



# **Conditions: Quoting and Contract Quotation - Services**

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# 1 Conditions of Quoting

## 1.1 General

Unless the contrary intention is indicated this RFQ is to be interpreted in the same manner and words have the same meaning as in the Conditions of Contract.

In these Conditions of Quoting the following definitions apply:

**'Addendum'** means any document expressly stated to be an Addendum, which is issued by the Principal varying some provision in the original RFQ prior to the stated closing time and date.

**'Quotation'** means all documents lodged by the Respondent in response to the RFQ.

**'Respondent'** means the person lodging a Quotation in response to the RFQ.

**'RFQ'** means the request for quotation inviting offers and includes all annexures, schedules, attachments and addenda.

## 1.2 Lodgement of Quotations

For the Quotation to be considered, the Respondent shall complete and submit one copy of the documents listed in the section of the Annexure to the Conditions of Quoting and Contract titled "Documents to be Lodged" (ie. all Response Schedules);

- a) in English;
- b) in the form required; and
- c) to be fully received by the stated time and date for closing of the Quotation.

Any Quotation that does not comply with these conditions or which contains provisions not required or allowed by the RFQ may result in the Quotation being declared ineligible for consideration.

Oral Quotations or Quotations submitted electronically (other than via Quotations and Tenders Online eLodgement Service or by facsimile), shall result in the Quotation being declared ineligible for consideration.

The Principal will not be liable for any expense or loss, which may be incurred by any Respondent in the preparation of its Quotation.

Once lodged, the Quotation shall become the property of the Principal.

### 1.2.1 Closing Time and Date

Quotations will close at the time and on the date stated on the front cover of the RFQ.

### 1.2.2 Lodged by Hand

Lodgement by hand (including by a commercial courier service) is **not permitted**. Any Quotation submitted by hand or commercial courier service shall be declared ineligible for consideration.

### 1.2.3 Lodged by Post

Lodgement by prepaid post is **not permitted**. Any Quotation submitted by prepaid post shall be declared ineligible for consideration.

### 1.2.4 Lodged by Facsimile

Quotations sent by facsimile must be directed to the facsimile number stated on the front cover of the RFQ.

### 1.2.5 Lodged by Electronic Lodgement

Quotations sent by electronic lodgement must be:

- a) submitted using the eLodgement button via the Quotations and Tenders Online eLodgement Service as stated on the front cover of the RFQ; and
- b) in the electronic format as specified (ie .arf, .doc, .docx, .jpg, .pdf, .rtf, .tif, .txt, .xls, .xlsx, .zip).

Quotations lodged in an unspecified electronic format will be invalid and declared ineligible for consideration.

Where select quotations have been sought and access to the RFQ is provided from a link contained in the covering email sent inviting the submission of an offer, Quotations must be submitted electronically using the same e-mail link.

The Quotation may be admitted for consideration on the basis that the transmission of the Quotation is acknowledged by the Respondent as being the true and legal version and is completed, submitted and acknowledged by the stated time and date for closing of the Quotation.

In choosing to use the eLodgement option, Respondents agree to comply with the conditions of use, of the Quotations and Tenders Online eLodgement Service.

If, for any reason, the electronic Quotation (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 Quotation must be provided by the Respondent 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 Quotation being declared ineligible for consideration.

### 1.2.6 Late Quotations

Quotations received (in full or part) after the stated time and date for closing of Quotations are ineligible for consideration.

Notwithstanding the preceding paragraph Respondents may appeal such decisions however:

- a) Quotations submitted via the Quotations and Tenders eLodgement Service, may be considered only if it can be established to the satisfaction of the Procurement Review Board that the Quotation was received before the stated time and date for closing of Quotations, as evidenced in the acknowledgment of receipt from the NT Government Tender Lodgement host server.
- b) The Procurement Review Board may, but is not obliged to, consider Quotations that appear to its satisfaction to have been submitted prior to the stated time and date for closing where those Quotations were not received before the stated time and date for closing of Quotations because of a fault or failure of Quotations and Tenders Online eLodgement Service.
- c) Times and dates displayed on transmissions from company owned facsimile transmission devices are not acceptable evidence of timely transmission.

## 1.3 Respondents to Inform Themselves

Respondents, at their own expense, shall inform themselves fully of all circumstances and conditions relating to submitting a Quotation, including compliance with all legislation applicable to performance of the Services, an inspection of the Site if applicable, and shall satisfy themselves as to the correctness and sufficiency of the RFQ documentation.

The NT Government Procurement Framework including the NT Procurement Code is available from the web address:

[www.dob.nt.gov.au/dbe/business/tenders-contracts/legislative\\_framework/Pages/default.aspx](http://www.dob.nt.gov.au/dbe/business/tenders-contracts/legislative_framework/Pages/default.aspx)

## 1.4 Compliance with NT Procurement Code

- a) In preparing its Quotation, submitting its Quotation and throughout the quoting period and process the Respondent shall comply with the Northern Territory Procurement Code ('Code').
- b) A copy of the Code is available at the web address specified in the clause entitled "Respondents to Inform Themselves".
- c) If the Principal:
  - i. has evidence that the Respondent has not complied with the Code; or
  - ii. is of the reasonable opinion that the Respondent has not complied with the Code,

the Principal may, at its absolute discretion, deem the Quotation submitted by the Respondent to be ineligible for consideration.

