3}{4}$" Terracotta (HS529) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	<table border="1"> <tr> <td>HS382</td><td>Light Blue/Turquoise polyester satin</td></tr> <tr> <td>HS529</td><td>Terracotta acetate taffeta</td></tr> <tr> <td>HS479</td><td>Grey acetate taffeta</td></tr> </table>	HS382	Light Blue/Turquoise polyester satin	HS529	Terracotta acetate taffeta	HS479	Grey acetate taffeta
HS382	Light Blue/Turquoise polyester satin							
HS529	Terracotta acetate taffeta							
HS479	Grey acetate taffeta							

Hoods are Faculty/School based. These are the specifications of each hood. The HS numbers below referred to are the J Wippell & Company Limited, United Kingdom fabric references.

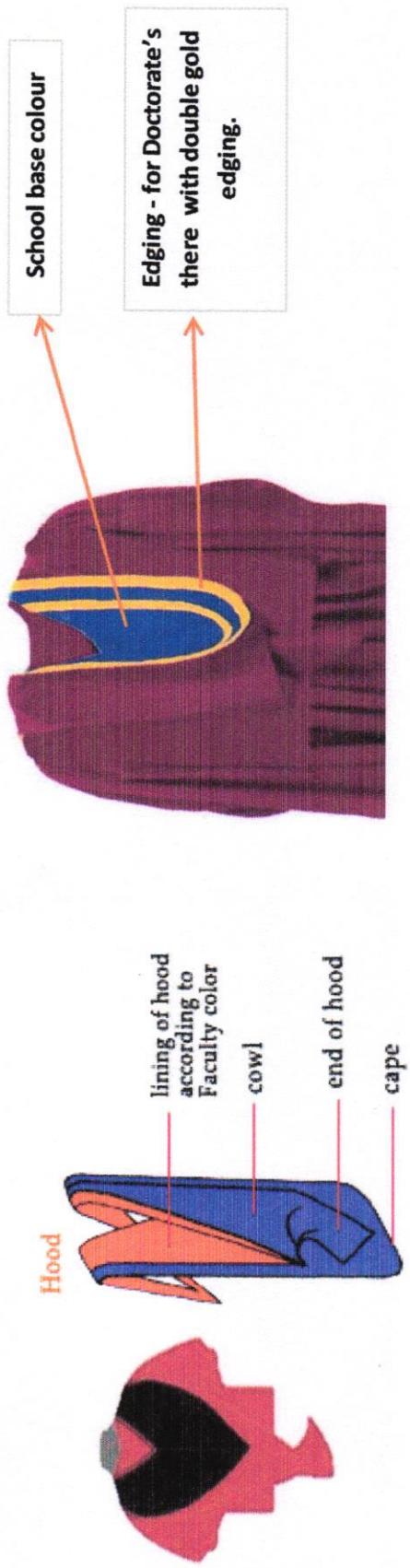


F. MASTER HOOD [BY RESEARCH] COLOUR REFERENCE:

Master (Research) Faculty of Engineering [FEng]	HS436	Red polyester satin
• Shape: CNAA large UTB		
• Main body: Black ribbed polyester material number 9974	HS479	Grey acetate taffeta
• Body Lining: Red (HS436) polyester satin edged outside (next to cowl) ¾" Grey (HS479) then ½" gap to ¾" Grey (HS479)		

Master (Research) School of Business [SB]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Purple (HS541) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	HS541		Purple polyester satin
Master (Research) School of Computing and Informatics [SCI]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Royal Blue (HS464) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	HS464		Royal Blue acetate taffeta
Master (Research) School of Applied Science and Mathematics [SASM]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Green (HS534) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	HS534		Green acetate taffeta
Master (Research) School of Design [SDe]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Fuchsia (HS346) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	HS346		Fuschia polyester satin
Master (Research) Centre for Communication, Teaching and Learning [CCTL]	<ul style="list-style-type: none"> Shape: CNAA large UTB Main body: Black ribbed polyester material number 9974 Body Lining: Light Blue/Turquoise (HS382) edged outside (next to cowl) $\frac{3}{4}$" Grey (HS479) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Grey (HS479) 	HS382		Light Blue/Turquoise polyester satin
		HS479		Grey acetate taffeta

Hoods are Faculty/School based. These are the specifications of each hood. The HS numbers below referred to are the J Wippell & Company Limited, United Kingdom fabric references.



