## Short Form Conditions of Contract (Schedule)

## For the Provision of Goods and/or Services

Version 002- dated 14 June 2007





## **SCHEDULE - CONTRACT PARTICULARS**

**Note to Agency:** The Agency should complete those items which the Agency is able to specify and shade these items in **grey**. This will highlight the items which the Offeror will be required to complete as part of their Offer.

ITEM	INFORMATION	DETAILS			
1.	Agency (clause 1.1):				
	[Insert full name of the Agency}:	Name:	State of Queensland Government departm <u>OR</u> < <insert name="" of<br="">Queensland&gt;&gt;</insert>	ent or agency>>)	
	[Insert the Agency's ABN]:	ABN:	< <insert ab<="" agency's="" td=""><td>N number&gt;&gt;.</td><td></td></insert>	N number>>.	
	[Insert the Agency's address]:	Address:			
	[Insert the position/title of the nominated Agency officer who will oversee the Contract].	Contact Officer:			
	[Insert the Agency contact officer's email address]	Email:			
2.	Contractor (clause 1.1):				
	[Insert full name of Contractor]:	Name:			
	[Contractor's ACN]	ACN:			
	[Insert Contractor's ABN]:	ABN:			
	[Insert Contractor's address]:	Address:			
	[Insert the name of the person representing the Contractor, who will be responsible for the Contract].	Contact Person:			
3.	Approved Expenses (clauses 1.1 & 10):				
	[Insert expenses for which the Contractor will be entitled to be reimbursed].				
4.	Cluster Members (clause 1.1):				
	[Insert the Agency names of the 'Cluster Members', (if applicable)].				
5.	Goods and/or Services (clause 1.1 & 3):				
	[Specify the Goods and/or Services which are to be delivered under this Contract].				
6.	<b>Price</b> (clauses 1.1 & 4):	Description	Price	GST	Total Price
	[Specify the pricing details for the Goods and/or Services].		(Excl GST)	component	(incl. GST)
7.	Delivery Date / Delivery Period (clause 3.1):		I	I	
	[Specify the date or period which the Goods are to be supplied and/or the Services are to be performed].				
4 June 200	7			2	

## SCHEDULE - CONTRACT PARTICULARS (continued)

8.	<b>Requirements for Goods and/or Services</b> (clause 3.3):	
	[Specify if the Goods are to be other than new and unused condition and of recent origin].	
9.	Intellectual Property Rights (clause 9):	
	Clause 7.1 applies	Yes
	(All intellectual property rights in the Contract Material vest in the <b>Agency</b> )	
	OR	OR
	Clause 7.4 applies	Yes
	(Intellectual Property Rights in New Contract Material vests in the <b>Contractor</b> ) with licence rights to the Agency to use or exploit for any purpose of the Agency)	
10.	Insurance - Other insurances (clause 12.1(c))	
	[Specify if any other insurances are required (e.g. professional indemnity or errors and omissions insurance)] If " <b>YES</b> " specify the sum to be	Insurance Policy: Sum Insured:
	insured].	
	[Specify the other insurance policy no.].	Policy No.;
	[Specify the name of the insurance provider].	Insurance Provider:
	[Specify the name on the insurance policy as the "insured"]	Named Insured:
	[Specify the Contractor's expiry date of the above insurance policy].	Expiry Date of Policy:
	If Professional Indemnity or Errors and Omissions Insurance is required then the following must be completed:	
	[Specify if professional indemnity or errors and omissions insurance is to be maintained for an alternative period (i.e. other than four years from the completion date of the Contract or termination of the Contract].	
	If "YES" specify alternative period.	
	[Specify and provide details if the Contractor is a member of a scheme approved under the Professional Standards Act 2004].	