## 1.5 Enquiries

Should the Respondent

- a) have any doubts as to the meaning of any part of the RFQ; or
- b) find any discrepancy or error; or
- c) find any omission in the RFQ (for example all pages are not numbered consecutively and that all drawings, attachments or supplements referred to are not included, etc.);
- d) it shall seek clarification in writing (which may be by means of electronic transmission) from the person specified in the Annexure, as early as possible but in any event before the stated time and date for closing of Quotations.

Where attachments or supplements have been referred to in any section of the RFQ these should be read in conjunction with the section to which they refer.

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

It is the sole responsibility of Respondents to ensure that their contact details held by Quotations and Tenders Online Service are correct and up-to-date in order for them to receive any written addendum issued by the Principal.

Any Respondent who believes the RFQ to be discriminatory, restrictive or biased should inform the Director, Contract and Procurement Services in writing to [CAPSAssist@nt.gov.au](mailto:CAPSAssist@nt.gov.au) as early as possible, but in any event before the stated time and date for closing of Quotations.

## 1.6 Site Inspection

### **Optional – Applicable If Specified In Annexure – Anytime**

Prior to submitting a Quotation it is recommended the Respondent inspect the Site.

### **Optional – Applicable If Specified In Annexure – By Arrangement – Not Mandatory**

Prior to submitting a Quotation the Respondent is encouraged to inspect the Site. Inspection of the Site is **not mandatory**. However permission to visit the Site must be first obtained by contacting the person nominated in the Annexure.

**Optional – Applicable If Specified In Annexure – Set Time – Not Mandatory**

Prior to submitting a Quotation the Respondent is encouraged to inspect the Site. Inspection of the Site is **not mandatory**.

The Site Inspection will be held at the location, date and time specified in the Annexure. Any additional information provided at the Site Inspection will be distributed to Respondents by issue of an addendum.

Any subsequent Site Inspections will be solely at the Principal's discretion and, where subsequent Site Inspections are organised, Respondents will be advised and invited to attend by issue of an addendum.

**Optional – Applicable If Specified In Annexure – Set Time – Mandatory**

Prior to submitting a Quotation, the Respondent **must attend a mandatory Site Inspection**. The Site Inspection shall be held at the location, date and time specified in the Annexure.

**All prospective Respondents must attend the Site inspection regardless of any previous knowledge or familiarity with the Site.** Subsequent or alternative inspections for individual Respondents will not be permitted. Any additional information provided at the Site inspection will be distributed to Respondents by issue of an addendum.

In addition to attending the Site Inspection the Respondent is required to have the Schedule of Attendance at the Mandatory Site Inspection ('**Schedule**') (which is included in the Response Schedules) signed by the Principal's Officer conducting the Site Inspection. The completed and signed Schedule must be lodged as part of the Respondent's Quotation. Where the Quotation is lodged electronically via the Quotations and Tenders Online eLodgement Service, the Schedule shall include the signature of Principal's Officer conducting the Site Inspection (ie be a scanned document lodged in .pdf format or similar).

A Respondent may authorise a third party to attend the mandatory Site Inspection as its authorised representative, however, it remains the responsibility of the Respondent to have the Schedule of Attendance at the Mandatory Site Inspection completed and attendance on its behalf noted in the Principal's record of attendees at the Site Inspection.

Failure to attend the mandatory Site Inspection and/or lodge the signed Schedule where expressed as mandatory will result in the Respondent's Quotation being declared ineligible for consideration.

## 1.7 Site Rules

Respondents are advised that there may be restrictions on carrying out the Services to be performed at the Site. Respondents shall become familiar with the rules and regulations in force at the site as issued by the relevant security authority.

Where Site Rules apply the Respondent if awarded the Contract will be required to comply with the Site Rules and to ensure that their employees and sub-contractors undertaking work within the Site are made aware of the Site Rules, their application and that they comply with the Site Rules.

## 1.8 Signing of Documents

The Respondent shall sign its Quotation as indicated below:

- a) In the case of a corporation:
  - i. With its common seal and the fixing of the seal witnessed by:
    - two (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:
    - two (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 (2) 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 Quotation.
- 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 (5) 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 Quotation in the manner indicated in paragraph (a) above.

Where the Respondent is lodging its Quotation via the Quotations and Tenders eLodgement Service, there is no requirement to complete the "signature" block on the Declaration by Respondent form.

Where the Quotation is from a:

- a) person or persons, full given names are to be provided; or
- b) firm or business or trading name, full given names of each member of the firm are to be provided; or
- c) company, the full name and registered address is to be provided.

Each Quotation shall also contain the Respondent's unique business identifier required by law (eg. ACN/ARBN/ABN) and an address for service of any notices necessary or required to be or which may be served on or given to the Respondent in connection with its Quotation and any subsequent Contract arising out of acceptance of the Quotation.

