

## **Conditions: Tendering and Contract**

### **Supply of Services Period Contract**

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# CONDITIONS OF TENDERING AND CONTRACT SUPPLY OF SERVICES PERIOD CONTRACT

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## 1. CONDITIONS OF TENDERING

### 1.1 LODGEMENT OF TENDERS

Tenders shall be in the form required by the Clause titled "Documents to be Lodged with Tender Form". Tenders shall be enclosed in a sealed envelope marked with the Tender Number and closing date. Oral Tenders or Tenders submitted by electronic mail (other than via Tenders Online eLodgement service) shall not be considered.

#### 1.1.1 Closing Time and Date

Tenders will close at the time and on the date stated on the front cover of this Request for Tender (RFT).

#### 1.1.2 Delivered By Hand

The preferred Tender Box for lodgement of this Tender is as stated on the cover of this RFT.

Tenders however may be lodged by hand in any of the following Tender Boxes:

Department of Business and Employment  
Contract and Procurement Services  
Ground Floor, Enterprise House  
28-30 Knuckey Street  
DARWIN NT 0800

Department of Business and Employment  
1<sup>st</sup> Floor, Herbarium (Gaymark Plaza)  
4 Mansfield Street  
PALMERSTON NT 0830

Department of Business and Employment  
1<sup>st</sup> Floor, NT Government Centre  
5 First Street  
KATHERINE NT 0850

Department of Business and Employment  
1<sup>st</sup> Floor, Alice Plaza  
Corner Parsons Street and Todd Mall  
ALICE SPRINGS NT 0870

Department of Business and Employment  
Shop 2, Ground Floor, Barkly House  
99 Paterson Street  
TENNANT CREEK NT 0860

Department of Business and Employment  
Ground Floor, Arnhem Village  
Arnhem Road  
NHULUNBUY NT 0880

Tenderers lodging by hand in other than the Tender Box referred to on the front cover of this RFT must take particular care to show the Tender Number and closing date and time on the envelope.

#### 1.1.3 Delivery By Post

Tenders sent by prepaid post must be directed to the postal address stated on the cover of this RFT.

#### 1.1.4 Sent By Facsimile

Tenders sent by facsimile must be directed to the facsimile number stated on the cover of this RFT.

Where facsimile lodgement is used, Tenders must be faxed in full, by the closing time and date stated on the cover of this RFT. Tenders transmitted by facsimile that are not received in full by the stated closing time and date will be deemed late and will not be admitted for consideration.

#### 1.1.5 Lodged via Electronic Tender Lodgement (eLodgement)

Where electronic tender lodgement has been allowed, Tenders must be submitted:

- (a) in the electronic format as specified; and
- (b) using the eLodgement button;

on the Tenders Online eLodgement service, [www.nt.gov.au/Tenders](http://www.nt.gov.au/Tenders)

Tenders lodged at a different address or in an unspecified electronic format will be invalid and the Tender will not be admitted for consideration.

Where electronic tender lodgement has been allowed and the selected RFT is available from an e-mail link, Tenders must be submitted electronically using the same e-mail link.

The Tender (ie. tender form and all other response schedules) may be admitted for consideration on the basis that the transmission of the Tender is acknowledged by the Tenderer as being the true and legal version and is completed, submitted and acknowledged by the stated closing time and date.

In choosing to use the eLodgement option, Tenderers agree to comply with the conditions of use, of the Tenders Online eLodgement service.

If, for any reason, the electronic Tender (except pricing schedule[s]) submitted becomes corrupt, illegible, inadequate or incomplete as a result of transmission, storage, etc. a hard copy or a further electronic copy of the Tender must be provided by the Tenderer on request from the Principal. Pricing schedule(s) submitted electronically that become corrupt, illegible, inadequate or incomplete as a result of transmission, storage, etc will result in the Tender being invalid and not admitted for consideration.

### **1.1.6 Late Tenders**

Tenders received after the stated time and date for closing of Tenders are not admitted for consideration.

Notwithstanding the preceding paragraph:

- (a) Tenders submitted by prepaid post or a commercial courier service, received after the stated date and time for closing may be considered only if it can be established to the satisfaction of the Principal that they were posted or despatched before the stated date and time for closing and in the ordinary course of business would not have been received late. Impressions of franking machines are not acceptable evidence of timely posting or dispatch.
- (b) Tenders submitted by the eLodgement option of the Tenders Online service, may be considered only if it can be established to the satisfaction of the Principal that they were submitted before the stated date and time for closing, as evidenced in the acknowledgment of receipt from the NT Government Tender Lodgement host server.

## **1.2 TENDERERS TO INFORM THEMSELVES**

Tenderers shall inform themselves fully of all circumstances and conditions relating to submitting a Tender, including an inspection of the site if appropriate, assessment of eligibility for NT Government Contracts, and shall satisfy themselves as to the correctness and sufficiency of the RFT documentation.

The "Minister's Procurement Directions" & "Northern Territory Procurement Code" can be found at the web address [www.nt.gov.au/dcis/procurement\\_policy/framework.html](http://www.nt.gov.au/dcis/procurement_policy/framework.html) or is available at the point of issue of the RFT.

Tenderers who have any doubts as to the meaning of any part of the RFT shall seek clarification in writing from the person specified in the Annexure to the Conditions of Tendering and Conditions of Contract (the Annexure).

Arrangements for a site inspection, are as stated in the Annexure. Failure to attend the site meeting where requested will result in the Tender being declared ineligible for consideration.

Should the Tenderer find any discrepancy, error or omission in the RFT they shall notify the Director, Contract and Procurement Services in writing as early as possible but in any event before the closing of Tenders.

Any clarification given pursuant to this clause may also be issued to all other prospective Tenderers. No explanation or amendment to the RFT shall be recognised unless in the form of a written addendum issued by the Principal.

Any Tenderer who believes the RFT to be discriminatory, restrictive or biased should inform the Director, Contract and Procurement Services in writing as early as possible, but in any event before the closing of Tenders.

## **1.3 DOCUMENTS TO BE LODGED WITH TENDER FORM**

Tenders shall be in English. The Tenderer shall complete in full and submit one copy of the documents listed in the Annexure.

Any Tender that does not comply with these conditions or which contains provisions not required or allowed by the RFT may be regarded as informal and rejected.

