



Conditions: Tendering and Contract Engineering Consultant Services

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CONDITIONS OF TENDERING AND CONTRACT ENGINEERING CONSULTANT SERVICES

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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 Quotations and 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 the Request for Tender (RFT).

1.1.2 Delivered by Hand

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

Tenders however may be lodged by hand in any of the following Quotation and 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 st Floor, Herbarium (Gaymark Plaza) 4 Mansfield Street PALMERSTON NT 0830
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Department of Business and Employment 1 st Floor, NT Government Centre 5 First Street KATHERINE NT 0850	Department of Business and Employment 1 st Floor, Alice Plaza Corner Parsons Street and Todd Mall ALICE SPRINGS NT 0870
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Department of Business and Employment
Shop 2, Ground Floor, Barkly House
99 Paterson Street
TENNANT CREEK NT 0860

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

1.1.4 Sent by Facsimile

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

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

1.1.5 Lodged via Electronic Lodgement

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

- (a) in the electronic format as specified (ie .arf, .doc, .jpg, .pdf, .rft, .tif, .txt, .xls, .zip); and
- (b) using the eLodgement button;

on the Quotations and Tenders Online eLodgement Service as stated of the front cover of the RFT.

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 time and date for closing of Tenders.

In choosing to use the eLodgement option, Tenderers agree to comply with the conditions of use, of the Quotations and 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 (in full or part) 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 time and date for closing of Tenders may be considered only if it can be established to the satisfaction of the Procurement Review Board that they were posted or despatched before the stated time and date for closing of Tenders and in the ordinary course of business would not have been received late. Impressions of company owned franking machines are not acceptable evidence of timely posting or despatch.
- (b) Tenders submitted via the Quotations and Tenders Online eLodgement Service may be considered only if it can be established to the satisfaction of the Procurement Review Board that they were submitted before the stated time and date for closing of Tenders, as evidenced in the acknowledgment of receipt from the NT Government Tender Lodgement host server.
- (c) The Procurement Review Board may, but is not obliged to, consider Tenders that appear to its satisfaction to have been submitted prior to the stated time and date for closing of Tenders where those Tenders were not received before the stated time and date for closing of Tenders because of a fault or failure of Quotation and Tenders Online eLodgement Service.
- (d) Times and dates displayed on transmissions from company owned facsimile transmission devices are not acceptable evidence of timely transmission.

1.2 TENDERERS TO INFORM THEMSELVES

Tenderers shall inform themselves fully of all circumstances and conditions relating to submitting a Tender, 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 RFT documentation.

The NT Government Legislative Procurement Framework which includes the NT Procurement Code can be found at the web address www.nt.gov.au/dbe/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 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 stated time and date for 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 stated time and date for 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 the number of copies 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.

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The Principal will neither be responsible for, nor pay for, any expense or loss, which may be incurred by any Tenderer 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 (a) above.

Where the Tenderer is lodging its Tender via the Quotations and Tenders Online eLodgement Service, there is no requirement to complete the "signature" or "witnessed" blocks on the Tender Form.

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.

Each Tender shall contain the Tenderer's unique business identifier required by law (eg ACN/BN) 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 TENDER VALIDITY

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

1.5 PERFORMANCE PLAN

If it is stated in the Annexure that work under the Contract is to be carried out using a Performance Plan the Tenderer is required to submit a Performance Plan Proposal with the Tender. The Proposal shall include, but need not be limited to, the numbers of, and approximate dates of each type of check to be undertaken by the Consultant.

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

1.6 INDUSTRY ACCREDITATION

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

- (a) a Tenderer tendering for the Services; and
- (b) a Tenderer's sub-consultants and their sub-consultants proposed to undertake sub-contract work valued at \$50,000 or greater,

must, at the time the Tenderer submits its Tender, be accredited by Contractor Accreditation Limited (CAL) to a rating of no less than the value of the Tenderer's Tender or the sub-consultants' work, in an applicable CAL category or sub-category.

The Tender must state:

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

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 stated time and date for closing on the front cover of 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 stated time and date for closing of Tenders (i.e.2:00 pm, 14 calendar days after the stated time and date for closing of Tenders specified on the front cover of the RFT), 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 stated time and date for closing on the front cover of 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 stated time and date for closing of Tenders.

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 or is available from:

CAL Registrar
PO Box 1125
PARAP NT 0804
Telephone: (08) 8922 4600

Facsimile: (08) 8984 4003

1.7 LOCAL DEVELOPMENT

The NT Government is committed to supporting businesses that use local contractors and suppliers and train and hire 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.

Tenderers must include in the Response Schedules provided and submit with its Tender, details of sub-consultants to be used (where applicable), indigenous employees and all employees undertaking accredited training.