## 1.9 Quotation Validity

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

## 1.10 Alternative Quotations

Respondents may submit alternative Quotations where the Annexure states that alternative Quotations are allowed.

Alternative Quotations must be clearly identified as an "Alternative Quotation".

Respondents 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 Respondent 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.

### 1.11 Part Offer and Part Acceptance

Unless otherwise stated in the Annexure, Respondents 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 Quotation at the price or prices submitted unless the Respondent specifically states to the contrary in its offer.

### 1.12 Taxes, Duties, Fees etc.

The Respondent shall ensure that the Quotation is inclusive of all taxes fees, duties, royalties, premiums, costs, charges and the like which will be due and payable to any person or authority under the Contract.

### 1.13 Pricing

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

Any Schedule of Rates, which is included in the Response Schedules shall be completed and lodged with the Quotation. Unless otherwise allowed Rates shall be submitted for each item in the Schedule.

Any Quotation in which the Schedule is not fully completed as required may result in the Quotation being declared ineligible for consideration.

### 1.14 Competitive Neutrality

Government owned businesses, Local, Territory, State and Federal Government agencies and authorities responding to public quotations must submit two prices against each item in the pricing schedule provided. One price is to be the quoted price offered and the other being the adjusted competitively neutral price. The competitively neutral price is to be prepared in accordance with the "Northern Territory Government Competitive Tendering Guidelines". A copy of the Guidelines is available from the place of issue of the RFQ documents or from the following web address: [www.dob.nt.gov.au/dbe/business/tenders-contracts/legislative\\_framework/tendering-contract/Pages/competitive-neutrality.aspx](http://www.dob.nt.gov.au/dbe/business/tenders-contracts/legislative_framework/tendering-contract/Pages/competitive-neutrality.aspx)

### 1.15 Industry Accreditation

If the Annexure states that the Quotation is subject to Industry Accreditation:

- a) a Respondent quoting for the Services of a value greater than \$50,000.00; and
- b) a Respondent's sub-contractors and their sub-contractors proposed to undertake sub-contract work valued at greater than \$50,000.00 and greater,

**must, at the time the Respondent submits its Quotation, be accredited** by Contractor Accreditation Limited (CAL) to a **rating of no less than the value of the Respondent's Quotation** or the sub-contractors' work, in an applicable CAL category/group/sub-group.

The Quotation, in the spaces provided, must state:

- a) the Respondent's CAL Registration Number; and
- b) the CAL Registration Numbers of all proposed sub-contractors (where applicable).

Any Quotation not complying with the requirements of this clause may be invalid and declared ineligible for consideration.

The Procurement Review Board shall be the sole arbiter of any Quotation declared ineligible for consideration under the provisions of this clause.

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) 8922 4600  
Facsimile: (08) 8984 4003

## 1.16 Local Development

The NT Government is committed to supporting businesses that use local contractors and suppliers and hire and train Territorians. Assessment will take into consideration businesses that demonstrate a commitment to employing Territorians including Indigenous Territorians, accredited training of its employees and sourcing goods and services from local businesses.

Respondents must include in the Response Schedules provided and submit with its Quotation, details of sub-contractors/suppliers to be used (where applicable) Indigenous employees and all employees undertaking accredited training.

Employees/apprentices/trainees undertaking training will only be recognised as being compliant for Quotation purposes if:

- a) a signed contract of training for the apprentice/trainee is currently with the Australian Apprenticeships NT Office; or
- b) the apprentice/trainee details appear on the Data Entry Level Training Agreement (DELTA) database, maintained by the Department of Business; or
- c) the training being undertaken is a recognised accredited training course.

Further information on NT Government Policy on the use of apprentices or trainees on Government Contracts and accredited training programs can be obtained from:

Training Operations Unit,  
Department of Business  
11th Floor, Mitchell Centre  
55 – 59 Mitchell Street  
Darwin NT 0800  
Telephone: (08) 8935 7707  
Facsimile: (08) 8901 1326  
email: [govtcontracts@nt.gov.au](mailto:govtcontracts@nt.gov.au)

Or

GPO Box 3200  
Darwin NT 0801

Further information regarding the employment of apprentices or trainees can be obtained from:

Australian Apprenticeships NT,  
6 Searcy Street  
Darwin NT 0800  
Telephone: 1300 137 130 or (08) 8935 8200  
email: [Darwin@aacnt.com.au](mailto:Darwin@aacnt.com.au)

Or

GPO Box 3049  
Darwin NT 0801

Or

19 Hartley Street  
Alice Springs NT 0870  
Telephone: (08) 8953 3311

## 1.17 Change to the Conditions of Contract

### 1.17.1 Conditions of Quoting

Respondents **are not permitted** to request changes or propose alternatives to the Conditions of Quoting applicable to the RFQ. Any Respondent who attempts to do so will have their Quotation declared ineligible for consideration.

