

**Queensland Government Short Form Contract Conditions - ICT Products and/or Services**

|  |  |
| --- | --- |
| **Reference No.** | <<insert if any>> |
| **Supplier** | <<insert Supplier Name & ABN>> |
| **Customer** | <<insert Customer Name & ABN>> |

**By signing below, the parties are entering into a contract that consists of this cover page and the attached Work Order and Conditions.**

EXECUTION BY CUSTOMER:

|  |  |  |
| --- | --- | --- |
| EXECUTED for and on behalf of: <<insert name of Customer and ABN>> by  ………………………………………  <<insert name of authorised representative>>  this <<insert date>> day of <<insert month>>, <<insert year>>  in the presence of:  …………………………………….  <<insert full name of witness>> | )))))))))))) )) | Signature of authorised representative of the Customer  Signature of witness |

EXECUTION BY SUPPLIER:

|  |  |  |
| --- | --- | --- |
| EXECUTED for and on behalf of <<insert full name of the Supplier and ACN/ABN>>  ***in accordance with s. 127 of the Corporations Act 2001 (Cth)***  this <<insert date>> day of <<insert month>>, <<insert year>> by  <<insert full name of Director>>  <<insert full name of Director/Secretary>>  in the presence of:  <<insert full name of witness>> | )))))))))))) )) | Signature of Director  Signature of Director/Secretary  Signature of Witness |

# Work Order

| **Topic** | **Details** | |
| --- | --- | --- |
| **Customer’s contact details** | Contact person: | <<insert>> |
| Position: | <<insert>> |
| Phone number: | <<insert>> |
| Street address: | <<insert>> |
| Postal address: | <<insert>> |
| Email: | <<insert>> |
| **Supplier's contact details** | Contact person: | <<insert>> |
| Position: | <<insert.. |
| Phone number: | <<insert>> |
| Street address: | <<insert>> |
| Postal address: | <<insert>> |
| Email: | <<insert>> |
| **Term (clause 1(a))** | Start Date: | <<insert>> |
|  | End Date: | <<insert>> |
| Extension: | <<insert duration of extension (maximum Term of 12 months total).>> |
| **Deliverables (clause 16)** | <<Customer to fill out.  For Products, this item should specify the Delivery Date and Delivery Point.  For Services, this item should specify the Due Date for those Services.  The Customer may prefer to refer to a separate document here that should be attached to the Contract. Also consider referring to the QITC Comprehensive Contract Conditions as a guide to what you might want to specify here depending on the nature of the Deliverables being acquired>> | |
| **Specifications (clause 16)** | <<Customer to fill out or attach to the Contract.>>  The Specifications are specified:  in this Work Order: <<insert full and complete details of the Customer’s Specifications>>; and/or  in the following documents which are expressly incorporated into, and form part of, this Contract:   * <<insert>> * <<insert>>   <<all incorporated documents should also be attached to this Contract.>> | |
| **Policies (clause 1 (e))** | * + 1. Supplier Code of Conduct;     2. Queensland Procurement Policy;     3. Ethical Supplier Threshold; and     4. <<insert if there are any additional specific policies, standards, procedures or codes of conduct which the Customer requires the Supplier to comply with in supplying the Deliverables, specify them here.>> | |
| **Acceptance (clause 8(a))** | <<Customer to include any procedures for acceptance of the Deliverables or otherwise insert "Not applicable".>> | |
| **Warranty Period (clause 16)** | <<insert duration of warranty period for Products.>> | |
| **Insurance (clause 14)** | <<Customer to insert.>> | |
| **Liability cap (clause 12(a)(2))** | <<insert.>> | |
| **Price (clause 4)** | The Price is as follows:-   |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Price**  **(Excluding GST)** | **GST** | **Price**  **(Including GST)** | | <<insert>> | <<insert>> | <<insert>> | <<insert>> | | <<insert>> | <<insert>> | <<insert>> | <<insert>> | | **Total Price** | **<<insert>>** | **<<insert>>** | **<<insert>>** | | |