

## Notice of Participation in a Local Government Procurement (LGP) Contract

### INSTRUCTIONS ON HOW TO USE THIS FORM

The purpose of this Notice of Participation is to:

- Notify LGP approved contractors of Council's intention to participate;
- Demonstrate compliance with the *Local Government Act 1993* (NSW) (Section 55 Tendering);
- Facilitate the ability to track all purchases under the named Local Government Procurement (LGP) contract; and
- Ensure that Council accurately receives any LGP rebate applicable to this contract.

Completion of this form DOES NOT 'lock' your Council into a contract. Rather, this Notice of Participation is an instrument used to demonstrate your Council's intention to purchase goods and/or services under the agreed LGP contractual conditions until otherwise notified.

Please ensure that any Council staff authorised to issue purchase orders are aware of Council's intention to access this LGP contract and that they are able to access information in order to follow the LGP process.

#### **Next Steps:**

1. Complete the details on page 2 of this document.
2. Email **page 2 only** to LGP at [operations@lgp.org.au](mailto:operations@lgp.org.au).
3. LGP will forward the completed form to each of the approved contractors on the particular contract you have nominated.

NB: Forms are processed on a weekly basis. Should your lodgement be required to be processed sooner, please notify LGP by return email.

# COUNCIL INSTRUCTIONS REGARDING LGP CONTRACTS

This Notice of Participation is a notification of Council’s intention to purchase/engage under the referenced LGP contract. All relevant LGP approved contractors are instructed to process, price and report Council purchases/engagements accordingly.

This Notice of Participation:

- applies to the goods and/or services the Contractor is approved by LGP to provide; and
- shall be valid until such time as otherwise directed by the Council.

Please note that LGP sends an annual reminder to Councils seeking direction as to whether these instructions are to be updated or amended to suit their ongoing needs.

The approved contractor understands:

- that the LGP contract number may **not** appear on all of the Council's purchase order(s), or equivalent. Regardless, the order(s) are to be processed under the LGP contract identified below;
- that this instruction applies to all purchases/engagements made by the Council for those said goods and/or services, no matter which procurement process is adopted by the Council; and

that these purchases/engagements/orders are subject to the Terms and Conditions included in Schedule D of the below LGP Standing Offer Deed.

**Please complete the details below:**

LGP Contract No	LGP320		
LGP Contract Name	Legal Services		

Council/Organisation			
Contact Name			
Phone		Fax:	
Email			

Authorising Officer Name			
Title			
Date		Signature	<b>X</b>

Please complete and return this page via email to [operations@lgp.org.au](mailto:operations@lgp.org.au).