The Principal will neither be responsible for, nor pay for, any expense or loss, which may be incurred by Tenderers in the preparation of its Tender. Once lodged, the Tender shall become the property of the Principal.

The Tenderer shall sign its Tender as indicated below, and have the signature witnessed.

- (a) In the case of a corporation:

- (i) With its common seal, and the fixing of the seal witnessed by:
    - 2 directors of the company; or
    - a director and a company secretary of the company; or
    - for a proprietary company that has a sole director who is also the sole company secretary – that director; or
  - (ii) Without its common seal, if signed by:
    - 2 directors of the company; or
    - a director and a company secretary of the company; or
    - for a proprietary company that has a sole director who is also the sole company secretary – that director; or
  - (iii) By signature of two persons (other than the persons described in clause [ii]) authorised by the corporation to bind it in contract. In such circumstances a copy of the authorisation duly executed by the corporation in accordance with clause (i) or (ii) must be submitted with the Tender.
- (b) In the case of a firm (including a firm trading under a business or trading name and a partnership):
- (i) By signature of each proprietor of the firm.
  - (ii) Or in the case of firms having more than five proprietors, by signature of the proprietors authorised to bind the firm in contract. In the case of the later evidence of the authority of those proprietors to bind the firm may be required by the Principal.
  - (iii) Any proprietor who is a corporation must sign the Tender in the manner indicated in paragraph above.

Where the Tender is from a:

- (a) person or persons, full given names are to be provided.
- (b) firm or business or trading name full given names of each member of the firm are to be provided.
- (c) Company, the full name and Registered address are to be provided.

Where Tenderer's are lodging their Tender via the eLodgement option on the "Tenders Online" service, there is no requirement to complete the "signature" or "witnessed" blocks on the Tender Form.

Each Tender shall contain the Tenderer's ACN/BN and ABN and an address for service of any notices necessary or required to be or which may be served on or given to the Tenderer in connection with its Tender and any subsequent contract arising out of acceptance of the Tender.

#### 1.4 VALIDITY

Tenders shall remain valid for the period stated in the Annexure. If a Tender is not formal or complete in accordance with these Conditions of Tendering, the Tender validity period shall commence from the date on which the Tender is formalised or completed to the satisfaction of the Principal. A tenderer may withdraw their Tender at any time after the expiration of the Tender validity period, but shall not withdraw their Tender prior to the expiration of such period unless such withdrawal is accepted by or on behalf of the Principal.

#### 1.5 INDUSTRY ACCREDITATION

**1.5.1** This clause shall prevail where it is stated in the Annexure to the Conditions of Tendering and Contract that the Tender is subject to Industry Accreditation and that the contract shall be a **Panel Period Contract** arrangement:

- a) the Tenderer must be accredited, at the time of tendering, by Contractor Accreditation Limited (CAL); and
- b) the Tenderer's sub-contractors and their sub-contractors must be accredited, at the time of tendering by Contractor Accreditation Limited (CAL);

in an applicable Category or Sub-category, satisfactory to the Principal.

The Tender shall state:

- a) the Tenderer's CAL Registration Number on the Tender Form; and

## CONDITIONS OF TENDERING

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- b) the CAL Registration Numbers of all applicable sub-contractors on the Schedule of Proposed Sub-contractors.

Any Tenderer not complying with the requirements of this clause may be invalid and set aside.

**1.5.2** This clause shall prevail where it is stated in the Annexure to the Conditions of Tendering and Contract that the Tender is subject to Industry Accreditation and that the contract shall be a **Period Contract** arrangement:

- a) the Tenderer must, at the time of submitting its tender, be accredited by Contractor Accreditation Limited (CAL) to a Rating that is equal to or higher than the six monthly value of their tender ; and
- b) the Tenderer's sub-contractors and their sub-contractors must, at the time the Tenderer submits its tender, be accredited by Contractor Accreditation Limited (CAL) to a Rating that is equal to or higher than the six monthly value of the sub-contract works detailed in the tender;

in an applicable Category or Sub-category, satisfactory to the Principal.

The Tender shall state:

- a) the Tenderer's CAL Registration Number on the Tender Form; and
- b) the CAL Registration Numbers of all applicable sub-contractors on the Schedule of Proposed Sub-contractors.

If, at the time of submitting its Tender, the Tenderer has an existing CAL accreditation in an applicable CAL category or sub-category, but requires an upgrade of the rating in that category or sub-category in order to tender for the works set out in the RFT, the Tenderer has 14 calendar days from the closing time and date set out in the RFT to:

- a) obtain an upgrade of the rating of that existing CAL accreditation; and
- b) provide written evidence of the upgrade in of the rating to the Agency Project Officer identified in the RFT.

If written evidence from the Tenderer, of the upgrade in CAL accreditation, is not provided to the Agency Project Officer by the time that is 14 calendar days from the closing time and date specified in the RFT (i.e.2:00 pm, 14 calendar days after the closing time and date), the Tender will be deemed non-conforming and will not be admitted for consideration.

For the avoidance of doubt, where the Tenderer intends to obtain an upgrade of the rating of its existing CAL accreditation, it is still required to submit its Tender by the closing time and date specified in the RFT.

Nothing in this clause allows a Tenderer to obtain CAL accreditation in a new CAL category or sub-category in relation to the works tendered for after the closing date and time.

Any Tender not complying with the requirements of this clause may be invalid and set aside. The Procurement Review Board shall be the sole arbiter of any Tender set aside under the provisions of this clause.

Contractor Accreditation Limited (CAL) administers the accreditation process. More information on CAL, accreditation details and application forms can be found at the web address [www.accreditation.com.au](http://www.accreditation.com.au) or is available from:

CAL Registrar  
PO Box 125  
PARAP NT 0804  
Telephone: (08) 8947 0211

Facsimile: (08) 8984 4003

## 1.6 PERFORMANCE PLAN

If it is stated in the Annexure that a Performance Plan is required then the Tenderer is to submit a Performance Plan Proposal with the Tender.

If required, any tender in which the Performance Plan Proposal is not provided may be considered as informal and rejected.



## 1.7 ALTERNATIVE TENDERS

Tenderers may submit alternative tenders where the RFT states that alternative tenders are allowed. Where the RFT specifies that an alternative tender must be accompanied by a conforming tender, a conforming tender must be submitted with the alternative tender.