Employees listed as undertaking accredited training through an apprenticeship or trainee pathway will only be recognised as being compliant for Tender purposes if:

- (a) a signed contract of training for the apprentice or trainee is currently with the Australian Apprenticeships NT Office; or

CONDITIONS OF TENDERING

- (b) the apprentice or trainee details appear on the Data Entry Level Training Agreement (DELTA) database, maintained by the Department of Education and Training (DET); 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 Education and Training 11 th Floor, Mitchell Centre 55 – 59 Mitchell Street DARWIN NT 0800 Telephone: (08) 8901 1321	OR	GPO Box 4821 DARWIN NT 0801 Facsimile: (08) 8901 1326
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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	GPO Box 3049 DARWIN NT 0801 (08) 8935 8200
19 Hartley Street ALICE SPRINGS NT 0870 Telephone: (08) 8953 3311	OR	

1.8 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.

1.9 TAXES, DUTIES AND 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 is inclusive of GST.

1.10 PRICING

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

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.

1.11 COMPETITIVE NEUTRALITY

Government owned businesses, Local, Territory, State and Federal Government agencies and authorities responding to public tenders must submit two prices against each item in the pricing schedule provided. One price is to be the tendered 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 RFT documents or from the following web address:

www.nt.gov.au/dbe/tendering/competitive_neutrality/competitive_neutrality.html

1.12 PART OFFER AND PART ACCEPTANCE

Unless otherwise provided in the Annexure the Tenderer shall offer for the whole of the Services under the Contract.

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.

1.13 CHANGE TO THE CONDITIONS OF CONTRACT

Tenderers may request changes to the Conditions of Contract applicable to this RFT, or propose alternative Conditions of Contract only if stated in the Annexure 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.

1.14 TENDER ASSESSMENT CRITERIA

Selection of the successful Tenderer will be based on, but not necessary limited to, assessment of Tenders against the following Tender Assessment Criteria and the price(s) submitted.

The elements under each 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 criterion are not to be considered exclusive to any specific tender.

- (a) Past Performance:
 - (i) Performance history including standard of Services/quality of Services.
 - (ii) Project delivery.
 - (iii) Extent of supervision of the Consultant required.
 - (iv) Previous disputes and claims.
 - (v) References (including Contractor Accreditation Limited if applicable).
 - (vi) Safe and fair workplace record.
- (b) Timeliness:
 - (i) Whether the Services are available immediately.
 - (ii) Vulnerability of completion timeframe.
 - (iii) Completion time offered.
- (c) Capacity:
 - (i) Ability to perform Services.
 - (ii) Number and value of Contracts in progress.
 - (iii) Appropriate CAL accreditation (if applicable).
 - (iv) Legal action pending.

- (v) Financial capacity (including current credit rating).
- (d) Local Development and Value Adding:
 - (i) Enhancement of industry and business capability in the Northern Territory.
 - (ii) Improved capacity and quality in supply and service response.
 - (iii) Proposed level of usage of apprentices, trainees and local Indigenous enterprise.
 - (iv) Proposed number of jobs for Territorians including jobs for Indigenous Territorians.
 - (v) Accredited training programs supported by the Tenderer.
 - (vi) Regional development opportunities.
 - (vii) Any Northern Territory research and development proposals being undertaken by the Tenderer.
- (e) Scope Specific Criteria (specified as required):
 - (i) Scope Specific Criteria are those criteria that are considered relevant to the nature of the Services being sought. Scope 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.
- (f) Innovation (specified as required):
 - (i) New technology.
 - (ii) Alternative solutions.
- (g) Whole of Life Cost (specified as required):
 - (i) Support services.
 - (ii) Any other factors that would impact on costs to the Government.

Tenderers 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 Tender.

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

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 Services 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 NEGOTIATIONS

The Principal may engage in detailed discussions and negotiations with one or more Tenderers with the goal of maximising the benefits of the Tender.

As part of this process, Tenderers may be asked to improve any of the technical, commercial, financial, contractual and/or other aspects of their Tenders.

At the end of this phase, there will be selection of a preferred Tenderer after all material business, financial, technical and legal issues have been resolved. The selection of a preferred Tenderer is subject to successfully concluding final contract negotiations. The result of any negotiations will be incorporated into the final Contract.

If the parties fail to complete satisfactory negotiations, the Principal may, at its sole discretion, terminate negotiations with that Tenderer and commence negotiation with another Tenderer or to terminate this Tender Process or to exercise any other right reserved to the Principal under law or elsewhere in this RFT.

1.17 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 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 Scope Specific Tender Assessment Criteria and Relative Percentage Weightings are detailed in the document titled "Tender Assessment Criteria – Schedule of Percentage Weightings".

1.18 PERFORMANCE REPORT

The Tenderer will, if awarded the Contract, agree to the preparation and use of the Performance Report in the manner set out in the Conditions of Contract.

1.19 PRIVACY NOTICE

The Principal is collecting the information on the Declaration of Business Status form to determine eligibility to contract with the Principal. 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.

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

1.20 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 written notice and this notice shall constitute a binding Contract between the Principal and the successful Tenderer (hereinafter called the "Consultant"). Written notices of acceptance or official orders will, at the Principal's discretion, be issued by pre-paid post, facsimile or email to the address stated in the Tender Form.