9856

Claret polyester in a panama weave

G. DOCTORATE HOOD COLOUR REFERENCE:

Doctorate Faculty of Engineering [FEng]	HS436	Red polyester satin
• Full shape UTB style hood		
• Main body: Claret polyester in a Panama weave 9856	HS399	Gold polyester satin
• Body Lining: Red (HS436) polyester satin edged outside (next to cowl) $\frac{3}{4}$ " Gold (HS399) then $\frac{1}{2}$ " gap to $\frac{3}{4}$ " Gold (HS399)		

Doctorate School of Business [SB]	<ul style="list-style-type: none"> Full shape UTB style hood Main body: Claret polyester in a panama weave 9856 Body Lining: Purple (HS541) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	HS541		Purple polyester satin
Doctorate School of Computing and Informatics [SCI]	<ul style="list-style-type: none"> Full shape UTB style hood Main body: Claret polyester in a panama weave 9856 Body Lining: Royal Blue (HS464) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	HS464		Royal Blue acetate taffeta
Doctorate School of Applied Science and Mathematics [ASM]	<ul style="list-style-type: none"> Full shape UTB style hood Main body: Claret polyester in a panama weave 9856 Body Lining: Green (HS534) acetate taffeta edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	HS534		Green acetate taffeta
Doctorate School of Design [SDe]	<ul style="list-style-type: none"> Full shape UTB style hood Main body: Claret polyester in a panama weave 9856 Body Lining: Fuchsia (HS346) polyester satin edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	HS346		Fuschia polyester satin
Doctorate Communication, Teaching and Learning [CCTL]	<ul style="list-style-type: none"> Full shape UTB style hood Main body: Claret polyester in a panama weave 9856 Body Lining: Light Blue/Turquoise (HS382) edged outside (next to cowl) $\frac{3}{4}$" Gold (HS399) then $\frac{1}{2}$" gap to $\frac{3}{4}$" Gold (HS399) 	HS382		Light Blue/Turquoise polyester satin
		HS399		Gold polyester satin

TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the Contract Administrator (C.A.), Building Services Department, Public Works Department. The C.A's decision shall be final and binding upon the Contract.

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-

- (a) Valid Tenderer's Registration Certificate from the Ministry Of Development.
- (b) Business Enactment Act Section 16 & 17.
- (c) The Tender Form **MUST be signed by the Owner, or the Director of Shareholder(s) of the Company** stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
- (d) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry Of Development. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated. Any tender which is incomplete or unsigned will render the tender to be rejected.

3. (a) Tenders and documents in connection therewith as specified above , must be delivered to the place at or before the time specified.
(b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
(c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **6 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
7. The tender fee shall be **B\$10.00 ***.
8. No unauthorised alteration or use of 'blanco' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
10. The tender must be done in the official printed tender forms which is available from the <https://www.utb.edu.bn/information/tender-and-quotation/>

The completed tender documents are to be lodged on or before 2.00 PM on 02 Julai 2024 in a sealed enveloped addressed to :-

QUOTATION (QTN BOX)

**FINANCE SECTION,
UNIVERSITI TEKNOLOGI BRUNEI,
NEGARA BRUNEI DARUSSALAM.**

The top part of the sealed envelope must be written stating the following :-

Quotation No. : TUTB/QTN/2024-2025/KONVO/02 Quotation Closing Date : 02 Julai 2024

**Title : FOR SUPPLY AND DELIVERY OF ACADEMIC ROBE FOR GRADUATING STUDENTS
IN PREPARATION OF UTB CONVOCATION FOR A PERIOD ONE YEAR**

*** Delete As Necessary**



**UNIVERSITI TEKNOLOGI BRUNEI
NEGARA BRUNEI DARUSSALAM**

<input type="checkbox"/>	1. _____
<input type="checkbox"/>	2. _____
<input type="checkbox"/>	3. _____

FOR OFFICIAL USE ONLY.

Quotation For

**: FOR SUPPLY AND DELIVERY OF ACADEMIC ROBE FOR GRADUATING STUDENTS
IN PREPARATION OF UTB CONVOCATION FOR A PERIOD ONE YEAR**

Quotation No

: TUTB/QTN/2024-2025/KONVO/02

Closed On

: 02/07/2024

Receipt No.

: _____

PART A - AGREEMENT

1.0 On behalf of _____

I, the undersigned, agree to carry out the above Works/Service/Supply* for a sum of B\$ _____
(Brunei Dollars _____)

within a period of _____ Days / Weeks / Months* in accordance with the terms and conditions below.