### 1.17.2 Conditions of Contract

Respondent may request changes to the Conditions of Contract applicable to this RFQ, or propose alternative Conditions of Contract **only** if stated in the Annexure that this is allowed.

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

Where Respondents 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 Quotation will be assessed on that basis. If the requested changes or the alternative Conditions included in a Quotation are not acceptable to the Principal, the Quotation will not be successful.

If the RFQ states that the changes to the Conditions of Contract or alternative Conditions are not allowed, then Respondents may not request changes to the Condition of Contract applicable to this RFQ, or propose alternative Conditions of Contract. If a Respondent does so, their Quotation will be declared ineligible for consideration.

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

## 1.18 Treatment of Low or Aberrant Prices

Where a Quotation price (or a key element of a Quotation price) is considered well below the median price and/or the projects estimated value, the Respondent, as a part of the assessment process, may be requested to confirm the quoted price and /or respond to questions regarding particular aspects of the Quotation. The Respondent may also be asked to provide written

confirmation that the scope of services and contractual obligations are fully understood. Where the price submitted is confirmed the Principal will, at its discretion, either:

- a) proceed with the evaluation of the Quotation; or
- b) where there is evidence that acceptance of the Quotation may pose a substantial risk to the provision of the Services and the sustainability of Respondent, give consideration to passing over that Quotation.

## 1.19 Disclosure of Weightings

Quotation assessment criteria and percentage weightings applicable to the RFQ are detailed in the Annexure.

Although Quotation assessment criterion may include sub-criteria, percentage weightings shall only be published as a cumulative percentage against the quotation assessment criterion. If sub-criteria are used and the sub-criteria are to be given percentage weightings, the weightings applying to the sub-criteria shall not be disclosed or published.

The clause titled "Quotation Assessment Criteria" in the Conditions of Quoting 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 Quotation.

## 1.20 Quotation Assessment Criteria

Quotation responses will be scored against the assessment criteria. Selection of the successful Respondent will be based on a best value for money, assessment of the Quotation against the Quotation Assessment Criteria as requested in the specific Response Schedules.

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

- a) Performance history including experience in providing similar Services and extent to which previous undertakings were achieved.
  - i. Standard/quality of Services provided.
  - ii. References.
- b) Timeliness:
  - i. Ability to commence and complete within timeframes specified.
- c) Capacity:
  - i. Ability to perform the Services including the experience of the personnel nominated to perform the Services (eg physical and technical capacity).
  - ii. Number, details and value of Contracts in progress.
  - iii. Financial capacity (eg current credit rating).
  - iv. Risk.
- d) Local Development and Value Adding:
  - i. The level of business capability in the Northern Territory.
  - ii. Accredited training programs, apprentices and/or trainees supported by the Respondent.
  - iii. Number of jobs for Territorians supported by the Respondent and/or that will be generated on these Services.
  - iv. Number of jobs for including Indigenous Territorians supported by the Respondent or that will be generated on these Services.
  - v. Proposed level of involvement of local Indigenous enterprise.
  - vi. Regional development opportunities.

- e) Innovation:
  - i. New technology.
  - ii. Alternative solutions.
- f) Scope Specific Criteria:
  - i. Scope Specific Criteria are those criteria that are considered relevant to the nature of the Services being procured. Scope Specific Criteria could include, but is not limited to, any one or more of the following: technical requirements, environmental issues or requirements, and specific experience and expertise applicable to the Services required.
- g) Price:
  - i. Upfront costs; or
  - ii. Through-life costs, eg:
    - Cost of ongoing training of Agency staff in performing the Services over a specific time.
    - Cost of transit in and out or implementation from one Contractor to another.
  - iii. Any other factors that would impact on costs to the Government.

Respondents should provide all relevant factors addressing the selection criteria specified in the Response Schedules, which may assist the Principal in making an assessment of the Quotation.

The Principal reserves the right to apply weightings to each criterion in its total discretion, having regard to requirements contained in the NT Government Procurement Framework.

### **1.21 Clarification and Additional Information**

The Respondent may be called upon to clarify information contained in their Quotation or to supply information additional to that provided in its Quotation to demonstrate to the satisfaction of the Principal that the Respondent has the ability to perform the Services specified.

The Respondent shall within the time specified comply with any such requests. Failure to submit any or all of the information required, in the time stipulated, may result in the Quotation being declared ineligible for further consideration.

### **1.22 Negotiations**

- a) The Principal may engage in detailed discussions and negotiations with one or more Respondents.
- b) Without limiting sub-clause 1.22a) the selection of Respondents under this clause does not bind the Principal to a contractual relationship and is not a representation that a contract will be entered into between the Principal and the Respondent.
- c) The selection of a preferred Respondent is subject to the successful conclusion of negotiations. The result of any negotiations will be incorporated into the final Contract.
- d) If the parties fail to complete satisfactory negotiations, the Principal may, at its sole discretion, terminate negotiations with that Respondent and commence negotiation with another Respondent or to terminate this Quotation Process or to exercise any other right reserved to the Principal under law or elsewhere in this RFQ.