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.

1.21 DEBRIEFING TENDERERS

Tenderers may request a debriefing as to the specific reasons why their Tender was unsuccessful. This is for the purpose of assisting Tenderers to improve their competitiveness for future Tenders.

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

2. CONDITIONS OF CONTRACT

2.1 INTERPRETATION

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

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

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

'Consultant' means the person who as party to the Contract is bound to execute the Services in accordance with the Contract and includes the successors and lawful assigns of the Consultant. The Consultant is also responsible for coordinating and integrating the work of any sub-consultant engaged under the Contract.

'Contract' means in the order of precedence in which they should be read these conditions of contract, the notice of acceptance, the RFT and, to the extent it is not inconsistent with any of the above, the Tenderer's Tender response, that constitutes or evidences the final and concluded agreement between the Principal and the Consultant concerning the Services.

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

'Direction' includes any agreement, approval authorisation, certificate, decision, demand, determination, explanation, instruction, notice, order, permission, rejection, request or requirement which the Principal may make, give or issue pursuant to the provision of the Contract.

'Documents' means all material stored by any means and produced or used by the Consultant in the course of the Contract including sketches, plans, drawings, specifications, designs, estimates, calculations, reports, models and other articles, equipment, information, files and data.

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

'Law' includes common or customary law, equity, judgement, legislation, order, regulation, statute, by-law, ordinance or any other legislative or regulatory measure in each case of any jurisdiction whatsoever and includes any amendment, modification or re-enactment of them (and 'lawful' and 'unlawful' shall be construed accordingly).

'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' means all copyright, patents, registered and unregistered trademarks, registered designs, trade secrets and know how.

'Notice of Acceptance' means the written notice and any accompanying documentation sent to the Consultant by the Principal advising acceptance of its Tender to provide the Services under the Contract.

'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 as stated in the Annexure. The Principal for Power and Water Contracts is the Power and Water Corporation.

'Request for Tender (RFT)' means the document containing or referring to the Conditions of Tendering and Contract, the Annexure, Special Conditions of Contract (if any), Northern Territory Procurement Code, Scope of Services, Drawings or Diagrams (if any) and any other document issued for the purposes of inviting tenders for the Services.

'Services' means the work specified in the Contract and includes all information describing the functional, operational, qualitative, quantitative, time and cost requirements and other supporting information provided by the Principal from time to time, which the Consultant is required to provide, as stated in the written notice, and includes all variations and remedial work.

'sub-consultant' means a person other than the Consultant's employees engaged by the Consultant to carry out a part of the Services for the Consultant.

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.

2.2 THE ENGAGEMENT

The Contract between the Principal and the Consultant shall:

- (a) be evidenced by:
 - (i) the RFT;
 - (ii) the Consultant's Tender;
 - (iii) the written notice; and
 - (iv) all documents issued during the currency of the Contract to which reference may properly be made in order to ascertain the rights and obligations of the parties in relation to the Contract.

2.3 GOVERNING JURISDICTION

Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the Courts of the Northern Territory of Australia and waives any immunity or any objection it may have to any action in those Courts and to a claim that any action has been brought in an inconvenient forum or to those Courts not having jurisdiction.

2.4 RESPONSIBILITIES AND OBLIGATIONS OF THE CONSULTANT

The Principal will be relying on the professional skills of the Consultant to provide the Services, which is technically sufficient and complete. The Consultant shall:

- (a) provide all professional advice and skills which are normally required for the class of Services which it has agreed to provide under the Contract;
- (b) remain fully responsible for all work undertaken by the Consultant regardless of any review or acceptance of that work by the Principal;
- (c) be liable for any loss or damage suffered as a result of any negligent act, error, omission or statement by it or its employees, agents or sub-consultants except to the extent that the loss or liability is directly attributable to the failure of the Principal, its employees or agents to take reasonable care;
- (d) employ competent staff with qualifications and experience appropriate to their task for the Services;
- (e) promptly inform the Principal in writing if information or any document provided or caused to be provided by the Principal is found to be insufficient or inaccurate; and
- (f) acknowledge that the provision of the Services within the required deadlines is an essential term of the engagement of the Consultant and of the provision of the Services.

The Consultant shall observe and comply with all requirements of all relevant Acts of the Commonwealth of Australia, Acts of the Northern Territory, the Northern Territory Procurement Code, and all requirements of any relevant authority, regulator or standard setting entity (including but not limited to those prescribed in the *Fair Work Act 2009*) as shall be in force in the place affecting or applicable to the Services or the execution of the Services.

2.5 REPLACEMENT OF CONSULTANT'S PERSONNEL

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

The Principal may, in its absolute discretion, give notice requiring the Consultant to remove any of its personnel or sub-contracted personnel from work in respect of the Services. The Consultant shall promptly arrange for the removal of such personnel from work in respect of the Services and their replacement with personnel acceptable to the Principal. The Consultant shall not again employ a person so removed on or in connection with the Services.

