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| Annexure A |
| Form of Purchase Order |

1. **Agreement for the Supply of End User Computing   
   Purchase Order Form**

**Part One - Required Information**

[*Note: The information in this Part One must be completed.*]

**Purchaser details:**

|  |  |
| --- | --- |
| Name |  |
| ABN (if applicable) |  |
| Address |  |
| Notice Details | address:  email:  attention: |

**Supplier details:**

|  |  |
| --- | --- |
| Name |  |
| ABN |  |
| Address |  |

|  |  |
| --- | --- |
| **Purchase Order number** | [*insert PO number*] |
| **Customer Service Agreement** | [*Insert details of Customer Service Agreement (if any).*] |

**Goods and/or Services**

**Goods:**

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Required Goods | Quantity of Goods | Time for Delivery | Delivery Point |
| [*List each item of the required Goods by reference to the SPC Equipment and Services Catalogue*] | [*Insert required quantity of each item of Goods*] | [*Insert Time for Delivery of the item of Goods.*] | [*Specify location or address to which the item of Goods are to be delivered*] |
|  |  |  |  |
|  |  |  |  |

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| --- | --- |
| Liquidated damages | [*Specify the amount (rate) of liquidated damages that will be payable by the Supplier for every day after the Time for Delivery (or any revised Time for Delivery) by which the delivery of the Goods remains outstanding.*] |

**Services:**

The Services consist of:

* where a Customer Service Agreement has been executed, all services listed in the SPC Equipment and Services Catalogue, as varied by the Customer Service Agreement; or
* where no Customer Service Agreement has been executed, all services listed in the SPC Equipment and Services Catalogue, including the options below:

|  |  |  |
| --- | --- | --- |
| Catalogue Reference | Description of Services  *[Insert details of Services as required, unless already agreed in Customer Service Agreement in which case leave blank]* | Required? |
| 4.1.1 | Pre-Delivery Labelling | Yes/No |
| 4.1.2 and 4.19 | Pre-Delivery Imaging (Desktops and Notebooks only) | Yes/No |
| 4.2.3 | New Equipment Storage | Yes/No |
| 4.3 | Installation Services: *(select one option)* |  |
| * Basic Installation | Yes/No |
| * Extended Installation | Yes/No |

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| Catalogue Reference | Description of Services  *[Insert details of Services as required, unless already agreed in Customer Service Agreement in which case leave blank]* | Required? |
| 4.4 and 4.8 | Warranty Services: *(select either Business Hours or 24 x 7 support and other options as required)* |  |
| * Warranty Services - Business Hours (8am - 6pm on Business Days) | Yes/No |
| * Warranty Services - 24 x 7 | Yes/No |
| * Equipment Data Transfer Service | Yes/No |
| * Extended Warranty Service Provision | Yes/No |
| 4.6 | Retention of Storage Devices | Yes/No |
| 4.21 | Insurance | Yes/No |

**Request for Quote**

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| [*Specify whether the Supplier must provide a quotation for provision of:*  *- the requested Goods and/or Services specified above (and as listed in the SPC Equipment and Services Catalogue), including any discount or reduction to the Unit Price for those Goods and/or Services); or*  *- any other End User Computing goods and/or services not listed in the SPC Equipment and Services Catalogue.*  *If a quote is requested, a Purchase Order Contract will be formed upon the Purchaser’s acceptance of the quote.*  *If a quote is not requested (and/or this box is left blank), a Purchase Order Contract will be formed upon receipt of this Purchase Order by the Supplier.*] |

**Payment Details:**

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| Address for invoices:  [*Specify the address to which invoices must be sent.*] |
| Method of payment:  [*Insert details on the manner in which invoices must be paid, for example: cheque, EFT or Corporate Credit Card*.] |

**Part Two - Additional Information**

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| Clauses 5.3(a)(v), 10(b)(viii) and 16 – Standards, policies and procedures (including security requirements) | As set out in the Schedule 1 to this Purchase Order.  [*If Schedule 1 is left blank, no additional standards, policies and procedures will apply beyond those set out in the Agreement.*] | |
| Clause 9.2 – Exclusions from Unit Prices (Goods) | *[Specify if the Unit Prices for the Goods to be delivered by the Supplier exclude any costs for packaging, transport, insurance, loading, unloading and storage, up to the point of delivery of the Goods (including unloading of the Goods at the Delivery Point). If left blank, none of these exclusions will apply and the Unit Prices will be inclusive of all packaging, transport, insurance, loading, unloading and storage costs.]* | |
| Clause 9.2 – Exclusions from Unit Prices (Services) | [*Insert details of any additional amounts payable for the provision of the Services. If left, blank, the Unit Prices for the Services will be the only amount payable.*] | |
| Clause 10.7 – Financing | [*Specify whether the Goods and/or Services are to be financed. If left blank, the Goods will not be subject to a finance arrangement.*] | |
| Clause 12.1 – Date of Acceptance | [*Specify date of Acceptance for Goods and/or Services. If left blank, the date of Acceptance will be the Time for Delivery unless Acceptance Testing applies (see below).*] | |
| Clause 12.1 – Partial Delivery | [*Specify whether partial delivery of the Goods and/or Services is acceptable*. *If left blank, partial delivery is not acceptable*] | |
| Clause 12.2 – Acceptance Tests | Acceptance Testing applies / does not apply *[delete as applicable]*  If Acceptance Tests are applicable, as indicated above:   * the Acceptance Tests are as set out in Schedule 2 to this Purchase Order; and * Acceptance will occur on the date the Acceptance Tests have been successfully completed in accordance with the requirements for Acceptance testing as specified in clause 12 and this Purchase Order. | |
| Clause 13 – Extended Warranty Period | [*Specify the duration of the Extended Warranty Period (if any) for the Goods based on applicable Specifications.*] | |
| Goods | Extended Warranty Period |
|  |  |
|  |  |
|  |  |
| Clause 13 – Commencement of Warranty Period | *[Specify the date on which the Warranty Period for Goods commences. If left blank, the Warranty Period will commence on upon Acceptance.]* | |
| Clause 15.1(b)(iii)(B) - Fitness for purpose warranty | *[Specify particular purpose for which Goods will be used for the purpose of the Supplier's warranty. If left blank, the purpose for which the Goods would ordinarily be used will apply.]* | |

**Schedule 1 to Purchase Order**

**Applicable Standards, Policies and Procedures**

**Part One - Standards**

*[Specify any Australian, New Zealand or other international standards which apply to the Supplier’s provision of the Goods and/or Services.]*

**Part Two – Policies and Procedures**

*[List any applicable government policies and procedures that the Supplier must comply with in providing the Goods and/or Services. This may include policies relating to access to the Purchaser's premises (OHS, conduct, etc.), security requirements and applicable IT standards (change management etc).]*

**Schedule 2 to Purchase Order**

**Acceptance Testing**

**Part A – Acceptance Tests**

*[Insert details of the Acceptance Test procedures that must be conducted by the Supplier.]*

**Part B – Certificate of Completion and Acceptance**

*[Where Acceptance Test procedures are specified in Part A above, insert the Certificate of Completion and Acceptance, which must:*

* *state that the Goods and/or Services have been tested in accordance with, and meet, the Services Description or Specifications (as applicable) and any specified criteria for those Goods and/or Services;*
* *indicate the actual date of completion;*
* *unless otherwise specified in this Purchase Order, enclose a written Acceptance Test report specifying a summary of the Acceptance Tests conducted and the results of those Tests; and*
* *be signed by an Authorised Representative of the Purchaser.]*