

Requirements to be Executed by the Contractor



C7872

Contract Number:	
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When required	Requirement	Clause † reference	Amount	Forward to ±	Details
Before commencing work	Evidence of Insurances Employees	Cl. 20 & 21 GCoC	–	A	
Before commencing work	Prestart Conference	Cl. 4.2 GCoC	–	A	Contact the Administrator to arrange a Prestart Conference.
Prior to	Primary Security	Cl. 5.4 GCoC	\$ (excl. GST)	P1	A Bank Guarantee/Insurance Bond on the attached form is acceptable.
Prior to	Subcontractor Payment Security	Cl 5.4 GCoC	\$ (excl. GST)	P1	A Bank Guarantee/Insurance Bond on the attached form is acceptable.
Prior to	Contract Plan	Cl. 33.3 GCoC	–	A	
Prior to	Construction Program	Cl. 33.4 GCoC	–	A	
Prior to	Traffic Management Plan	Cl. 15.5 GCoC	–	A	
Prior to	Quality Plan	Cl. 30.3 GCoC	–	A	
Prior to	Environmental Management Plan	Cl. 15.7 GCoC	–	A	
Prior to	Work Health & Safety Management Plan	Cl. 15.3 GCoC	–	A	
Prior to	Community Liaison Plan	Cl. 15.6 GCoC	–	A	
Prior to	Training Requirements	Cl. 29.3 GCoC	–	–	
Prior to	Severe Weather Management Plan	Cl. 16.2 GCoC	–	A	
Prior to submission of first Payment claim	Retention Security	Cl. 5.3 GCoC	\$ (excl. GST)	P1	A Bank Guarantee on the attached form is acceptable. Alternatively, Retention Monies will be withheld from each Payment Claim.

Requirements to be Executed by the Contractor



C7872

Contract Number:	
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When required	Requirement	Clause † reference	Amount	Forward to ±	Details
Within 10 business days after receipt from the Principal	Formal Instrument of Agreement	Cl. 6.2 GCoC	–	P1	Prior to [type here] , Principal will forward three hard copies of the Formal Instrument of Agreement for execution. Contract documents will be provided electronically.

† GCoC = General Conditions of Contract (Volume 1 of Tender Documents)
 Brief = (Volume 2 of Tender Documents)

± Forwarding Addresses:

P1 Manager (Contracts) Prequalification & Contracts Unit, Program Delivery Management Department of Transport & Main Roads GPO Box 1549 Brisbane Qld 4001	PD Principal's Delegate Regional Director [Insert address]	Administrator [Insert address]
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Authorisation		
Name/Position	Signature	Date
Manager (Contracts)		