2.0 Name & Signature : _____

As Owner /Director* (_____)

2.1. IC No. : _____

Company Stamp

2.2 Name & Signature : _____

of Witness (_____)

2.3 IC No. : _____

2.4 Address : _____

2.5 Telephone No. : _____ Fax No. : _____ E-mail : _____

2.6 Date : _____

FOR OFFICIAL USE ONLY.

3.0 On behalf of the Brunei Government, I accept your offer to carry out all/ items*
of the above for a sum of B\$ _____
(Brunei Dollars _____)

within a period of _____

Days / Weeks / Months* in accordance with the terms and conditions below.

4.0 _____

(_____)

4.1 _____

For Director General of Public Works

Department Stamp

4.2 Name & Signature : _____

of Witness (_____)

4.3 Address : _____

4.4 Telephone No. : _____ Fax No. : _____ E-mail : _____

4.5 Date of Contract : _____

5.0 The Contract Administrator is : _____

6.0 The Starting Date is on : _____

* Delete as necessary

PART B - TERMS OF QUOTATION

1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

- 1.1.1 To provide access at proper times for the Contractor to do his work.
- 1.1.2 To provide all information and facilities stated in this contract to enable the Contractor to do his work.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Contract Administrator to administer this Contract.
- 1.1.5 May take out or renew insurances referred to in Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the timeframes and completion period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to them.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions & Certifications

- 1.3.1 The Contract Administrator can issue instructions and certifications including job orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and job orders must be in writing, dated and clearly identified as Contract Administrator's instructions, certifications or job orders.
- 1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Contract Administrator.
- 1.3.4 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

2.0 QUALITY, HEALTH AND SAFETY

2.1 Quality

- 2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), The Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:
 - (a) The cost of rectifying such shortfall(s); or
 - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the payment certification clause.
- 2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Contract Administrator confirms the Works is complete as provided in the completion clause.

2.2 Variations To Work

- 2.2.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 2.2.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the payment certificate clause.
- 2.2.3 The Contract Administrator must value the variation work using the Summary of Works rates. If there are no Summary of Works rates then using schedule of rates or if neither are available using fair market rates.
- 2.2.4 This shall be done in a written certificate clearly identified as Variation Order Certificate.

2.3 Health and Safety

- 2.3.1 The Contractor must keep the site clean and safe at all times.
- 2.3.2 The Contractor must comply with all laws and regulations relating to Health and Safety Act, if any.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
- 3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the deadlines stated in this Contract or as instructed by the Contract Administrator.

3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's work to be done.
- 3.2.2 If any Completion Date is affected the Contract Administrator must adjust the Completion Date.
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

3.3 Completion

- 3.3.1 When the Contractor practically completes all the Works, he may inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works was actually practically completed by the Contractor.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a final completion certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish within any deadline he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the payment certification clause.
- 3.4.2 Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

4.0 PAYMENT CERTIFICATION

4.1 Claims and Payment Certificate

- 4.1.1 The Contractor must submit a claim for the Works done before payment certificate can be issued.

4.2 Contents of Payment Certificate:

- 4.2.1 The payment certificate must include the following:
 - 4.2.2 Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates or schedule of rates, if any. If none, then valued based on fair market rates.
 - (b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.
 - 4.2.3 Deduct the following:
 - (a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.
 - (b) The value of any shortfall(s) due to work done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:
 - (i) The cost of rectifying such shortfall(s) by others; or
 - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.
 - (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including work that is not done according to this contract and any other breach of contract by the Contractor identified by the Contract Administrator.

4.2.4 The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:

- (i) Adding the total under additions above;
- (ii) Deducting the total of all deductions above; and
- (iii) Deducting the cumulative amount certified previously.

4.2.5 The Contract Administrator may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause;
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's instructions;
- (c) Fails to comply with the Contract Administrator's instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this contract by a written notice.

5.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Is guilty of any offence under the Prevention of Corruption Act (Chapter 131) or an offence under sections 161 to 165 or 213 to 215 of the penal code (Chapter 22).

this Contract is terminated by a written notice.

5.3 In either (5.1) or (5.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

PART C - APPENDIX

1.0	Completion Date: (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period)	03-05 MINGGU
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)	B\$ 10 Per Day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	N/A Months
4.0	Retention Sum	N/A % of the Contract Sum