

Supplier Contract **For [Project Name]**

Document Control

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1 Introduction

This section describes the purpose of the contract and provides clear definitions for frequently used terminology.

1.1 Purpose

Describe in detail the purpose of the Supplier Contract.

1.2 Recipients

Identify the group(s) of suppliers who will receive copies of this Supplier Contract. By signing a copy of this contract, each recipient formally initiates its obligations under the contract.

1.3 Definitions

Describe the terminology used in this document by completing the following table:

| Term | Definition |
|------|------------|
| | |
| | |
| | |

2 Scope of Work

2.1 Procurement Items

The next step is to define what exactly the supplier will provide to the project team. Describe the scope of work the supplier will undertake by listing the procurement items to be supplied. For example:

- *Products (e.g. goods, materials, equipment, tools, machinery)*
- *Services (e.g. labor, technical and consulting services)*
- *Results (e.g. a more efficient process, a more highly skilled team and a restructured organization)*
- *Other items to be provided by the supplier*

Provide a detailed description of each of these items in the following table (as stated in the SOW):

| Item Name | Item Description | Item Quantity | Item Price |
|-----------|------------------|---------------|------------|
| | | | |
| | | | |
| | | | |

2.2 Delivery Schedule

Next you will create a detailed delivery schedule for the supply of these procurement items.

3 Responsibilities

3.1 Supplier

List the supplier's responsibilities for undertaking the scope of work.

3.2 Project

List the project's responsibilities for undertaking the scope of work.

4 Performance

Describe how the supplier's performance will be reviewed on a regular basis in this section.

4.1 Review Criteria

Supplier performance is typically managed by completing a suite of performance reviews. List the criteria for reviewing supplier performance in the following table:

| Criteria | Description |
|----------|-------------|
| | |
| | |
| | |

4.2 Review Schedule

Provide a schedule of reviews to be performed to ensure that the supplier meets its responsibilities described by this contract.

4.3 Review Process

Describe the process for undertaking the reviews to clarify the responsibilities, timeframes and activities involved.

5 Terms and Conditions

List the terms and conditions required to administer the contract in this section.

5.1 Payment

List the conditions that will trigger a supplier payment, such as the end of the month in which the procurement items were supplied, or the completion of a major project milestone.

5.2 Invoicing

Describe the process for receiving and approving the payment of supplier invoices, throughout the project.

5.3 Confidentiality

Describe how the supplier is to handle sensitive project information.

5.4 Termination

Specify the conditions for terminating this Supplier Contract.

5.5 Disputes

Describe the process for raising a dispute under this contract.

5.6 Indemnity

You may wish to include an indemnity clause, providing either party with legal exemption from damage, loss or injury caused to the other party.

5.7 Law

List the country whose legislation will govern this contract.

5.8 Agreement

Add the following statement, which describes this as the entire agreement between the Supplier and the project team:

“This contract constitutes the entire contract between both parties and it supersedes all other contracts, agreements or understandings previously or currently in existence. Only changes authorized in writing shall constitute a modification to this contract.”