

STAGE 2: Compiling the Contract (Post-tender)

TIPS

1 Prepare the execution copy of the [Contract](#)



- Open the MS Word version of the Contract prepared in Stage 1
- Type the Contractor's details into the Formal Instrument of Agreement
- Complete and update the balance of Annexure Part A
- Type any agreed changes to the contract terms which were negotiated with the successful tenderer (if any)*
- Convert this document to a PDF

Legal advice should be sought before making any changes to the Contract.

2 Finalise the [Scope of Works](#)



- Make any agreed changes to the scope, including by typing any agreed changes into the specifications or Principal's project requirements and amending or replacing any drawings
- Convert only the final revised specifications and drawings or Principal's project requirements into a PDF

Do not include any superseded or irrelevant documents into the Contract.

3 Finalise the balance of the [Annexures](#) to the Contract



- Make any agreed changes to the Contractor's methodology, then convert it to a PDF
- Make any agreed changes to the Price Schedule, then convert it to a PDF
- Make any agreed changes to the Contractor's Variation Rates, then convert it to a PDF
- Finalise and convert any other documents which Council wishes to form part of the Contract

If 'other documents' are to be inserted, then the effect of including them should be clearly detailed in the Contract or scope.

4 Compile the [Contract](#)



Using your preferred PDF program:

- In the construct only contract, replace the pages entitled 'Remove this page and insert drawings' and 'Remove this page and insert Specification' with the PDF copy of the drawings and specification
- In the design and construct contract, replace the page entitled 'Remove this page and insert Principal's project requirements' with the PDF copy of the Principal's project requirements
- In all documents, replace the pages entitled 'Remove this page and insert the Methodology', 'Remove this page and insert the Price Schedule', 'Remove this page and insert the Variation Rates' and 'Remove this page and insert other documents' with the PDF copies of those respective documents

Do not 'embed' any documents or attempt to 'copy and paste' the various parts of the document as this may corrupt the documents. Documents which are embedded may not be legally binding on the Contractor.