

Short Form Conditions of Contract (Schedule)

For the Provision of Goods and/or Services

Version 003- dated 1 July 2009



SCHEDULE - CONTRACT PARTICULARS

Note to Customer: The Customer should complete those items which the Customer 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.	<p>Customer (clause 1.1):</p> <p>[Insert full name of the Customer]:</p> <p>[Insert the Customer's ABN]:</p> <p>[Insert the Customer's address]:</p> <p>[Insert the position/title of the nominated Customer officer who will oversee the Contract].</p> <p>[Insert the Customer contact officer's email address]</p>	<p>Name: State of Queensland (acting through <<insert name of Government department or agency>>)</p> <p>OR</p> <p><<insert name of entity, if not the State of Queensland>></p> <p>ABN: <<insert Customer's ABN number>>.</p> <p>Address:</p> <p>Contact Officer:</p> <p>Email:</p>			
2.	<p>Contractor (clause 1.1):</p> <p>[Insert full name of Contractor]:</p> <p>[Contractor's ACN]</p> <p>[Insert Contractor's ABN]:</p> <p>[Insert Contractor's address]:</p> <p>[Insert the name of the person representing the Contractor, who will be responsible for the Contract].</p>	<p>Name:</p> <p>ACN:</p> <p>ABN:</p> <p>Address:</p> <p>Contact Person:</p>			
3.	<p>Approved Expenses (clauses 1.1 & 10):</p> <p>[Insert expenses for which the Contractor will be entitled to be reimbursed].</p>				
4.	<p>Cluster Members (clause 1.1):</p> <p>[Insert the Customer names of the 'Cluster Members', (if applicable)].</p>				
5.	<p>Goods and/or Services (clause 1.1 & 3):</p> <p>[Specify the Goods and/or Services which are to be delivered under this Contract].</p>				
6.	<p>Price (clauses 1.1 & 4):</p> <p>[Specify the pricing details for the Goods and/or Services].</p>	<p>Description</p>	<p>Price (Excl GST)</p>	<p>GST component</p>	<p>Total Price (incl. GST)</p>
7.	<p>Delivery Date / Delivery Period (clause 3.1):</p> <p>[Specify the date or period which the Goods are to be supplied and/or the Services are to be performed].</p>				

SCHEDULE - CONTRACT PARTICULARS (continued)

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