

Recovery and Development Agency Quick Contracting Invitation to Tender



BOOKLET 2

CONDITIONS OF CONTRACT

CONTRACT FOR THE

SUPPLY AND INSTALLATION OF SEA MARKERS



Supply

Short Contract

A contract between
.....
.....
and
.....
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for
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Contents	Page
Contract Forms	
Contract Data	2
The <i>Supplier's</i> Offer	4
The <i>Purchaser's</i> Acceptance	4
Price Schedule	5
Goods Information	6
Conditions of Contract	CC1

Notes about this contract are printed in boxes like this one. They are not part of the contract. Further guidance is provided in the NEC3 Supply Short Contract Guidance Notes.

Contract Data

The *Purchaser* is

Name
 Address
 Telephone
 E-mail address

The *Purchaser* requires the *Supplier* to Provide the Goods when instructed by
 Batch Order Yes / No (delete as appropriate)

The *goods* are
 The *law of the contract* is
 The *period for reply* is weeks.
 The *starting date* is
 The *delivery date* is

If the *goods* are instructed by Batch Order enter here 'The *delivery date* is identified in the Batch Order'.

The *premises* are
 The period for the correction of
 Defects after Delivery is weeks.
 The *defects date* is weeks after Delivery.
 The *delay damages* are per day.

If the *goods* are instructed by Batch Order enter a *delay damages* amount appropriate to the quantity or use of the goods in the Batch.

The *assessment day* is the of each month.
 If the *goods* are instructed by
 Batch Order
 the *batch order interval* is
 the *end date* is
 the quantity range of *goods* in
 a batch is from to

Contract Data

The Adjudicator is

Name
Address
Telephone
E-mail address

The interest rate on late payment is % per complete week of delay.

Enter a rate only if a rate less than 0.5% per week of delay has been agreed.

The Supplier’s liability to the Purchaser for indirect or consequential loss, including loss of profit, revenue and goodwill is limited to

The Supplier is not liable to the Purchaser for loss of or damage to the Purchaser’s property in excess of for any one event.

The Purchaser provides this insurance

Only enter details here if the Purchaser is to provide insurance.

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The Adjudicator nominating body is

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The tribunal is

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If the tribunal is arbitration, the arbitration procedure is

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The conditions of contract are the NEC3 Supply Short Contract April 2013 and the following additional conditions

Only enter details here if additional conditions are required.

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The Supplier's Offer

The Supplier is

Name
Address
.....
Telephone
E-mail address

The percentage for overheads and profit added to Defined Cost is %.

The Supplier offers to Provide the Goods in accordance with the conditions of contract for an amount to be determined in accordance with the conditions of contract.

The offered total of the Prices is

Enter the total of the Prices from the Price Schedule.

Signed on behalf of the Supplier

Name
Position
Signature Date

The Purchaser's Acceptance

The Purchaser accepts the Supplier's Offer to Provide the Goods

Signed on behalf of the Purchaser

Name
Position
Signature Date

Price Schedule

Entries in the first four columns of this Price Schedule are made either by the *Purchaser* or the tenderer. If the *Supplier* is to be paid an amount for the item which is not adjusted if the quantity of goods in the item changes, the tenderer enters the amount in the Price column only, the Unit, Quantity and Rate columns being left blank.

If the *Supplier* is to be paid an amount for the item of goods which is the rate for the goods multiplied by the quantity supplied, the tenderer enters a rate for each item and multiplies it by the Quantity to produce the Price, to be entered in the final column.

Item number	Description	Unit	Quantity	Rate	Price
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The total of the Prices

Goods Information

The Goods Information should be a complete and precise statement of the *Purchaser's* requirements. If it is incomplete or imprecise there is a risk that the *Supplier* will interpret it differently from the *Purchaser's* intention. Information describing the *Purchaser's* requirements for the supply of the *goods*, including the information to be provided by the *Supplier* in connection with the supply of the *goods*, should be stated in the section headed Supply requirements.

1 Description of the goods

Give a detailed description of what *goods* the *Supplier* is required to supply. This may include drawings. Give the information of the required quality standards, the tests and inspections required and any health and safety requirements.

2 Specifications

List the specifications that apply to this contract.

Title	Date or revision	Tick if publicly available

Goods Information

3 Constraints on how the *Supplier* Provides the Goods

State any constraints on how the *Supplier* is to provide the *goods* such as, any limits on subcontracting.

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4 Requirements for the programme

State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

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Goods Information

5 Services and other things provided by the Purchaser

Describe what the *Purchaser* will provide, in connection with the supply of the *goods*, such as transport, loading or unloading of the *goods*.

Item	Date by which it will be provided
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6 Supply requirements

State the information which describes the *Purchaser's* requirements (other than services he is to provide) in connection with the supply of the *goods* including the requirements for transport, the mode of transport and the loading and unloading of the *goods*.

State the delivery place, the hours of access to the delivery place and other information to be provided by the *Supplier* at the time of Delivery such as the delivery note, which notifies the actual delivery date. The information necessary for a purchase that involves international, cross border transactions should be stated here, such as export and import requirements of the Customs authorities.

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