### **1.23 Performance Report**

The Respondent 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.

### **1.24 Privacy Notice**

The Principal is collecting the information on the Response Schedules to determine eligibility to contract with the Principal. This is required by Procurement Regulation 6 (7)(h). The Principal

may give some or all of this information to the Procurement Review Board. Failure to provide the information in full or in part may result in the Quotation being declared ineligible for consideration.

Personal information provided in this Quotation can be accessed by the Respondent on request. Any queries should be directed to the Officer stated in the Annexure as the contact point.

### **1.25 Notification of Acceptance**

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

Notice of Acceptance of the Quotation shall constitute a binding contract between the Principal and the successful Respondent (hereinafter called the '**Contractor**'). The Notice of Acceptance will, at the Principal's discretion, be issued by pre-paid post, facsimile or email to the address stated in the Quotation.

If a Notice of Acceptance has not been given there shall be no agreement between the Principal and the Respondent and the Respondent 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.

### **1.26 Debriefing Respondents**

Respondents may request a debriefing as to the specific reasons why their Quotation was unsuccessful. This is for the purpose of assisting Respondent to improve their competitiveness for future Quotations.

Information will be confined to discussion of the Respondent's Quotation and under no circumstances will information relating to another Quotation be disclosed.

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## 2 Conditions of Contract

### 2.1 Interpretation of Terms

In these Conditions of Contract, unless the context otherwise requires:

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

**'Annexure'** means the section in the RFT detailing the specific requirements applicable to the Conditions of Quoting and Contract.

**'Business Day'** means any day which is not a Saturday, Sunday or a NT wide public holiday within the meaning of the *Public Holidays Act*.

**'Business Hours'** means from 8.00am to 5.00pm on a Business Day at the place where the Services are to be provided.

**'Completion'** means the Principal has determined that the performance of the Services have been completed.

**'Contract'** means the document that constitutes or evidences or, as the case may be all the documents which constitute or evidence the final and concluded agreement between the Principal and the Contractor concerning the performance of the Services.

**'Contractor'** means the legal entity that, as party to the Contract is bound to perform the Services in accordance with the Contract and includes the successors and lawful assigns of the Contractor.

**'Date of Acceptance'** means the date, which appears on the Notice of Acceptance issued by the Principal and if no date appears is the date on which the Principal sent the Notice of Acceptance accepting the Respondent's Quotation.

**'Indigenous Person'** is a person of Australian Aboriginal or Torres Strait Islander descent who identifies themselves as Indigenous and is accepted in the community in which they live as an Indigenous person.

**'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.

**'Lump Sum'** means the total sum which will have become payable to the Contractor by the Principal upon completion of the Services.

**'Notice of Acceptance'** means the written notification and any accompanying documentation sent to the Contractor by the Principal advising acceptance of the Respondent's Quotation to provide the Services.

**'Official Order'** means an order issued to the Contractor by the Principal, whether on paper or by electronic means, which conveys the essential details of the particular service requirement.

**'Principal'** means the Northern Territory of Australia. The Principal for Power and Water Contracts is the Power and Water Corporation.



**'Principal's Representative'** means the person nominated by the Principal or other person from time to time appointed in writing by the Principal to act as Principal's Representative for the purposes of the Contract

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

**'Request for Quotation (RFQ)'** means the document(s) containing the Conditions of Quoting and Contract, the Annexure, Special Conditions of Contract (if any), Scope of Services, Response Schedules and any other document issued for the purposes of inviting Quotations 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.

**'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 other than the Contractor's employees, engaged by the Contractor who provides goods or services to the Contractor.

**'Tax Invoice'** has the meaning given in *A New Tax System (Goods and Services Tax) Act 1999*.

**'Unit Rate'** means the rate (price) per unit of the Services stated in the Contract.

In the Contract, unless the contrary intention appears:

- a) headings are for the purpose of convenient reference only and shall not be used in the interpretation of these conditions;
- b) the singular includes the plural and vice-versa;
- c) a reference to one gender includes the other;
- d) a reference to a person includes a natural person, a body politic, body corporate, a partnership, joint venture, incorporated association, government, local government authority or agency;
- e) a reference to a party includes that party's administrators, successors, and permitted assigns, including any person to whom that party novates any part of the Contract;
- f) if the last day of any period prescribed for the doing of an action falls on a day which is not a Business Day, the action shall be done no later than the end of the next Business Day;
- g) a reference to time is to Australian Central Standard Time;
- h) a reference to an Act is a reference to an Act of the Commonwealth, State or Territory of Australia, as amended from time to time, and includes a reference to any subordinate legislation made under the Act;
- i) a reference to a 'dollar', '\$', '\$A' or 'AUD' means the Australian dollar unless otherwise stated;
- j) a reference to a "measurement" means Australian legal units of measurement unless otherwise specified;
- k) a reference to a specification, publication, Commonwealth policy or other document is a reference to that specification, publication, Commonwealth policy or document, in effect on the date of the Notice of Acceptance and updated from time to time, or alternatively, a reference to another version of the document if agreed in writing between the parties;
- l) the word 'includes' in any form is not a word of limitation;
- m) a reference to a clause includes a reference to a subclause of that clause; and
- n) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Contract, and a reference to this Contract includes any schedule or annexure.

