



# **New South Wales Government Procurement System for Construction**

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## **Procurement Practice Guide:**

# **Completing GC21 Contract Information**

**July 2008**

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## Important notices

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### Current version

The current version of this Procurement Practice Guide is maintained on the Internet at:

<http://www.nswprocurement.com.au/Procurement-System-for-Construction/Reference-material/Procurement-practice-guides.aspx>

### Amendments

Refer to the Procurement Practice Guide Amendments Log which is available on the Internet at:

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# Completing GC21 Contract Information

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# Completing GC21 Contract Information

## 1 Actions after completion of Tender assessment

After the completion of Tender assessment and prior to the issue of the Letter of Award complete the following GC21 Contract Information items:

- 8 Contractor
- 9 *Contractor's Authorised Person*
- 10 Senior Executive
- 11 Notices to Contractor
- 12 Date of Contract
- 17 *Reference Contract Documents*; and
- 43 *Contract Price* at the Date of Contract.

## 2 Completion of Contract Information

### 2.1 Contract Information items 8, 9, 10 and 11

Contract Information items 8, 9, 10 and 11 must be completed using the information from successful tenderers Tender Schedule - **Schedule of Contract Information**.

#### 8 Contractor

The Contractor is:

» .....  
 » .....  
 ABN » .....

#### 9 Contractor's Authorised Person

The Contractor's Authorised Person is:

» ..... *Mentioned in clause 2*

#### 10 Senior executive

The Contractor's senior executive is:

» ..... *Mentioned in clause 74*

#### 11 Notices to Contractor

*Notices must go to the personnel listed above, at the address or number shown here.*

Office address:  
 (for delivery by hand)

» .....  
 » .....  
 » .....  
 » .....

Postal address:  
 (for delivery by post)

» .....  
 » .....  
 » .....  
 » .....

Facsimile number:

» .....

e-mail address

» .....

## 2.2 Contract Information item 12

### 12 Date of Contract

*Mentioned in clause 83*

This is the date the Principal signs the Contract after the Contractor has signed, or the date of the Principal's *Letter of Award* to the Contractor (as applicable).

Date of Contract is:

» .....  
("The date of the Letter of Award" applies if not filled in).

## 2.3 Contract Information item 17

The following information must be listed in the Contract Information item 17 box:

- all documents intended to form part of the Contract; AND
- all documents exchanged between the successful tenderer and the Principal after the original issue of the tender documents that are necessary to describe the offer being accepted.

**(Note: Do not include the GC21 General Conditions of Contract, attached Schedules and Contract Information, and annexed Principal's Documents which are defined to form part of the Contract by Clause 7.1)**

Ensure that the documents do not undermine or contradict the Principal's position under the Contract or the terms of the Contract.

### 17 Reference Contract Documents

*Mentioned in clause 7.1.5*

The Reference Contract Document are: Letter of Award; and

» .....

## 2.4 Contract Information item 43

The Contract Price and basis of payment must be inserted at the Date of Contract.

### 43 Contract Price at the Date of Contract

*Mentioned in clause 59*

Contract Price at the Date of Contract is: \$ » .....

## 3 Issue of completed Contract Information

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The completed Contract Information is issued to the Contractor as an attachment to the Letter of Award.