Alternative Tenders must be clearly identified as an "Alternative Tender".

Tenderers are encouraged to offer options or solutions, which may (for example in a novel or innovative way), contribute to Principal's ability to carry out its business in a more cost-effective manner. These may be related to the outputs; or functional, performance and technical aspects of the requirement.

Where a Tenderer submits an offer which meets the requirements in an alternative and practical manner, it shall include any supplementary material, together with associated prices, which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified requirements, together with references as to why the additional features may be advantageous.

## 1.8 CHANGE TO THE CONDITIONS OF CONTRACT

Tenderers may request changes to the Conditions of Contract applicable to this Request for Tender (RFT), or propose alternative Conditions of Contract only if the RFT states that this is allowed.

Where Tenderers request changes to the Conditions of Contract or propose alternative conditions, they must clearly specify in the Tender Response Schedules that changes to the Conditions are being requested or that alternative Conditions are being proposed.

Where Tenderers request changes to the Conditions of Contract or propose alternative Conditions of Contract, they do so at their own risk, as the changes will be deemed to have formed part of their offer and their Tender will be assessed on that basis. If the requested changes or the alternative Conditions included in a Tender are not acceptable to the Principal, the Tender will not be successful.

If the RFT states that the changes to the Conditions of Contract or alternative Conditions are not allowed, then Tenderers may not request changes to the Condition of Contract applicable to this RFT, or propose alternative Conditions of Contract. If a Tenderer does so, their Tender will be deemed non-conforming and will not be considered.

This clause does not allow Tenderers to request changes or propose alternatives to the Conditions of Tendering applicable to this RFT. Any Tenderer who attempts to do so will have their Tender deemed non-conforming and set aside.

Nothing in this clause affects the Principal's right to negotiate with one or more tenderers as provided for in this RFT.

## 1.9 TAXES, DUTIES, FEES, ETC

The Tenderer shall make due allowance for any fees, duties, royalties, premiums, costs, charges and the like which will be due and payable to any person or authority under the Contract.

Tenderers shall submit a Tender that includes GST.

## 1.10 PRICING

All prices shall be stated in Australian dollars. Unless otherwise indicated prices shall allow for labour, materials, transport, freight, overheads, profits and all other costs.

Any Schedule of Prices/Rates, which is included in the RFT shall be completed and lodged with the Tender. Pricing shall be submitted for each item in the Schedule. Any Tender in which the Schedule is not fully completed may be regarded as informal and rejected.

Unless otherwise stated, any quantities given in the Schedule are not guaranteed as to the amount of the Services to be undertaken under the Contract, but shall be used for Tender assessment purposes only. The Principal will only be liable for the acceptance, subject to Contract, of the Services ordered.

## 1.11 PART OFFER AND PART ACCEPTANCE

Unless otherwise stated in the Annexure, Tenderers shall offer for the whole of the Services.

Where part offers are allowed, the Principal reserves the right to accept a portion or the whole of any Tender at the price or prices tendered unless the Tenderer specifically states to the contrary in its offer.

### 1.12 TENDER ASSESSMENT CRITERIA

Selection of the successful Tenderer will be based on, but not necessary limited to, assessment of Tenders against the following standard Tender Assessment Criteria:

The elements under each standard criterion are offered for the purpose of providing tenderers examples of the types of consideration that may form part of each criterion. These elements as stated under each standard criterion are not to be considered exclusive to any specific tender.

- (i) Past Performance;
  - (a) *Standard of work Product quality*
  - (b) *Project delivery*
  - (c) *Degree of necessary supervision of the Contractor*
  - (d) *Performance history*
  - (e) *Previous disputes and claims*
  - (f) *References (including Contractor Accreditation Limited if applicable)*
  - (g) *Safe and fair workplace record*
  
- (ii) Local Development and Value Adding;
  - (a) *Enhancement of industry and business capability in the Northern Territory*
  - (b) *Improved capacity and quality in supply and service response*
  - (c) *Proposed level of usage of apprentices, trainees and local Indigenous enterprise*
  - (d) *Proposed number of jobs for Territorians.*
  - (e) *Proposed number of jobs for local Indigenous Territorians*
  - (f) *Accredited training programs supported by the Tenderer*
  - (g) *Regional development opportunities*
  - (h) *Northern Territory research and development proposals*
  
- (iii) Timeliness;
  - (a) *Whether the Supplies are available immediately*
  - (b) *Length of supply chain*
  - (c) *Supply chain vulnerability*
  - (d) *Completion time offered*
  
- (iv) Capacity;
  - (a) *Ability to perform services or supply product*
  - (b) *Number and value of Contracts in progress*

- (c) *CAL accreditation*
- (d) *Legal action pending*
- (e) *Financial resources*
- (f) *Financial capacity*
- (g) *Current credit rating*
  
- (v) Whole of Life Cost;
  - (a) *Operating costs*
  - (b) *Expected life and potential for upgrade*
  - (c) *Support services*
  - (d) *Warranties*
  - (e) *Compatibility with existing equipment*
  - (f) *Reliability*
  - (g) *Any other factors that would impact on costs to the Government*
  
- (vi) Innovation;
  - (a) *New Technology*
  - (b) *Alternative methods*
  
- (vii) Supply Specific Criteria
  - (a) *Supply Specific Criteria are those criteria that are considered relevant to the nature of the Supplies being procured. Supply Specific Criteria could include, but are not limited to, any one or more of the following:- environmental issues or requirements, technical requirements, and specific experience and expertise.*

Tenderers may provide on the Schedule of Tenderer's Information any relevant factors addressing the selection criteria, which may assist the Territory in making an assessment of the Tender.

The Principal reserves the right to apply weightings to each criterion in its total discretion, having regard to requirements contained in the Minister's Procurement Directions.

### **1.13 DISCLOSURE OF PERCENTAGE WEIGHTINGS**

Disclosure of percentage weightings will apply to all tenders with an estimated value equal to or greater than \$200,000.

Tender assessment criterion may include sub-criteria, although percentage weightings shall only be published as a cumulative percentage against the standard tender assessment criterion. If sub-criteria are used and the sub-criteria are to be given relative percentage weightings, the weightings applying to the sub-criteria shall not be disclosed or published.