2.6 STATUS OF CONSULTANT

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

2.7 CONFLICT OF INTEREST

The Consultant warrants that:

- (a) At the date of signing this Contract, 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-consultant.

The Consultant shall notify the Principal of any matter, which may give rise to an actual or potential conflict of interest between the Principal and the Consultant during the Contract. The Principal shall treat this information as confidential.

2.8 RESPONSIBILITIES AND OBLIGATIONS OF THE PRINCIPAL

The Principal shall give or cause to be given to the Consultant timely instructions, decisions and information sufficient to define the requirements of the Services including budgetary arrangements and limitations.

2.9 REPRESENTATIVES

2.9.1 Principal's Representative

The Principal shall appoint a Principal's representative to exercise the duties discretions and powers vested in the Principal under the Contract except this power of appointment and the powers, duties, discretions and authorities vested under the clauses titled "Termination" and "Disputes" of these Conditions of Contract. The Principal's Representative is nominated in the Annexure.

The appointment of a Principal's Representative shall not prevent the exercise of a duty, discretion or power by the Principal and the Principal may, at any time, alter such appointment by written notice to the Consultant.

2.9.2 Consultant's Representative

The Consultant shall appoint a Consultant's Representative to be the first point of contact with the Principal. The Consultant's Representative shall be nominated to the Principal in writing. The Consultant may, with the prior written approval of the Principal, cancel the appointment and shall nominate another Consultant's Representative.

2.10 DIRECTIONS BY THE PRINCIPAL

Unless the Contract expressly provides otherwise, the Principal may give any direction to the Consultant either in writing or orally followed by written confirmation as soon as practicable.

2.11 NOTICES

2.11.1 Address

Where any notice, direction, request or other communication is to be given in writing pursuant to this Contract, service thereof shall be effected by its delivery by hand, electronically or being sent by prepaid post as follows:

- (a) If given to the Principal, signed by the Consultant and addressed to the Principal at the address set out in the Annexure as the address for service on the Principal or as otherwise notified by the Principal; and

- (b) If given by the Principal, signed by the Principal and addressed to the Consultant at the address set out in the Contract as the address for service on the Consultant or as otherwise notified by the Consultant.

2.11.2 Effective Date of Service

Service of any notice, direction, request or other communication pursuant to the above sub-clause shall be deemed to have been given or made when delivered personally at the time of such delivery or when posted as provided under the above sub-clause three (3) working days after the posting of the notice, direction, request or other communication, or when delivered by electronic transmission, on production of a transmission report by the machine from which the notice was sent indicating that the notice sent electronically was received in its entirety at the recipient's machine.

2.12 CONFIDENTIALITY AND PUBLICITY

All information received or otherwise acquired by the Consultant under this Contract is deemed to be confidential and remains the property of the Principal.

The Consultant or its employees, agents, directors, partners, shareholders or sub-consultants shall not disclose to any third party, any information or documentation relating to the Principal, the affairs of 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 or disclosure of such information or documentation.

The Consultant shall not divulge any information regarding the Contract or the nature or progress of the Services or engage in any publicity concerning the Contract or the Services unless it first obtains the written consent of the Principal.

Should the Consultant wish to submit any of the work produced under the Contract for publication in journals, exhibitions or entry for awards, prior written approval must be obtained from the Principal by submitting for decision full details of the material to be published. In giving written consent the Principal may impose such terms and conditions as it thinks fit.

Should the Principal publicise the work, it will acknowledge the contribution made by the Consultant unless such acknowledgment is impracticable, in which case the Consultant shall be advised accordingly.

2.13 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.

2.14 LOCAL DEVELOPMENT

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

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

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

2.15 PERFORMANCE PLAN (QUALITY ASSURANCE)

Where it has been specified in the Annexure that a Performance Plan is required, the Consultant will establish, document, implement and maintain a Performance Plan and associated procedures "the Plan" throughout the course of the Contract.

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

The Consultant shall provide the Principal with reasonable access to all premises, personnel and documents necessary to permit the effective auditing of the Consultant's performance in accordance with the nominated standard.

2.16 INDEMNITIES

The Consultant 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 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 Consultant 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 Consultant in connection with the carrying out of the Services.

2.17 INSURANCES

2.17.1 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 Consultant shall take out and shall maintain for the duration of the Contract appropriate Workers Compensation insurance cover for all workers employed by the Consultant. 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.

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

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

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

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

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

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

2.17.2 Public Liability

Before commencing the Services, the Consultant 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 Consultant under other provisions of the Contract.

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

2.17.3 Professional Indemnity

Before commencing the Services, the Consultant shall take out, and shall maintain during the currency of the Contract a Professional Indemnity Insurance policy for an amount not less than the sum stated in the Annexure.

The Consultant 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 Consultant in respect of all liabilities arising out of this Contract. The Consultant's liability to the Principal shall not be limited or otherwise affected by the terms of any such insurance policy.

