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| User Guidance  The following **Title Pages** are part of the **MW21 Minor Works** standard form of contract approved for use under the NSW Government *Procurement System for Construction*. Please refer to Buy.nsw website at <https://buy.nsw.gov.au/categories/construction> to locate all documents referenced throughout this text.  Guide Notes  The document contains guidance in hidden text, i.e.  **GUIDE NOTES**  Guide Note examples  If the Guide Notes are not visible, then:  **•** On the **MS OFFICE** menu, click **Word Options**;  • Click the **Display** tab;  **•** Tick the **Hidden Text** check box and click the **OK** button.  General  All clauses and text are mandatory unless indicated in the Guide Notes. Some clauses require options to be selected and others are not applicable in specific circumstances. Read and follow all Guide Notes carefully.  Do not change any of the standard text. It reflects the approved contract risk allocation. Any change may introduce unexpected risks and/or compromise the integrity of the contract.  Where the symbol ‘»’ appears, information specific to the project and the responsible agency must be inserted. Click onto each ‘»’ and over-type.  If additional clauses or paragraphs are required to suit project-specific needs, carefully consider the associated risks, in consultation with the responsible agency. Ensure any additions do not create ambiguities in the documents. |

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| Note:  **Guide Notes must be removed from the RFT documents prior to issue.**  1. Remove all guide notes manually or using 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**. |

For publishing date of this version choose MS OFFICE, PREPARE, Properties Comments box.

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



Request for Tenders

For

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

”Hopetown Public School

Additional Accommodation

Stage 2”

»

»

Insert the location of the project; eg:

“5 Pitt Street, Hopetown, NSW, 2777”

#### at »

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

Agencies should maintain a contract numbering system for management purposes.

Contract No: »

insert the volume number if required, otherwise delete.

Volume »

Insert the month & year; eg: January 2011.

» /201»

INSERT THE NAME OF THE CLIENT IF APPROPRIATE.

»

#### NATSPEC Details

delete the above heading and the following details unless the documentation is based on natspec.

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

This Specification has been produced using NATSPEC »

Insert the subscriber’s name.

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

Use the group, division, or branch name when the document is by the Department.

by: »

Insert the subscriber number.

Subscriber Number: »

end of natspec details

#### Consultant Details

List consultants by discipline, eg:

**“Architect**

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

4 Wattle Gum Drive Facsimile number: (02) 9999 6667

Hopetown, NSW 2777”

Copy the table as required

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| **»**  » » » | Telephone number: Facsimile number: | » » |

»

Master Table of Contents

Amend the Master table of contents as required.

Insert corresponding information on the Tender Form.

The Footers and page Numbering are automated.

To ensure this automation updates when printing, check that the MS OFFICE, WORD Options, display, Printing options - Update Fields box is ticked.

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

Expand tables by clicking in the last cell and pressing the Tab key as necessary.

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| **Tendering** | |  |
|  | Conditions of Tendering | C-1 to C-» |
|  | Tender Schedules | T-1 to T-» |

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| --- | --- | --- |
| **Specification** | |  |
|  | MW21 General Conditions of Contract and Contract Information | 1-1 to 1-» |
|  | Preliminaries | 2-1 to 2-» |
|  | » | 3-1 to3-» |

List all technical sections.

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| **Schedules** |  |

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

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

These Schedules should follow the last specification section, eg:

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

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| **Appendices** |  |

Insert titles of any document appended, Eg:

“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”

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| **Drawings** |  |

Insert the document number and title, eG:

**“Architectural**

A00 Cover Sheet

A01 Site Plan”

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| » | » | » |

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

»