The clause titled "Tender Assessment Criteria" in the Conditions of Tendering provides examples of the types of consideration that may form part of each criterion if not stated as sub-criteria.

The Principal reserves the right to apply percentage weightings to each criterion in its total discretion, having regard to the required outcomes of the tender.

Tender Assessment Criteria, including Supply Specific Tender Assessment Criteria and Relative Percentage Weightings are detailed in the document titled "Tender Assessment Criteria – Schedule of Percentage Weightings".

#### **1.14 PRIVACY NOTICE**

The Principal is collecting the information on the Declaration of Business Status form to determine eligibility to contract with the Territory. This is required by Procurement Regulation 6 (7)(h). The Principal usually gives some or all of this information to the Procurement Review Board. Failure to provide the information in full or in part may result in your Tender being not considered in the assessment process.

Your personal information provided in this form can be accessed. If you have any queries, please contact the Officer stated in the Annexure as the contact point.

#### **1.15 ADDITIONAL INFORMATION**

The Tenderer may be called upon to supply information additional to that provided in their Tender to demonstrate to the satisfaction of the Principal that the Tenderer has the capacity to perform the work specified.

The Tenderer shall within the time specified comply with any such requests. Should the Tenderer fail to submit any or all of the information required, in the time stipulated, their Tender may be treated as informal and rejected.

#### **1.16 NOTIFICATION OF ACCEPTANCE**

The Principal shall not be bound to accept the lowest or any Tender.

Notice of acceptance of the Tender shall be given in the form of an official order or written notice and this order or notice shall constitute a binding contract between the Principal and the successful Tenderer (hereinafter called the "Contractor").

If notice of acceptance has not been given there shall be no agreement between the Principal and the Tenderer and the Tenderer shall not act on any representations or statements made by the Principal or its employees or agents prior to the issue of the notice of acceptance.

#### **1.17 CONTRACTOR'S PERFORMANCE REPORT**

The Tenderer shall, if awarded the contract, agree to the preparation and use of the Contractor's Performance Report in the manner set out in the Conditions of Contract. A copy of the pro-forma report is available at the point of issue of the RFT.

#### **1.18 PANEL PERIOD CONTRACT**

If so stated in the Annexure, the Principal will establish Panel Period Contracts for the Services specified in the RFT. The Contracts will be for either:

- (a) specific requirements at fixed rates; and/or
- (b) for a general scope of requirements without any rates/prices, and for which firm offers will be periodically sought from the Contractors.

For Practical reasons the Principal reserves the right to fix the size of the panel to a limited number of contractors who best meet the selection criteria.

The Panel Period Contracts will be administered in accordance with the provisions of the sub-clause titled "Panel Period Contract" of the Conditions of Contract.

#### **1.19 COMMON USE CONTRACT**

If so stated in the Annexure, the Principal will establish a common use contract for the Services specified in the RFT.

If the Contract is designated common use, it is expected that Departments will utilise the Contract for the provision of Services of the nature and type specified in the Contract.

If the Contract is not designated common use, Departments (other than the lead Department) are not bound to use the Contract but may utilise the Contract subject to agreement with the Contractor.

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## **2. CONDITIONS OF CONTRACT**

### **2.1 NATURE OF CONTRACT**

#### **2.1.1 Type of Contract**

The type of Contract is stated in the Annexure.

#### **2.1.2 Estimated Quantities**

Whether the contract is on a standing offer or lump sum basis the estimated quantities required are shown in the pricing section of the Response Schedules. Although every endeavour has been made to form an accurate estimate of requirements during the period of the Contract, the Principal does not bind itself to take the quantities stated, but reserves the right to order greater or lesser of the quantities according to requirements during that time.

If in the opinion of the Principal, specific requirements of the Agency are outside the scope and intent of the Contract, the Principal shall be free to obtain the requirements or any part of them by other means.

#### **2.1.3 Basis of Payment**

The basis for payment will be stated in the Annexure.

Where the contract is deemed to be on a Schedule of Rates basis the sum payable shall, subject to any adjustment made pursuant to the Contract, be the measured quantity of each item of the Services actually carried out at the rate set out in the Schedule of Rates.

Where the contract is deemed to be on a lump sum basis, the sum payable shall be, subject to any adjustment made pursuant to the Contract, the amount and under the provisions as stated in the Contract.

#### **2.1.4 Period of Contract**

The Contract is a Period Contract. The initial period of the Contract is the period stated in the Annexure. The Contract shall commence in accordance with the nomination in the Annexure, being either a specific date or the Date of Acceptance.

#### **2.1.5 Contract Extension**

The Principal has the right to extend the Contract for any further period(s) as stated in the Annexure. There is no obligation on the Principal to extend the contract.

An extension to the Contract is not valid until the Principal gives the Contractor the opportunity to submit revised rates and the Principal agrees to any revised rates and notifies the Contractor in writing that the Contract is extended.

It is the intention that revised rates shall reflect the Contractor's current costs based on relevant cost adjustment indices or other industry factors and shall not provide for increases in profit margin.

#### **2.1.6 Price Adjustment**

The basis of price adjustment if any, to the Contract rates shall be as stated in the Annexure.

If the Contract allows a review of the Contract rates during the Contract period the Contractor shall submit a written application for price adjustment in accordance with the provisions of the Contract to the Principal for approval, which shall not be unreasonably withheld. The application shall include adequate information to substantiate the adjustment in rates.

Price adjustment shall take effect at either the date allowed for in the Contract or the Contractor's application date, whichever is the latter. There shall be no retrospective adjustment of the Contract rates.

#### **2.1.7 Panel Period Contract**

Subject to any other provisions of the Contract, if the Contract is designated as a Panel Period Contract the following provisions will apply:

- (a) Specific Requirements at Rates:
  - (i) The Ordering Officer will issue a Purchase Order against the established rates to the Contractor offering the best value-for-money outcome, within the required time frame.

- (b) General Requirements with no Rates:
- (i) The Ordering Officer will select a Contractor in the following manner:
- Prepare a request for quotation setting out the details of the Service including deliverables and time frame for completion.
  - Forward the request for quotation to a number of panel members depending on the estimated value of the particular Service:
    - If up to and including \$50,000 at least three panel members, if practicable
    - Over \$50,000 all panel members.
- (ii) Selection of the panel member for the provision of these requirements will be based on factors such as value-for-money, the ability to meet completion times, specific expertise, current commitments, degree of utilisation of local industry, and the advantages of dealing with a single provider.