2.17.4 Insurance of Documents

Until all original documents are finally delivered to the Principal, all risks whatsoever connected with the total or partial loss of the documents shall be the responsibility of the Consultant. The Consultant shall ensure that this responsibility is met at all times by an appropriate Insurance Policy.

2.17.5 Lodgement of Certificates of Currency

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

2.18 DOCUMENTS

2.18.1 Ownership and Custody

The property in all documents produced under the Contract, including title thereto and all Intellectual Property therein shall vest upon their creation in the Principal. Upon completion of the Services, the Consultant shall deliver to the Principal the originals and all copies and reproductions of all documents required by the Principal.

The Principal may re-use the documents prepared by the Consultant without payment or any additional fee or royalty to the Consultant provided that:

- (a) the Consultant's name is eliminated from the documents;
- (b) no costs or charges are borne by the Consultant, and
- (c) the Consultant is indemnified by the Principal against any liability for loss or damage resulting from any error or omission in the documents with respect to any such reuse of documents.

Unless otherwise instructed by the Principal, all manuals, standard drawings, computer programs and other documents supplied to the Consultant for reproduction or guidance during the course of the Contract shall be returned to the Principal by the Consultant upon termination or completion of the Contract.

2.18.2 Warranty and Indemnity

The Consultant warrants that any Intellectual Property embodied in or used in connection with work under the Contract is the sole property of the Consultant or the Consultant is legally entitled to use same for the performance of the Services.

The Consultant shall indemnify and at all times keep the Principal indemnified against any action, claim, suit or demand, including a claim, suit or demand for or liability to pay compensation or damages and costs or expenses associated therewith:

- (a) under Part VII of the *Copyright Act 1968* or Part XIV of the *Patents Act 1952* in respect of the use or exercise of any letters patent or copyright; or
- (b) for any infringement or alleged infringement of letters patent, trademark, design, copyright or other protected rights, in respect of any equipment, software, machinery, plant, material or thing, system or method of using, fixing, working or arrangements used or fixed or supplied by the Consultant (hereinafter collectively referred to as "the equipment") but such indemnity shall not cover any use of any of the equipment otherwise than in accordance with the Contract.

2.18.3 Intellectual Property in Material Supplied by the Principal

Intellectual Property in all manuals, standard drawings, computer programs and other information supplied to the Consultant for reproduction or guidance in relation to the Services remains vested in the Principal. This information may not be used or reproduced for any other purpose without the prior written approval of the Principal.

2.18.4 Patents

Without limiting the generality of sub clause titled Ownership and Custody, any patentable inventions or processes arising in the course of, or out of the Contract are the property of the Principal and the Consultant will on demand execute such notices, waivers or assignments as may be necessary to enable the Principal to register patents.

If any analysis, design, process or construction proposed by the Consultant involves, or might involve the payment of royalties, fees or licence fees, the Consultant shall notify the Principal in writing. Unless the Principal approves in writing of the proposal, the Consultant shall amend its proposal so that such payments are avoided.

Where any document, procedure, design or patentable work is produced as a consequence of an original or unique concept of the Consultant, the Principal may agree that the copyright or patent may vest in the Consultant or be vested jointly in the Consultant and the Principal on agreed terms.

2.19 TIME FOR COMPLETION

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

2.20 SERVICES AND DUTIES

2.20.1 Program

The Consultant shall, within the time stipulated in the Contract, submit for the Principal's agreement a program for the delivery of the Services to meet the completion date or dates stated in the Annexure.

The program shall be in a form appropriate to the Services and acceptable to the Principal and may:

- (a) indicate the interdependencies of each component part of the Services;
- (b) allow appropriate periods for the review by the Principal of documents to be produced by the Consultant;
- (c) clearly indicate any allowances made in the program for delays to the provision of the Services or any component parts of the Services outside the Consultant's control; and
- (d) include a separate time line for each discrete component of the Services and a completion date for each of those components.

During the Contract, the Consultant shall progressively make the necessary adjustments to the program to ensure each stated completion date is achieved. If the Consultant at any time believes that the Consultant may be unable to meet a completion date for any reason, the Consultant shall notify the Principal in writing and state the remedial action necessary to achieve the completion date.

If the Principal considers that the Consultant may not meet a completion date, it may notify the Consultant and require the Consultant to notify within a reasonable time specified in the notice what remedial action (if any) the Consultant proposes to take to ensure that the relevant completion date is met.

The Consultant shall submit reports to the Principal in an agreed format and at agreed intervals as to the progress of the Services. The Consultant shall attend progress review and co-ordination meetings in accordance with the requirements of the Principal and at a location specified by the Principal and shall attend any other meetings, which are desirable to ensure the proper and effective provision of the Services by the Consultant.

The Principal may direct the Consultant to deviate from the current program provided by the Consultant. The Consultant shall be entitled to recover any extra costs and expenses incurred by it as a consequence of any deviation directed by the Principal under clause titled Directions by the Principal only if the deviation is required for the convenience of the Principal or the deviation is due to a cause outside the reasonable control of the Consultant.

