|  |
| --- |
| User Guidance  The standard form following is for the preparation of a tender document for  Project Management Services  Part 0: Cover Sheet and Master Table of Contents and Preface  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 Notes  This standard form contains guidance in hidden text, ie:  **GUIDE NOTES:**  Guide Note examples  If 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.  General  Insertion Points  Each ‘»’ 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**. |



*New South Wales Government*

Project Management Services

Request for Tender (RFT) Documents

(Standard Version of Request for Tender Documents as at 11 July 2022)

Space

Agreement Name:

RFT No.:

The above Agreement name and Agreement no should be inserted into the footer

Response Required By: Insert DATE, TIME AND METHOD OF LODGEMENT or insert ” refer to Invitation to Tender

Method of Lodgement: Insert METHOD OF LODGEMENT (eg, email address or etender box)

Client: » insert the client’s name, if applicable, ie, Department of Primary Industries

Submission details: Refer to Conditions of Tendering clause Submission of Tenders

.

**MASTER TABLE OF CONTENTS**

Complete the Master table of contents as required.

Insert corresponding information on the Tender Form.

**MASTER TABLE OF CONTENTS**

|  |  |
| --- | --- |
| **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** | |
| **Part 5: Project Description** | |
|  |