

# Short Contract

A contract between Higher Education Funding Council UK (HEFCE).  
Nicholson House, Lime Kiln Close, Stoke Gifford, Bristol BS34 8SR  
.....  
and .....  
.....  
for The Fit-Out of Dominions House (DHARP).  
Lime Kiln Close, Stoke Gifford, Bristol BS34 8SR

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# Contract Data

The *Employer* is

Name HEFCE .....  
Address HEFCE, Nicholson House, Lime Kiln Close, Stoke Gifford, Bristol BS34 8SR  
Telephone Telephone: 0117 931 7317

.....  
.....

Name If the *Employer* appoints an *Employer's Agent*, the *Employer's Agent* is  
Address .N/A .....  
Telephone .....  
E-mail address .....

The authority of the *Employer's Agent* is

N/A.....

The *service* is Dominions House (DHARP) Fit - Out .....

The *starting date* is 22/12/2017 .....

The *service period* is 4 months approx. .... months.

The *period for reply* is 4 weeks. .... weeks.

The *assessment day* is the 30<sup>th</sup> ..... of each month.

Does the United Kingdom Housing Grants, Construction and  
Regeneration Act (1996) apply? No

# Contract Data

The *Adjudicator* is

Name RICS Uk **Keith Low MRICS**

Address Bristol & Bath

Telephone +44 (0)1179 848 416 or RICS UK +44 (0)24 7686 8555 .....

E-mail address [drs@rics.org](mailto:drs@rics.org)

The interest rate on late Completion is £4,748.00 (Four Thousand seven hundred and forty eight pounds) per complete week of delay.

| Insert a rate only if a rate less than 0.5% per week of delay has been agreed. |

The *Contractor* is liable to the *Employer* for loss of or damage to the *Employer's*

property of up to £10,000,000.00. (10 million pounds) ..... for any one event.  
.....

The  
*Employer*  
provides this  
insurance

Only enter details here if the *Employer* is to provide insurance.

N/A

The minimum amount of cover for the first insurance stated in the

Insurance Table is £5,000,000.00. (5 Million Pounds Contractors Liability Insurance) .....

The minimum amount of cover for the third insurance stated in the

Insurance Table is £5,000,000.00 (5 Million Pounds Contractors Defects liability) .....

The minimum amount of cover for the fourth insurance stated in the

Insurance Table is £5,000,000.00 (5 Million contractors liability for indirect consequential loss) ..

The minimum amount of cover for the fifth insurance stated in the

Insurance Table is £10,000,000.00 (10 Million contractors total liability) ..

The *Adjudicator nominating body* is RICS UK. ....  
Arbitration RICS UK. ....

The *tribunal* is .....

If the *tribunal* is  
arbitration,  
the arbitration  
procedure is

The *conditions of contract* are the NEC3 Term Service Short Contract April 2013 and the following additional conditions Only enter details here if additional conditions .

# The Contractor's Offer

The Contractor is

Name .....

Address .....

.....

Telephone .....

E-mail address .....

The percentage for overheads and profit added to the Defined Cost for people is ..... %.

The percentage for overheads and profit added to other Defined Cost is ..... %.

The Contractor offers to Provide the Service in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*.

The offered total of the Prices for .....  
part of the service in Part 1 of the  
Price List is

The offered total of the Prices for .....  
part of the service in Part 2 of the  
Price List is

Signed on behalf of the Contractor

Name .....

Position .....

Signature ..... Date .....

# The Employer's Acceptance

The Employer accepts the Contractor's Offer to Provide the Service

Signed on behalf of the Employer

Name .....

Position .....

Signature ..... Date .....

Item number	Description	Unit	Quantity	Rate	Price
	As per ITQ				
The total of the Prices for Part 1					
PART 2					
Item number	Description	Unit	Quantity	Rate	Price
	As per ITQ				
The total of the Prices for Part 2					

## Service Information

The Service Information should be a complete and precise statement of the *Employer's* requirements. If it is incomplete or imprecise there is a risk that the *Contractor* will interpret it differently from the *Employer's* intention. The Service Information should state clearly the part of the *service* which is to be carried out by the *Contractor* and which does not require the *Employer* to issue a Task Order. This part of the *service* is priced in Part 1 of the Price List. Information provided by the *Contractor* should be listed in the Service Information only if the *Employer* is satisfied that it is required, is part of a complete statement of the *Employer's* requirements and is consistent with the other parts of the Service Information.

### 1 Description of the *service*

As per ITQ

### 2 Specifications

Title	Date or revision	Tick if publicly available
As per ITQ		

## Service Information

### 3 Constraints on how the *Contractor* Provides the Service

State any constraints on the sequence and timing of work and on the methods and conduct of work including the requirements for any work by the *Employer*.

As per ITQ

### 4 Requirements for the plan

State whether a plan is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

As per ITQ

## Service Information

### 5 Services and other things provided by the *Employer*

Describe what the *Employer* will provide, such as services (including water and electricity) and “free issue” Plant and Materials and equipment.

Item

Date by which it  
will be provided

As per ITQ

## Service Information

### 6 Property affected by the service

As per ITQ

# Task Order

As per ITQ

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