2.20.2 Compliance with Laws

The Consultant shall take due care that all documents comply with all relevant Laws and shall, as far as practicable, obtain all necessary approvals necessary for the project or that part of the project to which the Services relates to be provided by the Consultant under this Contract.

The Consultant shall promptly notify the Principal in writing should the requirements of the Project or that part of the Project to which this work relates, conflict with any Laws or if any necessary approvals have not been obtained.

The obligations under this sub-clause shall not apply if a failure to obtain a necessary approval is due to an act, default or omission on the part of the Principal or the Principal's Representative.

2.20.3 Checking, Signing and Certification

All documents prepared under the Contract shall be signed by the Consultant to certify that the documents have been prepared by competent staff and have been checked and approved for accuracy, compliance with relevant Laws, the requirements of the Contract and coordination with related documents.

The Consultant shall coordinate all documents provided or to be provided by a sub-consultant, with documents generated by the Consultant under the Contract.

The Consultant is not required to check standard documents provided by the Principal, but shall ensure that the standard documents are appropriate for their proposed use.

2.20.4 Corrections

Notwithstanding any reviews, approvals or directions undertaken or given by the Principal with respect to documents prepared under this Contract, any error, ambiguity or deficiency which subsequently becomes apparent and is referred to the Consultant for correction or clarification, shall be corrected or clarified by the Consultant to the satisfaction of the Principal.

The Consultant shall be entitled to an additional fee only where the correction or clarification arises from an act, default or omission of the Principal.

2.20.5 Project Cost Control

The Consultant shall employ appropriate cost control techniques such as outlined in the National Public Works Conference Cost Control Manual and follow forms and procedures as the Principal may direct in order to ensure that project cost limitations as stated in the Contract are not exceeded. Where, during the course of providing work under the Contract, circumstances put such cost limits at risk, the Consultant shall promptly advise the Principal and recommend remedial action for the Principal's determination.

Where the lowest conforming construction tender exceeds the project cost limitations, the Consultant shall review his documents, advise the Principal of the reasons for the excess and recommend remedial action for the Principal's determination.

The Consultant shall, on written request by the Principal, amend the documents prepared by him to achieve the stated project cost limitations. The Consultant shall only be entitled to an additional fee where the correction or clarification arises from a fault of the Principal.

2.20.6 Review of Work by Others

Where the Consultant is required to take over or develop work provided by or on behalf of the Principal, it shall review that work and notify the Principal in writing whether:

- (a) the work is satisfactory for use by the Consultant as to form and content; or
- (b) it is necessary for the Consultant to remedy deficiencies in the work before the work may be used for its intended purpose and shall specify the deficiencies and the remedial work necessary.

If the Consultant provides a written notice under this clause, and the Principal directs the Consultant to undertake remedial work, then the remedial work undertaken by the Consultant shall be valued as though a variation under the clause titled "Variations" and the sub-clauses titled "Corrections" and "Project Cost Control" under this clause.

2.21 FEES AND PAYMENT

2.21.1 Payment

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

The fee payable by the Principal to the Consultant for the provision of the Services shall be calculated on a percentage, Upper Limit, lump sum, or time charge basis or a combination of these, as specified in the Annexure.

Unless otherwise agreed, the Principal shall pay the fee payable to the Consultant under the Contract progressively.

The Consultant shall submit to the Principal during the Contract a claim for a progressive payment of the fee - "Progress Claim". The claim shall be in the form of a Tax invoice and shall include not less than the following details:

- (a) Details of the Services performed by the Consultant during the period to which the claim relates (the Claim Period).
- (b) The Consultant's estimate of the proportion of the fee payable to the Consultant by the Principal for Services provided during the Claim Period.
- (c) The basis on which the Consultant has calculated the proportion of the fee payable for the Claim Period.
- (d) Any adjustments to the fee properly due and payable to the Consultant in the Claim Period.
- (e) If the Consultant is claiming payment for costs and disbursements reimbursable to the Consultant under the Contract, any invoices or receipts necessary to substantiate that the Consultant has incurred the costs and disbursements claimed.
- (f) The Consultant shall notify the Principal of any matters which have arisen to the date of the claim which may affect the total fees payable under this Clause and, where practical provide an estimate of the amount thereof.

Within thirty (30) days of the date of receipt by the Principal of a Progress Claim, the Principal shall assess the claim and pay to the Consultant all amounts claimed by the Consultant that are, in the opinion of the Principal, properly due and payable to the Consultant under the Contract. The Consultant shall provide any further details in regard to the work upon request by the Principal.

The Principal may at any time after receipt of a Progress Claim and shall with the payment to the Consultant under this Clause, inform the Consultant of the reason for any difference between the Progress Claim and the sum which the Principal considers to be properly due and payable under the Contract for work under the Contract provided by the Consultant during the relevant Claim Period. The Principal reserves the right to recover any overpayment.

