

To: All Economic Operators,

Date: 29<sup>th</sup> May, 2017

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### **Guidelines on Signing and Collecting Contract Agreements from CPSU**

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Kindly note that a new procedure for the distribution of Contract Agreements issued by CPSU has been introduced. Contract Agreements are now being processed and referred to Economic Operators by the respective officers in charge of procuring the item.

Thus you are kindly being requested to read and carefully follow the “Notification for Signing Contract Agreement” sent by each respective officer at CPSU. When referring a Contract Agreement for Signature, the procurement officer provides guidelines on how a Contract should be signed, the deadline for referring the signed Contract to CPSU and also whom to refer to the signed Contract Agreement.

Please refer to the below guidelines to avoid any setbacks in issuing a Contract Agreement.

#### **Guidelines on Signing Contract Agreements:**

1. CPSU’s officers will refer the Contract Agreement to the Economic Operator in PDF format through the “Notification for Signing the Contract Agreement” e-mail.
2. The Economic Operator is responsible to review and check thoroughly the Contract Agreement.
3. Two (2) copies of the Contract Agreement are to be printed on good quality A4 plain paper (80g/m<sup>2</sup>) in “normal” print settings (not draft). Contracts should not be printed on double-sided paper.
4. Economic Operator is to check that every page and its content are printed correctly. Page settings including page margins are not to be altered.
5. It is not permissible to amend or temper any part of the Contract Agreement. Should the need for any correction arise, the Economic Operator is to contact the respective officer and request an official correction via email. Requests for corrections of Contract Agreements are not accepted over telephone conversations.
6. The Contract Agreement shall not be acceptable and considered void should there be any amendments or annotations done by the Economic Operators.
7. Contract Agreements are to be signed and endorsed on each page by the duly authorised personnel. Contract Agreements signed by any other officers who were not listed in the company’s correspondence with CPSU, shall not be considered as valid.
8. Blue ink is to be used when signing Contract Agreements.
9. Electronic Signatures shall not be accepted.

10. Signed Contract Agreements are to be returned to the CPSU Reception Desk in individually sealed envelopes addressed to the respective CPSU officer within ten (10) days of receipt of Notification Email.
11. Should there be a difficulty in returning the signed Contract Agreement within the established deadline, the Economic Operator is to notify in writing the respective officer.
12. The “Notification for Signing the Contract Agreement” sent by the officer is to be printed and referred to the CPSU Reception Desk when returning the signed Contract Agreement. Upon verification of Contract Agreement, the CPSU Reception personnel shall sign the notification copy and return it to the person delivering the contract agreement. This shall act as a receipt of delivery of the Contract Agreement.
13. CPSU Reception Desk opening Hours are Monday to Friday, from 8:00am to 2:00pm. Contract Agreements returned on any other dates and time may not be accepted.

**Guidelines on Collecting Finalised Contract Agreements:**

1. Economic Operator will be notified by the CPSU’s officer via e-mail to collect the finalised Contract Agreement, within an established period.
2. The Economic Operator representative is to collect the finalised Contract Agreement from the CPSU Reception Desk upon presentation of the a copy of the “Collection E-mail” sent by the CPSU Officer and his/her I.D. Card.
3. Persons collecting the finalised contract agreement shall be requested to sign a register at the CPSU Reception Desk for each Contract Agreement collected.

Whilst thanking you in advance for your support to this matter, should you need further clarifications or wish to provide any feedback, kindly don’t hesitate to contact us.

Quality Management Section  
Central Procurement and Supplies Unit