The Ordering Officer recognises that the panel members have been selected on the basis that they are capable of providing the Services and the opportunity for the different panel members to submit an offer for particular Services should be approximately equal over the life of the Contract.

Where the Contract is for a general scope of requirements without any rates:

- (a) the panel once established will remain closed for a period of twelve (12) months unless the Principal determines that owing to changed circumstances the size of the panel is inadequate.
- (b) at the end of every twelve (12) months or sooner if the Principal so determines, the Principal may appoint additional contractors to the panel under the same assessment criteria contained in this RFT.
- (c) the Principal will notify existing panel members of any additions to, or withdrawal from, the panel.

#### 2.1.8 Applicable Law

The Contract shall be governed by and construed in accordance with the laws of the Northern Territory of Australia.

## 2.2 INTERPRETATION OF TERMS

In these General Conditions, unless the context otherwise requires:

**'Agency'** means a department, agency or statutory authority of the Northern Territory of Australia.

**'Common Use Contract'** means a Standing Offer arrangement for the provision of Services to all Agencies.

**'Completion'** means the Ordering Officer has determined that the performance of the Services has reached the stage where the Services are complete.

**'Contract'** means the document that constitutes or evidences the final and concluded agreement between the Principal and the Contractor concerning the performance of the Services. This may be in the form of a written notice or an official order.

**'Contractor'** means the Person who as party to the Contract is bound to execute the Services under the Contract in accordance with the Contract and includes that person's heirs, executors, administrators and permitted assigns and in the case of a corporate body its successors and permitted assigns.

**'Date of Acceptance'** means the date, which appears on the notice of acceptance issued by the Principal accepting the Tenderer's Tender.

**'Intellectual Property'** includes all copyright and neighbouring rights, and all rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;

**'Fixed scheduled services'** means a procurement Contract subject to specified terms and conditions where the Principal is obliged to accept and the Contractor has agreed to provide the Services according to the timetable or program set out in the Contract.

**'Lump Sum'** means the Contractor has agreed to provide the Services for the total price as set out in the Contract.

**'Notice of acceptance'** means the written notification and any accompanying documentation sent to the Contractor by the Principal advising acceptance of the Contractor's Tender to provide Services and includes these conditions.

**'Official Order'** means an order issued on the Contractor by the Ordering Officer, whether on paper or by electronic means, which conveys the essential details of a particular service requirement under the Contract and includes any methods of ordering the Services specifically, referred to in the Contract.

**'Ordering Officer'** means any person(s) who from time to time be appointed or authorised by the Principal as Ordering Officer and includes any person for the time being acting for or on behalf of the Ordering Officer. The word "the" before "Ordering Officer" in any of the Conditions of Contract does not indicate that the same Ordering Officer exercises, in relation to a Contract, all of the functions of an Ordering Officer.

**'Panel Period Contract'** means Standing Offer arrangements have been entered into with more than one Contractor for the provision of the same Service.

**'Person'** means a natural person, or a corporation, partnership, joint venture, incorporated association, government, local government authority or agency.

**'Principal'** means the Northern Territory of Australia; the address of the Principal for service of notices is Director, Contract and Procurement Services, Department of Corporate and Information Services, GPO Box 2391, Darwin NT 0801. The Principal for Power and Water Contracts is the Power and Water Corporation.

**'Rate'** means the rate per any section or item of the Services as stated in the Contract.

**'Request for Tender'** means the document containing the Conditions of Tendering, the Conditions of Contract, the Annexure, Special Conditions of Contract (if any), Scope of Services, and any other document issued for the purposes of inviting tenders for the Services.

**'Schedule of Rates'** means any schedule included in the Contract which, in respect of any section or item of the Services to be carried out, shows the respective unit rate of payment for performance of that service.

**'Scope of Services'** means the statement set out in the Contract or official order specifying and describing the Services.

**'Standing Offer'** means a procurement Contract subject to specified terms and conditions where the Principal is not obliged to order a specific number of, or any, Services.

**'Services'** means the services that are to be performed by the Contractor in accordance with the Contract, including all variations provided for by the Contract.

**'sub-contractor'** means a Person who provides goods and services to the Contractor.

Where two or more persons are named as a party to this Contract, the terms, conditions and warranties of this Contract shall bind all such persons jointly and each of them severally and they shall be jointly and severally entitled to the benefits and rights conferred by this Contract.

Clause headings shall not be used in the interpretation of these Conditions.

Words in the singular include the plural and words in the plural include the singular according to the requirements of the context.

Words importing a gender include every gender.

A reference to persons includes Corporations.

### **2.3 SUPPLY OF SERVICES BY OFFICIAL ORDER**

The Contractor shall fulfil all Orders for Services placed by the Ordering Officer during the currency of the Contract.

### **2.4 CONTRACTOR'S WARRANTY**

The Contractor warrants that:

- (a) the Services shall be fit for purpose and carried out in accordance with the requirements of the Contract and with all due care and skill and in accordance with appropriate standards, principles and practices;
- (b) in addition to complying with the other provisions of this Contract the Contractor shall comply with all statements or representations as to its performance or the provision of the Services contained in the Tender;



- (c) the Services shall be carried out by the Contractor's employees, or sub-contractors approved by the Principal;
- (d) it shall provide such further information in relation to the provision of the Services as reasonably required by the Ordering Officer;
- (e) the information contained in the Tender as to the structure, viability, reliability, insurance cover, capacity, experience and expertise of the Contractor and the Contractor's employees and sub-contractors is correct, and;
- (f) it has established and will comply with and maintain during the Contract, the Performance Plan arrangements set out in the Contract.

The Contractor shall, unless the Contract otherwise provides, supply at its own cost and expense everything necessary for the proper completion of the Services and the proper performance of its obligations under the Contract.

The Contractor shall observe and comply with requirements of all Acts of the Commonwealth of Australia Acts of the Northern Territory, the Northern Territory Procurement Code and with the requirements of all regulations, by-laws, orders or proclamations made or issued under any such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to performance of the Services.