The making of a payment by the Principal under this clause shall not constitute an admission by the Principal that any Services, provided by the Consultant, conforms to the requirements of the Contract.

The Consultant'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 and details of any GST which the Consultant regards as payable on the contract value.

Unless otherwise provided for in the Contract, the fee and associated disbursements and expenses shall constitute the Consultant's sole remuneration for the Services and shall be deemed to include familiarisation and compliance with all the requirements, standards, procedures and instructions of the Principal.

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 Consultant 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.

2.21.2 Percentage Fee

Where the fee is payable on a percentage basis, the Services shall be carried out in stages and with the respective fee percentages applying to each stage as stated in the Contract.

The fee applying to each pre-construction stage shall be calculated at the conclusion of each stage, by applying the applicable fee percentage to the current estimated tender price relative to the Services. For the purpose of fee calculation, the estimated tender price shall exclude locality loadings and allowances made for cost adjustments during the construction period, provisional sums and other costs of work for which the Consultant has not provided a design or documentation service.

The fee applying to the construction stage shall be calculated at the conclusion of construction by applying the applicable fee percentage to the final contract value relative to the Services. For the purpose of fee calculation, the final contract value shall include payments made for cost adjustments, the value of approved contract variations and the final contract value of provisional sums on which the Consultant has provided a contract administration service. It shall exclude any locality loading and payments made for prolongation and delay costs.

However, if the Consultant has been required to provide additional services or has incurred additional costs due to prolongation or delay of the Services, the Consultant is entitled to additional payments on a cost recovery basis. In such a case the Consultant shall submit a detailed claim for the Principal's consideration.

2.21.3 Upper Limit Estimate

Where the fee is payable on the basis of an upper limit estimate or fixed price comprising professional fees, disbursements and expenses will be specified in the Contract.

During the execution of the Contract should the anticipated costs exceed the upper limit estimate or fixed price the Consultant must seek the approval of the Principal for variation to the upper limit or fixed price before proceeding.

2.21.4 Lump Sum Fee

Where the fee is payable on a lump sum basis, the fee shall be the lump sum stated in the Contract and shall not be adjusted except as provided for in the clause titled "Variations".

2.21.5 Time Charge Fee

Where the fee is payable on a time charge basis, the remunerative rate payable by the Principal in respect of any person engaged by the Consultant to perform the Services shall be relative to the level of the task performed by that person as set out in the Contract.

Hourly rates shall be applicable only to the Consultant's professional, technical and drafting staff, and no payment shall be made, unless otherwise agreed, in respect of time spent on the Services by support staff including managerial and administration staff, inexperienced students and typists, as due allowance for such staff shall be incorporated in the overhead loading included in the agreed hourly rates.

The Consultant shall keep accurate time sheets to substantiate any fee claims based on a time charge basis.

2.21.6 Disbursements and Expenses

Where not already included in the negotiated fee, the Consultant shall be reimbursed for disbursements and expenses as have been reasonably and properly incurred in performing the Services. Such expenses must have the prior approval of the Principal and shall be limited to the following:

- (a) Travelling time allowance, where applicable, shall be paid at the appropriate hourly rate for the time spent in travelling, where the Consultant actually pays such an allowance.
- (b) Accommodation and meals shall be reimbursed at current allowances payable to officers of the Principal.
- (c) Car allowances shall be paid per kilometre in accordance with the current Australian Taxation Office rates.
- (d) Fares for travel by means of public transport shall be reimbursed at actual costs except for travel by air, which shall be limited to the cost of economy class fares.

- (e) Unless provided otherwise in the Contract, the cost of reproducing final documents in quantity where directed by the Principal, shall be reimbursed at commercial rates agreed in advance.
- (f) The cost of reproducing documents in small quantities for periodic reviews will not be reimbursed.
- (g) The cost of other approved expenses shall be reimbursed at cost.

The Consultant shall submit a claim for such authorised expenses and disbursements and provide the Principal with evidence of those costs.

Expenses associated with visiting sites or attending meetings within a 50 kilometre radius from the Consultant's office shall not be reimbursed.

Unless provided otherwise in the Contract, the cost of computer time shall not be reimbursed.

2.22 VARIATIONS

The Principal may, by written notice during the currency of the Contract, direct or permit the Consultant to vary the scope or nature of the Services including the program without prejudice to the Contract. Any resultant adjustment to the fee payable to the Consultant shall be negotiated and agreed by the parties.

2.23 TRANSFER OR ASSIGNMENT

The Consultant shall not, without the prior written approval of the Principal and except on such terms and conditions as are determined in writing by the Principal, transfer, assign, mortgage, charge or encumber all or any part of the Services or any benefit or monies or interest thereunder. Such consent shall not be unreasonably withheld.

2.24 SUBLETTING

Unless specifically provided for in the Contract, the Consultant shall not sublet any part of work under the Contract without the prior written approval of the Principal. Such approval shall not be unreasonably withheld.

