

**CONVENTIONAL CONTRACT - INVITATION TO OFFER TEMPLATE**  
**MAJOR DIFFERENCES BETWEEN VERSION 002 DATED 1 JULY 2009 AND VERSION 003 DATED 1 JULY 2011**

The most significant differences between Version 002 and Version 003 of Invitation to Offer (ITO) template are outlined below. *This document does not represent a comprehensive list of every amendment incorporated in the new Version dated 1 July 2011.*

ITO REFERENCE	SECTION / RESPONSE FORM REFERENCE	SIGNIFICANT DIFFERENCES BETWEEN VERSIONS
ITO template	ITO template	<ul style="list-style-type: none"> <li>Parts 1 - 6 are now Section 1 - 6. This terminology change has been applied (where applicable) across all of the Government terms and conditions documents.</li> </ul>
		<ul style="list-style-type: none"> <li>references to 'Principal' have been changed to 'Eligible Customer'.</li> </ul>
Selection 4 – Offer Evaluation Process & Criteria	4.3	<ul style="list-style-type: none"> <li>clause amended - Eligible Customer can limit responses to a maximum number of pages per Response Form.</li> </ul>
		<ul style="list-style-type: none"> <li>clause amended - Offeror unable to alter the font, questions, numbering and headings of Response Forms.</li> </ul>
Response Form 6.1 – Offer Authorisation and Certification	Information Required – legal entity of Offeror	<ul style="list-style-type: none"> <li>form amended – 'legal entity type' of Offeror i.e. Individual, Partnership, Company etc.</li> </ul>
	Information Required – legal name of Offeror	<ul style="list-style-type: none"> <li>form amended to more clearly specify the requirements in regard to information to be specified by an Offeror that is a trust.</li> </ul>
Response Form 6.1 – Offer Authorisation and Certification	Authorisation, Certification and Execution by an Offeror (individual or partnership)	<ul style="list-style-type: none"> <li>execution page amended to provide for an 'authorised signatory' to sign on behalf of a partnership.</li> </ul>
Response Form 6.2 – Proposed Goods and/or Services and Pricing	Other Pricing Issues	<ul style="list-style-type: none"> <li>new item - 'Approved Expenses' associated with Offer.</li> <li>form amended requiring Offerors to complete the relevant schedule (under Response Form 6.4) where a price variation is applicable.</li> <li>new item - discounts and rebates.</li> <li>new item - payment methods i.e. payment by credit card.</li> </ul>

ITO REFERENCE	SECTION / RESPONSE FORM REFERENCE	SIGNIFICANT DIFFERENCES BETWEEN VERSIONS
Response Form 6.4 – Schedules of Standing Offer Arrangement Schedule 1 – Arrangement Details	No. 4 Cluster Members	<ul style="list-style-type: none"> <li>item deleted.</li> </ul>
	No. 8 Performance of Services by Key Personnel	<ul style="list-style-type: none"> <li>item deleted.</li> </ul>
	No. 16 Performance Guarantee	<ul style="list-style-type: none"> <li>new item as per provisions of clause 14 in the Conditions of Contract.</li> </ul>
	No. 17 Financial Security	<ul style="list-style-type: none"> <li>new item as per provisions of clause 15 of the Conditions of Contract - item replaces <i>no. 14 Security</i>.</li> </ul>
	No. 20 Privacy & Personal Information	<ul style="list-style-type: none"> <li>new item as per provisions of clause 20 of the Conditions of Contract.</li> </ul>
	No. 21 - Liability	<ul style="list-style-type: none"> <li>item amended to clarify that where no amount or “nil” is inserted as the liability cap, then the liability of the Party will be unlimited.</li> </ul>
	No. 23 - Insurance - Professional Indemnity	<ul style="list-style-type: none"> <li>item amended to include requirements where an Offeror is a member of scheme under the Professional Standards Act.</li> </ul>
Response Form 6.4 – Schedules of Conditions of Contract	Schedule D - Conditions Relating to Price Variations (Exchange Rate Variations)	<ul style="list-style-type: none"> <li>new Schedule included.</li> </ul>
	Schedule E - Cost Breakdown of Price	<ul style="list-style-type: none"> <li>new Schedule included.</li> </ul>
	Schedule F - Conditions Relating to Price Variations (CPI)	<ul style="list-style-type: none"> <li>new Schedule included.</li> </ul>
	Schedule G - Conditions Relating to Price Variations (Other factors)	<ul style="list-style-type: none"> <li>new Schedule included.</li> </ul>