## **2.5 STATUS OF CONTRACTOR**

The Contractor, its employees and sub-contractors thereof, in performing the Services, are not for any purpose a servant or employee of the Principal.

## **2.6 CONFLICT OF INTEREST**

The Contractor shall inform the Principal of any matter, which may give rise to an actual or potential conflict of interest of the Contractor at any time during the currency of the Contract. This information will be treated confidentially.

## **2.7 CONFIDENTIALITY AND PUBLICITY**

The Contractor agrees that the Contractor or its employees, agents, directors, partners, shareholders or consultants shall not disclose to any person, any confidential information or documentation relating to the Principal or the affairs of others which may have come to its or their knowledge as a result of the Contract or performance of the Services and shall take all necessary precautions to prevent unauthorised access to such information or documentation.

The Contractor shall not divulge any information regarding the nature or progress of the Services or give any publicity concerning the Services except with the written consent of the Principal.

## **2.8 INDUSTRY ACCREDITATION AND STANDARDS**

Where applicable, the Contractor shall:

- (a) if the Contract is a Period Contract only, maintain the currency of their accreditation with Contractor Accreditation Limited during the life of the Contract; or
- (b) if the Contract is designated a Panel Period Contract, hold accreditation with Contractor Accreditation Limited at a Rating level equivalent to or greater than the value of the Order issued by the Ordering Officer, as Orders are issued during the life of the Contract; and
- (c) comply with all industry standards on:
  - (i) training;
  - (ii) engagement and supervision of subcontractors;
  - (iii) compliance measures;
  - (iv) penalties; and
  - (v) termination arrangements.

Options for review/extension to period contracts will not be offered unless the Contractor has current accreditation.

## **2.9 PERFORMANCE PLAN**

Where a Performance Plan has been specified, the Contractor will establish, document, implement and maintain a Performance Plan throughout the course of the Contract.

Within fourteen (14) days of award of Contract, the Contractor shall submit to the Ordering Officer for approval one copy of the Performance Plan. The Ordering Officer shall within a reasonable time from receipt either approve the Performance Plan, or reject it, giving reasons for the rejections. The Contractor shall rectify the deficiencies and resubmit the Plan for approval.

## **2.10 INDEMNITIES**

The Contractor shall keep the Principal and employees or agents of the Principal indemnified against any legal liability, loss, claim, action or proceeding for personal injury to, or death of any person or for damage to any property arising from the carrying out of the Services (except loss or damage caused by any negligent act, omission or default of the Principal or employees or agents of the Principal) and from any costs and expense that may be incurred in connection with any such loss, claim, action or proceeding.

The Contractor shall indemnify the Principal at all times against any compensation paid or any action, claim, demand or expense arising from or incurred by reason of the existence of any patent, design, trademark or copyright or other protected right in respect of any machine, plant, work material or thing, system or method of using, fixing, working or arrangement, used or fixed or supplied by the Contractor in connection with the carrying out of the Services.

## **2.11 INSURANCES**

### **2.11.1 Workers Compensation Insurance**

For the purpose of this clause "worker" shall have the definition it is given in the *Work Health Act (1986)* as amended.

Before commencing the Services, the Contractor shall take out and shall maintain for the duration of the Contract appropriate Workers Compensation insurance cover for all workers employed by the Contractor. This cover shall comply with the *Work Health Act* of the Northern Territory and policies shall be purchased from Northern Territory approved insurers.

The following information shall be provided with all tenders and as requested during the currency of the Contract:

- (a) for Contractors employing workers
  - (i) workers compensation policy number;
  - (ii) name of insurer; and
  - (iii) date of expiry.
- (b) for Contractors not employing workers
  - (i) written advice that they are not employing nor intending to employ workers during the currency of the contract.

The Contractor shall ensure that all sub-contractors who employ workers have Workers Compensation insurance cover in accordance with the *Work Health Act (1986)* as amended.

The Contractor shall ensure that all persons employed under labour hire agreements, whether by the contractor or through a Labour Hire Firm, are appropriately covered by Workers Compensation insurance.

Self-employed Contractors should ensure that they have adequate insurance coverage in place.

The Contractor shall be responsible for ensuring that all sub-contractors have appropriate insurance policies, and, upon request, shall provide to the Principal copies of all Certificates of Currency, including those of any sub-contractors (including self-employed contractors and persons employed under Labour Hire Agreements).

### **2.11.2 Public Liability Insurance**

Before commencing the Services, the Contractor shall take out and shall maintain during the currency of the Contract a Public Liability policy of insurance to cover its liabilities to third parties.

The Policy shall:

- (a) note the Principal for its respective rights and interests;
- (b) include a cross-liability clause in which the insurer accepts the term “insured” as applying to each of the persons covered by the insurance as if a separate policy of insurance had been issued to each of them; and
- (c) be for an amount of not less than the sum stated in the Annexure, for any one occurrence.

The effecting of insurance shall not limit the liabilities or obligations of the Contractor under other provisions of the Contract.

The Contractor shall ensure that all sub-contractors take out Public Liability Insurance that meets the requirements of this clause.

### **2.11.3 Professional Indemnity**

Before commencing the Services, the Contractor shall take out and shall maintain during the currency of the Contract a Professional Indemnity Insurance policy for an amount not less than that stated in the Annexure. The Contractor shall continue to maintain a professional indemnity policy after the conclusion of the Contract for a period and for such amount as is necessary to indemnify the Contractor in respect of all liabilities arising out of this Contract.

The Contractor’s liability to the Principal shall not be limited or otherwise affected by the terms of any such insurance policy.

### **2.11.4 Lodgment of Certificates of Currency**

The Contractor shall, if so requested, provide the Principal with copies of Certificates of Currency and summaries of key provisions for all insurance policies required.

## **2.12 TIME FOR COMPLETION**

The Contractor shall complete the Services within the time stated in the Contract or Official Order or within such extended time as agreed to in writing by the Ordering Officer.

## **2.13 INTELLECTUAL PROPERTY**

All Intellectual Property Rights in all things produced by the Contractor in the course of performance of the Services shall belong with the Principal, including without limitation the future copyright in all things produced by the Contractor in the course of performance of the Services, which future copyright is hereby assigned to the Principal. The Contractor must disclose to the Principal all Intellectual Property Rights arising out of or in connection with the performance of the Services and do anything necessary to vest in the Principal the Intellectual Property Rights in all things produced by the Contractor.