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

2.25 PERFORMANCE REPORT

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

- (a) The Principal will prepare a Performance Report ("the Report");
- (b) The Principal shall liaise with the Consultant in completing the Report although the Principal reserves the ultimate right to complete the Report (other than the Consultant's comments); and
- (c) The Principal may release the Report to any other NT Government Agency for evaluation of the Consultant's performance in the assessment of future tenders.

The Consultant agrees that neither the Consultant nor any other persona 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.

2.26 DISPUTES

2.26.1 Continuation of Work during Disputes

During disputes and until such time that work under the Contract are completed, the Consultant shall at all times continue to fulfil its obligations under the Contract and comply with all directions given to it by the Principal in accordance with the provision of the Contract, provided that such directions do not touch upon the subject matter of the dispute in respect of which written notice has been given in accordance with the following sub-clause.

2.26.2 Procedures for Resolution of Disputes

The Consultant 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's Representative for decision and the Principal's Representative shall as soon as practicable thereafter give a decision in writing to the Consultant.

If the Consultant is dissatisfied with the decision of the Principal's Representative, the Consultant may, not later than fourteen (14) days after the decision is given, refer the matter to the Principal who shall appoint an appropriate person (as so determined by the Principal) to hear the matter. That person shall, as soon as practicable thereafter, give a decision in writing to the Consultant.

If the Consultant is dissatisfied with the decision of the Appropriate Person, the Consultant 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 http://www.nt.gov.au/dbe/procurement_policy/conditions_contract/index.html

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.

2.27 TERMINATION, SUSPENSION AND DEFERMENT OF THE CONTRACT

2.27.1 Termination by Mutual Agreement

The Contract may be terminated at any time by mutual agreement between the Principal and the Consultant or by either party giving fourteen (14) days notice to the other party. Termination shall be without prejudice to any claim, which either party may have against the other arising out of any negligent act or omission prior to the date of termination.

Upon termination, the Consultant shall provide the Principal with all documents produced up to the date of termination regardless of their stage of completion.

2.27.2 Termination due to Default

The Principal may terminate the Contract if the Consultant:

- (a) commits any serious breach or persistent breach either expressly or implicitly of the Contract;
- (b) is guilty of any grave misconduct or any wilful neglect in the discharge of its duties;
- (c) make any assignment or arrangement or composition with, or for the benefit of its creditors;
- (d) is guilty of any inefficiency, misbehaviour, incompetence, negligence or carelessness in accordance with its obligations under the Contract;
- (e) is unable to provide acceptable replacement personnel;
- (f) if circumstances arise as described in the clause titled "Conflict of Interest".

Where the Principal gives notice in accordance with this sub clause then the Contract shall terminate immediately with effect from the date of the service of such notice.

2.27.3 Change in Constitution of Consultant

Where the financial position of the Consultant materially changes or where the Consultant, being a partnership, company, consortium or other composite body, undergoes a change in its structure which shall, in the opinion of the Principal, limit the capacity of the Consultant to provide work under the Contract, or precludes the Consultant from providing the Services in accordance with the Contract, the Principal may terminate the Contract.

2.27.4 Incapacitation of Consultant

Where the Consultant, due to circumstances beyond his control such as retirement, death, physical or mental injury, is in the opinion of the Principal rendered incapable of completing the Services, the Principal may terminate the Contract without prejudice to the accrued rights of either party in relation to the other.

2.27.5 Suspension and Deferment

The Principal may, at any time by written notice to the Consultant, suspend or defer all or any part of the Services. Upon such suspension or deferment, the Consultant shall be entitled to payment of those fees and expenses, which have been properly accrued under the Contract up to the effective date of suspension or deferment.

2.27.6 Fee Entitlement upon Termination

If the Principal terminates the Contract for any reason other than default by the Consultant, the Principal shall pay to the Consultant a fair and reasonable fee for the Services as at the date of termination together with reimbursement for any expenses reasonably incurred by the Consultant in contemplation of it's carrying out the balance of the Services.

If the Principal terminates the Contract as a result of default by the Consultant or the Consultant terminates the Contract for any reason other than default by the Principal, the Consultant shall be liable for any extra cost incurred by the Principal in obtaining completion of any unfinished Services.

2.28 GOODS AND SERVICES TAX

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

- 'GST'** means any tax imposed on Supplies 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' '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:
"Entity" shall also mean Consultant;
"Recipient" shall also mean Principal;
"Supplies" 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 Consultant 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.

2.29 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 Consultant 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 Consultant were a public sector organisation.

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

CONDITIONS OF CONTRACT

The Consultant 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 Consultant is to immediately notify the Principal where it becomes aware that a disclosure of Personal Information may be required by law.

The Consultant is to ensure that any employees, agents or sub-consultants, and any other person who may have access to Personal Information held by the Consultant, are aware of the obligations of the Consultant 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 Consultant 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 Consultant 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 Consultant acknowledges that individuals have the right to request access to, or correction of, the Personal Information held about them.

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

The Consultant 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 Consultant under this Contract.

When this Contract expires or is terminated, the Consultant 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.