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| User guidance  This document is part of the **GC21 Edition 2** standard form. Please refer to buy.nsw website at <https://buy.nsw.gov.au/categories/construction> to locate all documents referenced throughout this text.   1. Guide notes   This standard form contains guidance in hidden text, i.e.:  **GUIDE NOTES,**  Guide Note examples  B) Viewing guide notes  **•**  Go to **File/** **Options** menu;  • Select the **Display** tab;  **•** Tick the **Hidden Text** check box and click the **OK** button.  This process can also be used to hide guide notes in a finished document.   1. Insertion points   Each ‘»’ shows where input is required. Click onto each ‘»’ and overtype.  Note that the ‘auto- fill’ facility which is used in other parts of the GC21 Standard Form documents has not been set up for this part.   1. When drafting is completed   1. Remove all guide notes manually or by the following steps:  **•** On the Home/ **Editing** menu click **Replace**, then (if required)  **•** Click the **More** button;  **•** Click the **Format** button, click on **Font**;  **•** Tick the **Hidden** check box, untick other boxes and click the **OK** button;  **•** Click the **Special** button, click on **Any Character**; then  **•** Click the **Replace All** button.  E) Finally, delete this User guidance, along with the following Page Break.**.** |

All parts, clauses and text are mandatory, unless otherwise stated in the guide notes.

The » symbol has been used to indicate where input is required.

If required, replace the NSW State logo with an Agency logo.



Tender Document

Insert the name of the contract. The name should include the name of the project and the type of work; eg:

NEWSTART Public School

NEW SCHOOL

Stage 1

»

»

»

Insert the location of the project; eg:

5 George Street, NEWSTART, NSW, 2999

#### at »

Insert the Contract Number. The Contract number must be unique for each contract.

Agencies should maintain a contract numbering system for management purposes.

for large documents, it is usual to have the drawings, appendices and site information in separate volumes for convenience.

Contract No: »

Volume »

Insert the month & year; eg: July 2021

» /202»

#### NATSPEC Details

Include the following information in documents based on Natspec.

Insert “basic, building and/or services” as applicable.

This Specification has been produced using NATSPEC »

Insert the subscriber’s name.

Use group, division, or branch name when the document is prepared by the Department of finance and services.

The subscriber is the consultant (whether a government agency or private entity) responsible for the documentation for this tender.

by: »

Insert the subscriber number.

Subscriber Number: »

#### Consultant Details

List consultants by discipline, eg:

**Architect**

Newstart Architects Pty Ltd Telephone number: (02) 9999 6666

4 Wattle Gum Drive Email: ----------

Newstart, NSW 2999

Copy table as required

|  |  |  |
| --- | --- | --- |
| **»**  » » » | Telephone number: Email address: | » » |

»

Table of Contents

Amend the table of contents as required. include volume headings, where applicable, for the relevant sections

Insert corresponding information on the Tender Form.

The Footers and page Numbering are automated for the conditions of tendering, tender schedules, general conditions and preliminaries.

There is no automation in this part, i.e. ’title page’.

Updates can be carried out manually or automatically following the instructions in the user guidance for the above parts of the document.

To ensure that automation updates when printing, check that the MS Word, File - Options – display – Printing options – ‘Update Fields before printing’ box is ticked.

Insert the page number on which each section commences and finishes.

Expand tables by right clicking in the last row of a table and selecting insert as necessary.

|  |  |  |
| --- | --- | --- |
| **Tendering** | | Pages |
|  | Conditions of Tendering | 1 to » |
|  | Tender Schedules | 1 to » |

|  |  |  |
| --- | --- | --- |
| **Specification** | | Pages |
|  | GC21 (Edition 2) General Conditions of Contract  (including Contract Information, Schedules and Attachments) | 1 to » |
|  | Preliminaries | 1 to» |
|  | » | 1 to » |

List all technical sections.

|  |  |
| --- | --- |
| **Schedules** | Pages |

Insert general Schedules that do not apply exclusively to one specification section, for example:

* Schedule of Internal Colours;
* Schedule of External colours;
* Schedule of doors;
* Schedule of furniture and equipment.

These Schedules should follow the last specification section.

77. Schedule of Internal Colours 77-1 to 77-8

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| **Appendices** | Pages |

Insert titles of any document to be appended or provided including:

* site information referred to in contract information item - Site Information;
* Other documents referred to in the specification including development consent, standard drawings, specification for field data capture and the like.

for example:

A Geotechnical Site Investigation Pages 1 to 25

B Hazardous Substances Report Pages 1 to 2

C Development Application Approval Pages 1 to 3

D Secondary Schools Facilities Standard Details 16 x A4 pages

* **if site information is provided electronically, it should be referenced as a separate volume with folders and file names. file names can be obtained by:**

1. **numbering the files**
2. **using file explorer and selecting the relevant folder**
3. **Use select all- Shift + right click – ‘copy as path’ - paste to paste folder strings and file names.**
4. **to delete unwanted text highlight and copy the unwanted folders for one file, copy and then paste into the home – replace dialog box and then select ‘replace all’.**

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| **Drawings** |  |

Insert the document number and title, for example:

**Architectural**

A00 Cover Sheet

A01 Site Plan

|  |  |  |
| --- | --- | --- |
| » | » | » |

or a cross reference to where the drawings are listed, for example: Refer to list on the cover sheet of Drawings.