Nothing in this agreement shall affect the property rights in existing material. The Principal does not own Intellectual Property Rights in the Contractor’s methodologies or other proprietary information or copyright in existing publications or other work produced by or on behalf of the Contractor in existence at or prior to the commencement of the Contract.

If the contract is terminated prior to the completion of the Services, the Contractor must license to the Principal free of charge the Intellectual Property Rights in the prior existing work if the Principal requires that work for the purpose of completing the Services.

## **2.14 LOCAL CONTRACTORS AND SUPPLIERS**

The Contractor shall, except in those cases where the Contractor can reasonably demonstrate to the Principal that it is impractical for commercial, technical or other reasons so to do:

- (a) use labour available within the Northern Territory; and
- (b) use the services located and obtain supplies/materials available within the Northern Territory.

The Contractor shall, when requested by the Principal, submit a written report concerning the compliance with the provisions of this clause.

## **2.15 INVOICING AND PAYMENT**

For the purposes of this clause, “Tax Invoice” has the meaning given in *A New Tax System (Goods and Services Tax) Act*.

## CONDITIONS OF CONTRACT

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A Contractor providing Services consisting of a Fixed Requirement over Time, shall provide to the Ordering Officer, monthly in arrears, a Tax Invoice showing the value of the Services completed during the month. The Contractor shall provide any further details in regards to the Services upon request to the Ordering Officer.

A Contractor providing Services under a Standing Offer Arrangement shall provide to the Ordering Officer a Tax Invoice showing the value of the Services completed. The Contractor shall provide any further details in regards to the Services upon request to the Ordering Officer.

Principal shall make payments within thirty (30) days of receipt of claims that are correct and in order for payment. Failure by the Principal to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract.

The payment of monies pursuant to this clause shall not be taken as evidence against or as an admission by the Principal or the Agency that the Services have been executed in accordance with the Contract or the value thereof, but shall be taken to be payment on account only.

The Contractor's claim will include details of any Adjustments under clause titled "Goods and Services Tax" of the Conditions of Contract and an explanation as to how such adjustments were calculated.

Failure by the Principal to pay the amount by the due date:

- (a) will not be grounds to vitiate or avoid the contract; and
- (b) will entitle the Contractor to make a claim for interest penalties on the late payment.

Interest penalties must be claimed within ninety (90) days of the date the late payment was made by the Principal and the claim must be in the form of a tax invoice. Interest penalties are to be calculated daily, for the period after the due date until the date payment is made by the Principal, at the ninety (90) day bank bill rate published on 1 June each year. Where an interest penalty period spans 1 June, the rate shall be the rate published in the year the original invoice was issued.

The Principal will not be liable for interest penalties on any payments in respect of interest penalties.

### **2.16 VARIATIONS**

The Ordering Officer may direct a variation to the Services and such direction shall not invalidate the Contract. The variation shall be valued by mutual agreement between the Contractor and the Ordering Officer or failing agreement, by the Principal, and the Contract price increased or decreased accordingly.

### **2.17 ASSIGNMENT**

The Contractor shall not assign the Contract, mortgage, charge or encumber any of the monies payable under the Contract or any other benefit whatsoever arising under the Contract, without consent of the Principal. Such consent shall not be unreasonably withheld.

### **2.18 SUB-CONTRACTING**

Should the Contractor desire to sublet any part or parts of the Services it shall submit to the Principal the names of the proposed sub-contractors the nature of the Services that it is intended they undertake. No sub-contractor shall be employed in connection with the Services unless such approval is first obtained. Such approval shall not be unreasonably withheld.

Any sub-contract shall be in writing and contain the provision that progress payments to the sub-contractor shall be made within fourteen (14) days after the Contractor has received payment from the Principal.

Nothing contained in the Contract shall in any way be construed as relieving the Contractor of his responsibility for the performance of the Contract according to its tenor.

### **2.19 CONTRACTOR'S PERFORMANCE REPORT**

The Contractor agrees that upon completion of the Services or the termination of the Contract:

- (a) the Ordering Officer will prepare a Contractor's Performance Report ("the Report") in the form referred to in the Conditions of Tender;
- (b) the Ordering Officer shall liaise with the Contractor in completing the Report although the Ordering Officer reserves the ultimate right to complete the Report (other than the contractor's comments); and

- (c) the Principal may release the Report to Contractor Accreditation Limited or any other Agency of the Commonwealth or any State or Territory for evaluation of the Contractor's performance in the assessment of future tenders.

The Contractor agrees that neither the Contractor nor any other person shall have any claim against the Principal or employees or agents of the Principal under any circumstances as a result of the preparation and use of the Report.

## **2.20 DIRECTIONS AND NOTICES**

The Contractor shall comply with any direction either orally or in writing issued, given or served upon him by the Ordering Officer. Any direction given orally shall, as soon as practicable after it is given, be confirmed in writing. For the purposes of this clause the word "direction" includes any agreement, approval, authorisation, certificate, decision, demand, determination, direction, explanation, instruction, notice, notification, order, permission, rejection, request or requirement which the Ordering Officer may make, give or issue pursuant to the provisions of the Contract.

## **2.21 SERVICE OF DOCUMENTS**

Any notice in writing by the Principal, the Ordering Officer or the Contractor, sent to the address set out in the Contract, shall be deemed to have been duly received:

- (a) in the case of delivery by post, two (2) business days after the date of posting; and
- (b) in the case of facsimile transmission, on receipt by the sender of a transmission report from the despatching machine showing the relevant number of pages, the correct destination facsimile number and the result of the transaction as satisfactory.

## **2.22 DEFAULT OR BANKRUPTCY**

If the Contractor fails to carry on the Services at a rate of progress satisfactory to the Ordering Officer, or neglects or omits to carry out any instruction of the Ordering Officer in respect of the Services or fails to complete the whole of the Services within the period specified for completion or such extended time as the Ordering Officer may approve, or intimates that the Contractor is unwilling or unable to complete the Services, or becomes insolvent or bankrupt, or being a company goes into liquidation, the Principal may, by notice in writing:

- (a) cancel the Contract whereupon all sums of money which may remain in the hands of the Principal may be forfeited to the Principal and on being so forfeited shall become vested in or become payable to the Principal; or
- (b) take the Services wholly or partly out of the control of the Contractor and complete the Services by any other means the Principal or Ordering Officer so decides.

