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| ***GUIDENOTE: [DELETE BEFORE PUBLISHING]**** ***Once the form has been completed, please convert to PDF before inserting into the Offer Pack.***
* ***To enable Hyperlinks: Go to File menu, select Save as, click down arrow for format type, scroll down and choose PDF***
* ***Please note printing to PDF will not enable the hyperlinks to work.***
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#### Disclaimer:

* *Information provided in this Notice to Offerors is intended to assist the Offeror in the preparation of the Offer and may not be inclusive of all the requirements of the Offer Documents.*
* *The Offeror shall not rely on this Notice to Tenderers.*
* *The Offeror shall ensure and satisfy itself that its Offer complies in every respect with the requirements of the Offer Documents.*
* *Notwithstanding any provision of the Offer Documents to the contrary, the information provided in this Notice to Offerors does not form part of the Offer Documents and it shall not alter any requirement of the Offer Documents or any obligation, liability or right of the Offeror or Client.*
* *The Client shall not be liable to the Offeror for any claim, demand, action, proceeding or suit arising out of or in connection with this Notice to Offerors or the provision of the information contained herein.*

### Invitation to Offer

The State of Queensland, through …………… invites you to submit an offer for:

|  |  |
| --- | --- |
| Project Name |  |
| Project Number |  |

### Changes to the Department’s suite of building contracts

Offerors should note that the Department of Energy and Public Works’ suite of building contracts have recently been amended in response to legislative and policy updates to the Ethical Supplier Threshold, the Ethical Supplier Mandate, the Best practice principles: Quality, safe workplaces under the Queensland Procurement Policy and the Queensland Government Supplier Code of Conduct.

Offerors’ attention is drawn to the following provisions of the Special Conditions of Contract, which have been amended from previous versions of the conditions of contract that may have been used for other Queensland Government projects, clauses 1, 14, 20, 29, 37, 39 and 41, and associated Tender Form Items and Contract Annexures.

Other minor general updates to the documents have also been undertaken at this time.

The above changes are not complete nor comprehensive and do not identify all changes that may exist between the Offer Documents and any previous versions, or similar documents. Offerors must not rely on the above and are required to refer to the Offer Documents to determine the conditions of contract for the project and the obligations, rights and liabilities of the parties set out therein. ***Offerors are responsible for familiarising themselves with the Offer Documents applicable to this Offer.***

Copies of the Government’s suite of building contracts are available at: <https://www.forgov.qld.gov.au/building-construction-and-maintenance-contract-templates>

Guidelines and additional information are available online regarding:

* the [Queensland Procurement Policy](https://www.epw.qld.gov.au/about/strategy/buy-qld), the [Ethical Supplier requirements](https://www.business.qld.gov.au/running-business/marketing-sales/tendering/supply-queensland-government/ethical-supplier-requirements) and the [Queensland Government Supplier Code of Conduct expectations](https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/procurement-policies-and-frameworks/queensland-government-supplier-code-of-conduct);
* the Queensland Government [Building Policy Framework](https://www.epw.qld.gov.au/about/initiatives/new-building-policy-framework) and [Prequalification (PQC) System](https://www.business.qld.gov.au/industries/building-property-development/building-construction/supply-queensland-government/prequalifying-major-projects/guidelines-resources);
* the [Queensland Government Building and Construction Training Policy](http://www.training.qld.gov.au/trainingpolicy);
* the [Project Trust Account](https://www.qbcc.qld.gov.au/project-trust-accounts/) framework;
* the [Queensland Charter for Local Content](http://www.dsdmip.qld.gov.au/charter).

### [Project specific Notice to Offerors section]

[Project Managers may insert other applicable sections as appropriate but must not include anything that is to be relied upon in the Contract as this document does not form a part of the Contract. Delete this section if not required]