## 2.2 Formation of the Contract

The Contract between the Principal and the Contractor shall comprise:

- a) these Conditions of Contract and any Special Conditions;
- b) the Notice of Acceptance;
- c) the RFQ;
- d) the Respondent's Quotation response; and
- e) any other document expressly referred to in items (a) to (c) of this clause as forming part of the contract (together the Contract).

If there is any inconsistency between any part of the Contract, a descending order of precedence shall be accorded to the:

- a) Special Conditions (if any);
- b) these Conditions of Contract;
- c) Annexure to the Conditions of Quoting and Contract;
- d) Notice of Acceptance;
- e) Scope of Services;
- f) Drawings included in the RFQ (if any);
- g) any other document expressly referred to in items (a) to (f) inclusive of this clause as forming part of the Contract;
- h) Conditions of Quoting and all other documents, other than those specified above in (a) to (f) inclusive, forming the RFQ or the Contract (other than the Respondent's Quotation); and
- i) the Respondent's Quotation response including any drawings;

so that the provision in the higher ranked document, to the extent of the inconsistency, shall prevail.

## 2.3 Nature of Contract

### 2.3.1 Basis of Payment

The Contractor shall be paid either on a Lump Sum or a Schedule of Rates basis as stated in the Annexure.

Where payment is to be made on a Lump Sum basis the sum payable shall, subject to any adjustment made pursuant to the Contract, be the Lump Sum accepted by the Principal.

Where payment is to be made 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 Rates set out in the Schedule of Rates.

Unless otherwise stated in the RFT, prices will be considered firm.

### 2.3.2 Applicable Law

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

## 2.4 Entire Agreement

The Contract formed between the parties to undertake the Services constitutes the entire agreement between the parties and supersedes any previous agreements or understandings.

## 2.5 General Obligations of the Parties

Both the Principal and the Contractor will, at all times:

- a) act reasonably in performing their obligations and exercising their rights under the Contract;
- b) diligently perform their respective obligations under this Contract; and
- c) work together in a collaborative manner.

## 2.6 Principal's Responsibilities and Obligations

The Principal shall give or cause to be given to the Contractor timely instructions, decisions and information sufficient to define the requirements of the Services.

The address for the service of notices is as stated in the Annexure.

### 2.6.1 Principal's Representative

The Principal's Representative shall exercise the duties discretions and powers vested in the Principal under the Contract except this power of appointment.

The Principal's Representative is nominated in the Annexure.

### 2.6.2 Contract Manager

For the purpose of exercising some of the powers, duties, discretions and authorities, vested in him on behalf of the Principal, the Principal's Representative may from time to time appoint a representative ('**Contract Manager**'). The Contract Manager will be notified in the Notice of Acceptance.

The Contract Manager will act as first point of contact for all matters under the Contract.

The Contractor shall recognise and accept notices from the Contract Manager as if the Principal issued such. Any reference to the Principal within these conditions shall be deemed to be a reference to the Contract Manager so far as it concerns the exercise of the Contract Manager's powers by virtue of his appointment.

## 2.7 Directions

The Contractor shall comply with any direction either orally or in writing issued, given or served upon them by the Principal. 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 Principal may make, give or issue pursuant to the provisions of the Contract.

## 2.8 Contractor's Responsibilities and Obligations

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 Quotation;
- c) the Services shall be carried out by the Contractor's employees, or sub-contractors approved by the Principal;
- d) ensure that its employees, agents or sub-contractors meet the provisions of the clause titled "Site Rules";

- e) it shall provide such further information in relation to the provision of the Services as reasonably required by the Principal;
- f) the information contained in the Quotation 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
- g) it has established and will comply with and maintain during the Contract, all Performance Plan arrangements as 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, and with the requirements of all regulations, by-laws, orders or subordinate legislation made or issued under any such Act, the Northern Territory Procurement Code, and with the lawful requirements of public and other authorities in any way affecting or applicable to performance of the Services.

## 2.9 Contractor's Representative

The Contractor shall appoint a representative ('**Contractor's Representative**') to be the first point of contact with the Principal. The Contractor's Representative shall be nominated to the Principal in writing.

Any direction given to the Contractor's Representative shall be deemed to be a direction issued to or served upon the Contractor.

Matters within the knowledge of the Contractor's Representative shall be deemed to be within the knowledge of the Contractor.

The Contractor or its representative shall have sufficient command of the English language to be able to read, converse and receive instructions in English.

The Contractor may, with the prior written approval of the Principal, cancel the appointment and shall nominate another Contractor's Representative.

## 2.10 Replacement of Contractor's Personnel

The Contractor shall notify the Principal immediately of any changes in the Contractor's key personnel undertaking the Services.

