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| User GuidanceThe following document is part of the Construction Consultancy Services (CCS) standard form for preparation of a Request for Tender document for Construction Consultancy Services above $50,000.Please refer to buy.nsw website at [*https://buy.nsw.gov.au/categories/construction*](https://buy.nsw.gov.au/categories/construction) to locate all documents referenced throughout this text. Guidance is based on Microsoft 365 Word.Guide NotesThis standard form contains guidance in hidden text, ie:**GUIDE NOTES:**Guide Note examplesIf the Guide Notes are not visible, click on the **Show/Hide** button “¶”.If still not visible, then:**•** Go to Microsoft Word **File/Options** menu;• Select the **Display** tab; then**•** 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.GeneralInsertion PointsEach ‘»’ shows where input is required. Click onto each ‘»’ and overtype.When Completed:1. Remove all Guide Notes manually or by the following steps:**•** On the **Editing** menu click **Replace**, then (if required) **•** Click the **More** button;**•** Click the **Format** button, click on **Font**;**•** Tick the **Hidden** check box and click the **OK** button;**•** Click the **Special** button, click on **Any Character**; then**•** Click the **Replace All** button.2. Delete this **User Guidance**, along with the following **Page Break**.  |

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



*New South Wales Government*

Construction Consultancy Services

Request for Tender (RFT) Documents

Space

Agreement Name: Agreement Name

RFT No.: RFT No.

The above Agreement name and Agreement no. should autofill. Refer to insertion points section of above user guidance

Insert DATE, TIME AND METHOD OF LODGEMENT

Response Required By: Refer to Invitation to Tender

Insert METHOD OF LODGEMENT (e.g. email address or etender box)

Method of Lodgement: Refer to Conditions of Tendering Clause *Submission of Tenders*

Complete the Master table of contents as required.

Insert corresponding information on the Tender Form.

For part 4 if there is no relevant information provided , then delete reference to it

**MASTER TABLE OF CONTENTS**

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| **TENDERING** |
| **Part 1: Conditions of Tendering** |
| **Part 2: Tender Schedules** |
| **AGREEMENT** |
| **Part 3: General Conditions of Agreement; Agreement Information and Annexures** |
| **Part 4: The Services and Relevant Information** |
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