# **SCHEDULE 1 - AGREEMENT DETAILS**

**Prequalification Scheme: Land and Asset Valuation - Agreement Details**

**GUIDE NOTE (remove this section before signing):**

Where the service provider is a company, the full legal entity name of the company should be used.

Where the service provider is an unincorporated partnership, the partnership name can be used. The Rules of Court in each Australian jurisdiction now state that a partnership can be sued in the organisation’s name.

A business (trading) name is not a legal entity and must not, by itself, be used as the name for the service provider.

The name(s) of the owner(s) of the business name should be inserted as follows:

*“[insert name of first owner] of [insert address of first owner], [insert name of second owner] of [insert address of second owner] and [insert name of third owner] and [insert address of third owner] trading under the* *business name**“[insert business name]”*

Where the service provider is a ‘consortium’ of legal entities, the names of each separate legal entity should be used. Parties to the engagement may sign the Agreement Details at the base of this document.

|  |  |
| --- | --- |
| **Principal**  | *{insert department /agency/business enterprise (if business enterprise is not a legal entity)} acting for and on behalf of the Crown in right of the State of New South Wales]* or *[{insert name of statutory authority, statutory corporation or business enterprise (if business enterprise is a separate legal entity)}]* of *[insert address]* ABN *[ ]* |
| **Service Provider**  | [*insert name of* Service Provider] of [*insert address*] ABN [ ]  |
| **Service Provider’s RFx**  | Tick if attached as Annexure A:[ ]  Request for Information [ ]  Request for Proposal[ ]  Request for Quote[ ]  Request for Tender  |
| **Item 1:** | **Services** (clause 1.1) See Specification |
| **Item 2:** | **Fees** (clause 5.3) [insert agreed fee(s)] |
| **Item 3:** | **Commencement Date:** (clause 2) | [insert date] |
| **Completion Date**: (clause 11) | [insert date] |
| **Item 4:** | **Program** (clause 4.5(a)) Program for performance and completion of the Services is [*required*] / [*not required*].  |
| **Item 5:**  | **Reports & Deliverables** (clause 4.6)  | [name deliverable and date required][e.g. initial 33% of reports – 1 June 2020Second 33% of reports – 1 July 2020 etc] |
| **Item 6:**  | **Service Provider's Representative** (clause 4.13)  | [insert name] |
| **Item 7:**  | **Principal's Representative** (clause 5.2) | [insert name] |
| **Item 8:**  | **Notices** (clause 14)  |  |
| Principal's Name: |  |
| Address: |  |
| Email: |  |
| Attention: |  |
|  | Service Provider's Name:  |  |
| Address: |  |
| Email: |  |
| Attention: |  |
| **Item 9** | Insurance Conditions identified by the Principal (clause 4.18) |
| Indemnity Conditions identified by the Principal (clause 10) |
| Cap on liability (clause 10.4): [if applicable, if not N/A] |

**Agreement Details – Acceptance:**

|  |  |
| --- | --- |
| **Organisation Name (Principal):** |  |
| **Contact Name:** |  | **Date:** |
| **Phone:** |  | **Signature:** |
| **Email:** |  |
| **Organisation Name (Service Provider):** |  |
| **Contact Name:**  |  | **Date:** |
| **Phone:**  |  | **Signature:** |
| **Email:** |  |

**SERVICE PROVIDER’S PROPOSAL – Annexure A**

DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Attach a copy of the* Service Provider*’s Proposal as Annexure "A"*