## **2.23 RIGHTS OF PRINCIPAL TO RECOVER MONIES**

Should the Principal or Ordering Officer take action pursuant to Clause titled Default or Bankruptcy sub-clause (b), then all losses, costs, charges and expenses incurred or sustained by the Principal in completing the Services will be deemed to be a debt due to the Principal by the Contractor and will be deducted from any monies that may then or may thereafter become due to the Contractor and if the monies are less than the amount so deductible the amount of the deficiency shall be a debt due by the Contractor to the Principal.

## **2.24 DISPUTES**

The Contractor shall, in respect of any dispute or difference arising out of the Contract and not later than fourteen (14) days after the dispute or difference arises, submit the matter at issue in writing with detailed particulars of the matter at issue to the Principal for decision and the Principal shall as soon as practicable thereafter give a decision in writing to the Contractor.

If the Contractor is dissatisfied with the decision of the Principal, the Contractor may, not later than twenty-eight (28) days after the decision is given, notify the Principal that it requires the matter to be referred for expert determination, in accordance with the expert determination process detailed in "Northern Territory of Australia - Expert Determination", a copy of which is available from the place of issue of the tender documents or from [www.nt.gov.au/dcis/procurement\\_policy](http://www.nt.gov.au/dcis/procurement_policy)

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If the Principal does not receive the notice requiring expert determination within the prescribed time, the Ordering Officer's decision shall not be subject to expert determination.

### 2.25 GOODS AND SERVICES TAX

For the purposes of this Clause unless the context otherwise requires:

- 'GST'** means any tax imposed on Supply by or through the *New Tax System (Goods and Services Tax) Act 1999* ("**the Act**") and any related *Tax Imposition Act* and "**New Tax System Changes**" has the meaning it bears in the *New Tax System (Trade Practices Amendment) Act 1999* ("**the TPA**"). Where any other term is used in this clause which is defined in the Act or the TPA it shall have the meaning which it bears in the Act, or (if the term is not defined in the Act) then the meaning which it bears in the TPA;
- 'GST Rate'** means the percentage amount of GST payable determined under section 9-70 of the Act as amended from time to time;
- 'Input Tax Credit'** has the meaning it bears in the Act;
- 'Recipient'** have the meaning they bear in the Act, and, in addition for the purposes of this contract shall also be read as follows:
- 'Supplier' and 'Supply'** "**Supplier**" shall also mean Contractor;  
"**Recipient**" shall also mean Principal;  
"**Supply**" shall also mean the Goods and/or Service.
- 'Adjustment'** means each form of adjustment to consideration provided for in this clause.

The parties acknowledge that the consideration under this Contract is inclusive of GST, where GST is calculated using the GST rate at the time of forming this Contract.

The Supplier shall provide the Recipient with a tax invoice and/or adjustment notes in relation to the supply prior to an amount being paid by the Recipient under this Contract, and shall do all things reasonably necessary to assist the Recipient to enable it to claim and obtain any Input Tax Credit available to it in respect of a Supply.

Where the GST rate is changed after the date of formation of this Contract the consideration under this Contract will be increased or decreased so that the consideration remains inclusive of GST, with GST calculated using the new GST Rate from the date of the change of the GST Rate that applies at the date of formation of this Contract.

### 2.26 PRIVACY

For the purposes of this Clause unless the context otherwise requires:

- 'Act'** means the *Information Act (NT)*;
- 'Privacy Laws'** means the Act; and the Information Privacy Principles set out in the Act or any "code of practice" approved under the Act that applies to any of the parties to this Contract.
- 'Personal Information'** means all information about a person that is "personal information" as defined in the Act, which is collected and/or handled by any of the parties in connection with this Contract.

The Contractor agrees to deal with all Personal Information in a manner, which is consistent with the Privacy Laws and any other relevant privacy legislation, as if the Contractor were a public sector organisation.

The Contractor is to collect, use, disclose or otherwise deal with Personal Information only for the purposes of fulfilling its obligations under this Contract.

The Contractor is not to disclose Personal Information without the written authority of the Principal, and in any event disclosure is to be in accordance with the Privacy Laws. The Contractor is to immediately notify the Principal where it becomes aware that a disclosure of Personal Information may be required by law.

The Contractor is to ensure that any employees, agents or subcontractors, and any other person who may have access to Personal Information held by the Contractor, are aware of the obligations of the Contractor under this Contract and undertake to not collect, access, use, disclose or otherwise deal with Personal Information except in performing their duties of employment and in accordance with this Contract.

The Contractor is to take all reasonable measures to ensure that Personal Information is protected from misuse and loss and from unauthorised access, modification, disclosure or other misuse and that only personnel necessary to fulfil the obligations under this Contract have access to the Personal Information.

The Contractor is to develop, and obtain the written approval of the Principal:

- (a) policies for the management of personal information; and
- (b) complaint handling procedures.

Each party is to immediately notify the other when a complaint is received. The Contractor acknowledges that individuals have the right to request access to, or correction of, the Personal Information held about them.

The Contractor must not transfer Personal Information outside the Northern Territory without the prior approval of the Principal. The Contractor, in respect to Personal Information, is to immediately notify the Principal where the Contractor becomes aware of a breach of this clause or the Privacy Laws.

The Contractor indemnifies the Principal in respect of any liability, loss or expense incurred arising out of or in connection with a breach of the obligations of the Contractor under this Contract.

When this Contract expires or is terminated, the Contractor must, at the Principal's discretion:

- (a) either return to the Principal all records containing Personal information;
- (b) retain any material containing Personal Information in a secure manner as approved by the Principal;  
or
- (c) destroy or delete any Personal Information.

This sub-clause will survive the expiration or termination of this Contract.

## **2.27 VOLUNTARY TERMINATION**

Either party may terminate the Contract by giving thirty (30) days written notice to the other party.

Termination of the Contract under this clause shall not relieve the Principal or the Contractor of their respective rights and obligations under the Contract or any Purchase Order up to and including the date of any such termination.