

# SHORT FORM – CONDITIONS OF CONTRACT SCHEDULE

For the provision of Goods and/or Services

Version 004 –dated 1 July 2011

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**NOTE TO CONTRACTOR**

The below Schedule A must be read in conjunction with the Queensland Government's Short Form Conditions of Contract (including Schedule A) Version 004 – dated 1 July 2011 located via [www.qgcqpo.qld.gov.au](http://www.qgcqpo.qld.gov.au) – under 'Government terms and conditions'.

The Short Form Conditions of Contract (including Schedule) Version 004 – dated 1 July 2011 along with the below Schedule A will govern the Contract.

**SCHEDULE A - ORDER**

ITEM	Reference Clause No.	INFORMATION	DETAILS
1.	1.1	<b>Customer</b>	Name: State of Queensland (acting through <<insert name of Queensland Government department or agency>>) <b>OR</b> <<insert name of entity, if not the State of Queensland>> ABN/ACN: <<insert Customer's ABN/ACN>> Address: <<insert Customer's address>> Name: <<insert name of Customer's contact officer>> Telephone: <<insert telephone number>> Facsimile: <<insert facsimile number>> Email: <<insert email address>>
2.	1.1	<b>Contractor</b>	Name: <<insert full name of Contractor>> ABN/ACN: <<insert Contractor's ABN/ACN>> Address: <<insert Contractor's address>> Telephone: <<insert Contractor's telephone>> Facsimile: <<insert Contractor's facsimile>> Email: <<insert Contractor's email>> Contact Person: <<insert name of the person representing the Contractor for the Contract>>
3.	1.1	<b>Contract Term</b>	<<specify the term of the Contract>>
4.	1.1 & 4	<b>Approved Expenses</b>	<<insert expenses for which the Contractor will be entitled to be reimbursed>>
5.	1.1 & 3	<b>Goods and/or Services</b>	<<specify the Goods and/or Services which are to be delivered under the Contract>
6.	1.1 & 4	<b>Price</b>	<<specify the pricing details for the Goods and/or Services>>
7.	1.1 & 3.1	<b>Delivery Date / Delivery Period</b>	<<specify the date or period which the Goods are to be supplied and/or the Services are to be performed>>
8.	3.3	<b>Provision of Goods and/or Services</b>	<<specify if the Goods are to be other than new and unused condition and of recent origin>>

9.	7	<p><b>Intellectual Property Rights</b></p> <p>Clause 7.1 applies</p> <ul style="list-style-type: none"> <li>If <b>"YES"</b> Intellectual Property Rights in the Contract Material vest in the <b>Customer</b>.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Clause 7.2 applies</p> <ul style="list-style-type: none"> <li>If <b>"YES"</b> Intellectual Property Rights in the Contract Material vest in the <b>Contractor</b> with licence rights to the Customer for Customer use.</li> </ul>	<p>Yes <input type="checkbox"/></p> <p><b>OR</b></p> <p>Yes <input type="checkbox"/></p>
10.	12.1 (b)	<p><b>Insurance – Public Liability</b></p> <p>Is Public Liability insurance required?</p> <p><i>Public liability insurance covers liability for personal injury and property damage. Typically the amount is at least \$10 million per claim depending upon the Risk Assessment.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>"YES"</b> then please specify the following:</p> <p>Sum Insured: &lt;&lt;insert amount to be insured&gt;&gt;</p> <p>Policy No.: &lt;&lt;insert policy number&gt;&gt;</p> <p>Insurance Provider: &lt;&lt;insert insurance provider&gt;&gt;</p> <p>Named Insured: &lt;&lt;insert name on the policy&gt;&gt;</p> <p>Expiry Date of Policy: &lt;insert expiry date of policy&gt;&gt;</p>
11.	12.1(c)	<p><b>Insurance - Other insurances</b></p> <p>Is any other insurance required? (e.g. Professional Indemnity insurance)</p> <p><b>If Professional Indemnity Insurance is required then the following must be completed:</b></p> <p>Is the Professional Indemnity insurance to be maintained for an alternative period? (i.e. other than four years after the last Contract Completion Date or termination of the last Contract)</p> <ul style="list-style-type: none"> <li>If <b>"YES"</b> then specify the alternative period</li> </ul> <p>Is the Contractor a member of a scheme approved under the Professional Standards Act 2004 (Qld)?</p> <ul style="list-style-type: none"> <li>If <b>"YES"</b> please specify and provide a copy of the applicable scheme.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>"YES"</b> then please specify the following:</p> <p>Type of insurance: &lt;&lt;the type of insurance&gt;&gt;</p> <p>Sum Insured: &lt;&lt;insert amount to be insured&gt;&gt;</p> <p>Policy No: &lt;&lt;insert policy number&gt;&gt;</p> <p>Insurance Provider: &lt;&lt;insert insurance provider&gt;&gt;</p> <p>Named Insured: &lt;insert the name on the policy&gt;&gt;</p> <p>Expiry Date of Policy: &lt;&lt;insert the expiry date&gt;&gt;</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Alternative Period: &lt;&lt;insert the alternative period&gt;&gt;</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>