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| User guidance  This document is part of the **MW21-LG (Local Government) Version** and differs from the MW21 standard form of NSW Government documents.   1. Guide notes   This standard form contains guidance in hidden text, i.e.:  **GUIDE NOTES,**  Guide Note examples  B) Viewing guide notes  If the guide notes are not visible, click on the Home/ **Show/Hide** button Paragraph Show / Hide button in Word  If this does not work:   * Go to **File/** **Options** menu; * Select the **Display** tab; * 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.   1. Insertion points   Each ‘»’ shows where input is required. Click onto each ‘»’ and overtype.  **For inserting Contract Title and Contract Number**   * On the **File/ Info** menu select ‘**show all properties’**; * Overwrite the ‘***title*’ property** ‘*Contract Name’* with the new contract title/ name; * Overwrite the ‘***subject*’ property** ‘*Contract No*.’ with the new contract number.   This will insert the entered Contract Title and Contract No. in the footer for each page.   1. **After drafting is completed, hide or remove the ‘hidden text’ guide notes. To remove the hidden text systematically:**   **•** On the Home/ **Editing** menu click **Replace**, then (if required)  **•** Click the **More** button;  **•** Click the **Format** button, click on **Font**;  **•** Tick the **Hidden** check box, untick other boxes and click the **OK** button;  **•** Click the **Special** button, click on **Any Character**; then  **•** Click the **Replace All** button.  Check that the formatting of the document text is correct  **E)** **Finally, delete this User guidance, along with the following Page Break.** |

All parts, clauses and text are mandatory, unless otherwise stated in the guide notes.

The » symbol has been used to indicate where input is required.

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

Council Logo

Tender Document

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

NEWSTART road improvements

roadworks

Stage 1

»

»

»

Insert the location of the project; eg:

from first street to second Street, dubbo, NSW, 2830

#### at »

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

Councils should maintain a contract numbering system for management purposes.

Tender/ Contract No: »

Insert the month & year; eg: July 2021

» /202»

IF TENDERS ARE CALLED USING an Electronic TENDERING platform, insert ‘Refer to <*insert platform address*> tendering website’ in table below, rather than repeating information from the website. this AVOIDs the risk of CONFLICTING INFORMATION if changes are made.

Information for Tenderers

The summary below provides information for some of the key topics and events that apply to this tender process. Please ensure you examine all tender documents.

Dates are subject to change by the Principal.

|  |  |
| --- | --- |
| Topic/ Event | Date/ Time/ Reference |
| Tenders called or published: | » |
| Tenders Close Date; | » |
| Tenders Close Time: | » |
| Tender lodgement method(s)  delete methods not used | Tenders can only be submitted:   * electronically; or * using the Principal’s Tender Box; or * by post   Refer to *Submission of Tenders* in clause 7 of Conditions of Tendering for details |
| Contact Person | » delete if all requests are to be made thru an online PLATFORM. |
| Requests for information and clarifications: | Refer to *Requests for information and clarifications* in clause 1 of Conditions of Tendering |
| Tender Evaluation Criteria | Refer to *Evaluation of Tenders* in clause 8 of Conditions of Tendering |
| Pre-Tender Meeting: | Refer to *Pre-Tender Meeting* in clause 5 of Conditions of Tendering |

#### NATSPEC Details

delete following paragraph and above heading if natspec not used

Include the following information in documents based on Natspec.

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

This Specification has been produced using NATSPEC »

Insert the subscriber’s name.

Use group, division, or branch name when the document is prepared by the Department of finance and services.

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

by: »

Insert the subscriber number.

end of paragraph

Subscriber Number: »

#### Consultant Details

delete following table and above heading if external consultant not used not used

List consultants by discipline, eg:

**Architect**

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

4 Wattle Gum Drive Email: ----------

Newstart, NSW 2999

Copy table as required

|  |  |  |
| --- | --- | --- |
| **»**  » » » | Telephone number: Email address: | » » |

»

Table of Contents

Amend the table of contents as required. include volume headings, where applicable, for the relevant sections

Insert corresponding information on the Tender Form.

The Footers and page Numbering are automated for the conditions of tendering, tender schedules, general conditions and preliminaries.

There is no automation in this part, i.e. ’title page’.

Updates can be carried out manually or automatically following the instructions in the user guidance for the above parts of the document.

To ensure that automation updates when printing, check that the MS Word, File - Options – display – Printing options – ‘Update Fields before printing’ box is ticked.

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

Expand tables by right clicking in the last row of a table and selecting insert as necessary.

|  |  |  |
| --- | --- | --- |
| **Tendering** | | Pages |
|  | Conditions of Tendering | 1 to » |
|  | Tender Schedules | 1 to » |

|  |  |  |
| --- | --- | --- |
| **Specification**  select gc21 or mw21 general connditions and delete option that does not apply | | Pages |
|  | MW21-LG General Conditions of Contract and Contract Information | 1 to » |
|  | Preliminaries | 1 to » |
|  | » | 1 to » |
|  |  |  |

List all technical sections.

|  |  |
| --- | --- |
| **Schedules** | Pages |

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

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

These Schedules should follow the last specification section.

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

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| **Appendices** | Pages |

Insert titles of any document to be appended or provided including:

* site information referred to in contract information item - Site Information;
* Other documents referred to in the specification including development consent, standard drawings, specification for field data capture and the like.

for example:

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

* **if site information is provided electronically, it should be referenced as a separate volume with folders and file names. file names can be obtained by:**

1. **numbering the files**
2. **using file explorer and selecting the relevant folder**
3. **Use select all- Shift + right click – ‘copy as path’ - paste to paste folder strings and file names.**
4. **to delete unwanted text highlight and copy the unwanted folders for one file, copy and then paste into the home – replace dialog box and then select ‘replace all’.**

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| **Drawings** |  |

Insert the document number and title, for example:

**Architectural**

A00 Cover Sheet

A01 Site Plan

|  |  |  |
| --- | --- | --- |
| » | » | » |

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