

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

**Procurement Practice Guide:**

**Completing GC21 Contract Information**

**July 2008**

**Important notices**

**Current version**

The current version of this Procurement Practice Guide is maintained on the ProcurePoint website. Please view the Index of construction documents to locate all documents referenced throughout this text.

**Amendments**

Refer to the Procurement Practice Guide Amendments Log which is available on the ProcurePoint website.

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NSW Procurement Client Support Centre: Telephone: 1800 679 289

Email: *nswbuy@services.nsw.gov.au*

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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.

1. **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** |  |
|  |  | *Mentioned in clause 2* |
|  | The *Contractor’s Authorised Person* is: | » …………………………………………… |
| **10** | **Senior executive** |  |
|  |  | *Mentioned in clause 74* |
|  | The Contractor’s senior executive is: | » …………………………………………… |
| **11** | **Notices to Contractor** |  |

*Mentioned in clause 30*

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 | » ………………………….………………… | |
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1. **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** | |
|  |  | |
|  | The completed Contract Information is issued to the Contractor as an attachment to | |
|  | the Letter of Award. |  |

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