## 2.11 Power to Dismiss Persons

The Principal may require the instant dismissal from the Services, of any person employed in connection with the Services, whether directly employed by the Contractor or not who, in the opinion of the Principal, misconducts themselves or is incompetent or negligent in the performance of their duties.

The Contractor shall immediately comply with or ensure immediate compliance with such requirement. The Contractor shall not again employ a person so dismissed on or in connection with the Services.

## 2.12 Status of the Contractor

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

## 2.13 Notices

### 2.13.1 Services of Notices

Notice must be:

- a) in writing, in English and signed by a person duly authorised by the sender; and
- b) hand delivered or sent by prepaid post or by electronic means to the recipient's address for Notices set out in the Contract, as varied by any Notice given by the recipient to the sender.

### 2.13.2 Effective on Receipt

Any notice given in accordance with the above sub-clause sent to the address set out in the Contract, takes effect when it is taken to be received (or at a later time specified in it) and is taken to be received:

- a) if hand delivered, on delivery;
- b) if sent by post, three (3) Business Days after the date of posting (or seven (7) Business Days after the date of posting if posted to or from a place outside Australia); and
- c) if sent by electronic transmission, on receipt by the sender of a transmission report from the despatching machine indicating that the notice sent was received in its entirety at the recipient's machine unless, within eight (8) Business Hours after the transmission, the recipient informs the sender that it has not received the entire Notice;

but if the delivery, receipt or transmission is not on a Business Day or is after 5.00pm on a Business Day, the Notice is taken to be received at 8.00am on the next Business Day.

## 2.14 Site Rules

The Contractor, his employees and sub-contractors required to enter the Site in connection with the Services shall comply with all rules and regulations in force at the Site, including security screening through Criminal History Checks where required.

The Contractor is responsible for obtaining all relevant permits and the payment of all associated fees and/or charges which are levied by the appropriate Authority.

## 2.15 Conflict of Interest

The Contractor warrants that:

- a) At the date of Contract award no conflict of interest exists or is likely to arise in the performance of its obligations under this Contract; and
- b) It shall use its best endeavours to ensure that no conflict of interest exists or is likely to arise in the performance of the obligations of any sub-contractor.

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.

## 2.16 Confidentiality and Publicity

### 2.16.1 Confidentiality

- a) For the purposes of this sub-clause 2.16.1 "Confidential Information" means any information or material relating to the Contract or the Services including (without limitation):
  - i. any information that by its nature is confidential;
  - ii. any information designated as confidential; and
  - iii. any information that the Contractor knows is confidential.

- b) The Contractor shall hold all Confidential Information in confidence and shall not make any use of it, except for the purposes of performing its obligations or exercising its rights under the Contract and shall not disclose or permit or cause the Confidential Information to be disclosed to any person, except:
  - i. as authorised by the Principal under the Contract or otherwise;
  - ii. to its employees or sub-contractors, to the extent needed to perform their obligations under the Contract;
  - iii. where the disclosure is required to be disclosed by law.
- c) The Contractor shall ensure that its employees and all sub-contractors and suppliers engaged by the Contractor for the performance of the Contract comply with the requirements of this sub-clause 2.16.1.

### **2.16.2 Media and Publicity**

- a) The Contractor shall not issue or be involved with the release of, any information, publication, statement, interview, advertisement (other than the legitimate advertising eg for sub-contractors), award nomination, document or article for publication concerning the Contract, the Services or the site in any media without the prior written approval of the Principal.
- b) Prior to taking any action or doing anything the Contractor shall refer:
  - i. any media enquiries concerning the Contract, the site, the Principal or the Services to the Principal for the Principal's written response; and
  - ii. any media requests concerning the Contract, the site, the Principal or the Services (including, without limitation, requests to access or take photographic or video footage of the site) to the Principal, for the Principal's written consent, which consent may be given or withheld, in the Principal's absolute discretion.

The Contractor shall ensure that its employees and all sub-contractors, and suppliers engaged by the Contractor for the performance of the Contract comply with the requirements of this sub-clause 2.16.2 and obtain the Principal's prior written consent (through the Contractor) before responding to enquiries or publishing anything of the type referred to in this sub-clause 2.16.2.

## **2.17 Industry Accreditation and Standards**

Where applicable, the Contractor shall:

- a) maintain the currency of the required accreditation with Contractor Accreditation Limited during the life of the Contract; and
- b) comply with all industry standards on:
  - i. training;
  - ii. engagement, supervision and payment of subcontractors;
  - iii. compliance measures;
  - iv. penalties; and
  - v. termination arrangements.

## **2.18 Local Development**

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, including apprentices and trainees and Indigenous labour, available within the Northern Territory;
- 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.

## 2.19 Performance Plan

Where a Performance Plan has been specified in the Annexure, 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 Principal for approval one copy of the Performance Plan. The Principal shall within a reasonable time from receipt either approve the Performance Plan, or reject it, giving reasons for the rejection. The Contractor shall rectify the deficiencies and resubmit the Plan for approval.

## 2.20 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.

## 2.21 Insurances

### 2.21.1 Workers Compensation Insurance

For the purpose of this clause “worker” shall have the definition it is given in the *Workers Rehabilitation and Compensation Act 2009*.

