
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:

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

Completion of this form DOES NOT lock your council into a contract. This Notice of Participation is an instrument used to demonstrate your council's intention to purchase goods and/or services under the agreed 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.

Steps

1. Complete the details on page 2 of this document
 2. Email **page 2 only** to LGP at 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 immediately by return email.



COUNCIL INSTRUCTIONS REGARDING LGP CONTRACTS

This Notice of Participation instructs all LGP approved contractors named on the LGP panel contract to process all purchases/engagements by the organisation named below for those goods and/or services as contracted for by the contractor, under the LGP contract named below.

This instruction is valid for the term of the LGP contract named below or until otherwise directed by the named LGP Customer (council/organisation).

The approved contractor understands that the LGP contract number may **not** appear on all of the council/organisation's purchase order(s) (or equivalent). Regardless, the order(s) must be processed under the LGP contract.

The approved contractor understands that this covers all purchases/engagements made by the council/organisation for those said goods and/or services no matter which procurement process is adopted by the council/organisation.

The approved contractor understands that these orders are subject to the Terms and Conditions included in Schedule D of the LGP Standing Offer Deed.

Complete the details below:

LGP Contract No	LGP1007-3
LGP Contract Name	Office Supplies & Janitorial

Council/Organisation			
Contact Name			
Phone		Fax:	
Email			

Authorising Officer Name			
Title			
Date		Signature	X

Please either email this page to operations@lgp.org.au, or fax to 02 8270 8711