Government Model Contract-Lite

User instructions:

Click or tap on light grey text to fill out the form

Delete blue (instruction) text when finished

| Short name for Contract Add Contract reference if applicable |
| --- |

## The Parties

| **The Buyer** Insert the Buyer’s full legal name and New Zealand Business Number |
| --- |
| Insert the business address |

and

| **The Supplier** Insert the Supplier’s full legal name (NZBN Insert New Zealand Business Number of the Supplier) |
| --- |
| Insert address |

## Agreement

The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.

| Description | Delivery date | Specific Standards (if any) | Price (exc GST) |
| --- | --- | --- | --- |
| Add a short description of the goods and/or services | Select delivery date | Add any standards that will apply to this contract | $Add price excluding GST and including all expenses |

|  |  |
| --- | --- |
| **Invoice and payment** | The Supplier will invoice the Buyer for the goods and/or services Choose an item.  If delivery of the goods and/or services has been satisfactory and the Buyer receives a valid tax invoice: Choose an item. |
| **Start date** | This contract will start on Insert date. |
| **End date** | This contract will end on the date when all goods and/or services (as applicable) have been delivered or performed to the required standard and the tax invoice has been paid by the Buyer, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving 5 business days’ notice. |
| **Standards** | FOR SERVICES: (as applicable) The Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any).  FOR GOODS: (as applicable) All conditions and warranties under the Sale of Goods Act 1908 apply to the supply of goods under this contract.  The Supplier must comply with the *Supplier Code of Conduct* issued by the Procurement Functional Leader (see procurement.govt.nz). |
| **Resolving disputes** | The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute. |
| **Law** | This contract will be governed and interpreted in accordance with New Zealand law. |

| Signed for and on behalf of the Buyer: | **Signed for and on behalf of the Supplier**: |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |

| Name: | Insert name | **Name:** | Insert name |
| --- | --- | --- | --- |
| Position: | Insert position | **Position:** | Insert position |
| Date: | Select date | **Date** | Select date |