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 *Workers Rehabilitation and Compensation Act 2009* of the Northern Territory and policies shall be purchased from Northern Territory approved insurers. Details can be found at the following web address:  
[www.worksafe.nt.gov.au/ServiceProviders/Insurers/Pages/Find-an-Approved-Insurance-Company.aspx](http://www.worksafe.nt.gov.au/ServiceProviders/Insurers/Pages/Find-an-Approved-Insurance-Company.aspx)

The Contractor shall ensure that all sub-contractors who employ workers have Workers Compensation insurance cover in accordance with the *Workers Rehabilitation and Compensation Act 2009*.

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 must ensure that they have adequate insurance coverage in place.

The Contractor shall be responsible for ensuring that all sub-contractors have appropriate insurance policies in place.

### 2.21.2 Public Liability Insurance

Before commencing the Contract, the Contractor shall take out and shall maintain for the duration of the Contract a Public Liability policy of insurance to cover its liabilities to third parties including the liabilities as set out in the first paragraph of the clause titled “Indemnities”.

The Policy shall 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.

### **2.21.3 Professional Indemnity Insurance**

Before commencing the Contract, the Contractor shall take out and shall maintain for the duration of the Contract a Professional Indemnity Insurance policy for an amount not less than the sum 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.

### **2.21.4 Lodgement of Certificates of Currency**

The Contractor shall provide the Principal with copies of Certificates of Currency and summaries of key provisions for all insurance policies required under this clause 2.21.including those of any sub-contractors (including self-employed contractors and persons employed under labour hire agreements):

- a) prior to commencing the Services under the Contract;
- b) within two (2) days of a written request by the Principal;
- c) within seven (7) days after the Contractor renews an insurance policy; and
- d) within seven (7) days after the Contractor makes any change to an insurance policy.

The Contractor will not cancel any insurance policy, or conduct itself in a manner that brings about such a cancellation of an insurance policy, except with the written approval of the Principal.

## **2.22 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.



## 2.23 Time for Commencement and Completion

The Contractor shall commence the Services within the time stated in the Contract and shall, unless otherwise specified, give at least four (4) days written notice to the Principal prior to the commencement of the Services.

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

## 2.24 Invoicing and Payment

The Contractor shall provide to the Principal a Tax Invoice showing the value of the Services completed.

The Contractor's Tax Invoice 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.

The Contractor shall provide any further details in regards to the Services and/or Tax Invoice upon request by the Principal.

Principal shall make payments within thirty (30) days of a Tax Invoice that is not disputed.

If the Principal disputes the invoice amount the Principal shall certify the amount it believes is due for payment, which shall be paid by the Principal and the liability of the balance of the payment shall be determined in accordance with the Contract.

The payment of monies pursuant to this clause shall not be taken as evidence against or as an admission by the Principals 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.

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 swap rate published on 1 June each year by the Australian Financial Markets Association. 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.

## 2.25 Variations

The Principal 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 Principal or failing agreement, by the Principal, and the Contract price increased or decreased accordingly.

## 2.26 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 written consent of the Principal. Such consent shall not be unreasonably withheld.

## 2.27 Sub-Contracting

Unless specifically provided for in the Contract, the Contractor shall not sub-contract any part of work under the Contract without the prior written approval of the Principal. 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.

Any approval by the Principal to engage a sub-contractor for any part of work under the Contract shall not relieve the Contractor from any of its liabilities under the Contract. The Contractor shall be fully liable to the Principal for the work of the sub-contractor or any employee or agent of the sub-contractor.

## 2.28 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 RFQ documents or from the web address:

[www.dob.nt.gov.au/dbe/business/tenders-contracts/legislative\\_framework/tendering-contract/Pages/eddr.aspx](http://www.dob.nt.gov.au/dbe/business/tenders-contracts/legislative_framework/tendering-contract/Pages/eddr.aspx)

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

## 2.29 Termination

Without prejudice to any other remedy of the Principal at Law if the Contractor fails to carry on the Services at a rate of progress satisfactory to the Principal, or neglects or omits to carry out any instruction of the Principal 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 Principal 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 Contractor 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 so decides.

## 2.30 Rights of Principal to Recover Monies

Should the Principal take action pursuant to the clause titled "Termination" 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.

## 2.31 Performance Report

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

- a) the Principal will prepare a Contractor's Performance Report ('**Report**');
- b) the Principal shall liaise with the Contractor in completing the Report although the Principal reserves the ultimate right to complete the Report (other than the Contractor's comments); and
- c) the Principal may use and/or 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 Quotations.

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.

## 2.32 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 ('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 ('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' 'Entity' and 'Supplies'** have the meaning they bear in the Act, and, in addition for the purposes of this contract shall also be read as follows:

- a) "**Entity**" shall also mean Contractor;
- b) "**Recipient**" shall also mean Principal;
- c) "**Supplies**" shall also mean the Goods and/or Services.

**'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 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 Contractor 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.

## 2.33 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 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.