Schedule 2: Statement of work for conservation project: Click or tap here to enter text.

Dated: Click or tap to enter a date.

Contract number: Click or tap here to enter text.

# The parties

Manatū Taonga, Ministry for Culture and Heritage ("the Buyer")

And

Click or tap here to enter text. (“the Supplier”)

(together, “the Parties”)

# Background:

1. This Statement of Work is entered into pursuant to a Master Services Agreement between the parties dated Click or tap to enter a date. (“MSA”).
2. The Buyer wishes to engage the Supplier to provide Goods and/or Services as detailed in this Statement of Work.
3. The Supplier agrees to perform the Goods and/or Services pursuant to the MSA and as set out in this Statement of Work.

|  |  |  |
| --- | --- | --- |
| Duration[[1]](#footnote-1) | **Start Date:** Click or tap to enter a date. | **End Date:** Click or tap to enter a date. |
| Professional Indemnity Insurance (clause 19.1)  If it doesn’t apply – insert not applicable – do not delete this field | It is preferred to have $2 million but, on a case-by-case basis we may consider another amount, e.g., three or five times the value of the contract. | Amount: Click or tap here to enter text. |

# The Parties agree the following:

1. This Statement of Work is incorporated into and forms Schedule 2 of the MSA.
2. Words have the same meaning when used in this Statement of Work as defined in the MSA.
3. If there is any conflict between this Statement of Work and the MSA then the terms of this Statement of Work shall take precedence.

# Goods and/or Services

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) | Deliverables | Price (exc GST) |
|  |  |  |  |  |

# Fee and timing of payments:

The fee of Click or tap here to enter text. (excluding GST) up to a total maximum of Click or tap here to enter text. (excluding GST) will be invoiced on completion of the Services.

The Supplier must meet its own expenses. No personal expenses are payable.

**Please send invoices to:** [**finance@mch.govt.nz**](mailto:finance@mch.govt.nz) **quoting the appropriate contract number.**

# Term

THE PARTIES AGREE the following:

1. This Statement of Work will commence on the Start Date and continue until the End Date unless earlier terminated in accordance with the MSA.
2. Either Party may terminate the supply of goods and Services under this Statement of Work for any reason by giving the other Party at least thirty (30) Working Days’ notice in writing.

## Contact persons:

The main Contact Persons for the purposes of this Statement of Work are:

|  |  |
| --- | --- |
| BUYER | Main contact |
| Name |  |
| Position |  |
| Phone |  |
| Address |  |
| Email |  |

|  |  |
| --- | --- |
| SUPPLIER | Main contact |
| Name |  |
| Position |  |
| Phone |  |
| Address |  |
| Email |  |

## Signed by the parties:

|  |  |
| --- | --- |
| For and on behalf of Manatū Taonga Ministry for Culture and Heritage [Insert signature below]  Name:  Position:  Date: | For and on behalf of supplier [Insert signature below]  Name:  Position:  Date: |

1. Subject to extension on a case-by-case basis [↑](#footnote-ref-1)