



Australian Government
Department of Defence

[...INSERT DEFENCE GROUP...]
[...INSERT DIVISION...]
[...INSERT ADDRESS...]
[...INSERT CONTACT DETAILS...]

[...INSERT TENDERER'S ADDRESS...]

You are invited to submit a tender in response to RFT [...INSERT RFT NUMBER...] to provide [...INSERT DESCRIPTION OF SERVICES...].

[...INSERT BACKGROUND INFORMATION AND PROJECT PHASE INFORMATION...].

This RFT has been prepared using *ASDEFCON (Services)*.

Tenders must be submitted by the tender closing time specified in clause 1.12 of the conditions of tender. Any questions in relation to this RFT should be directed to the Contact Officer specified in clause 1.6 of the conditions of tender.

Option: For when classified material forms part of the RFT

The following documents forming part of this RFT are classified as follows:

[...DRAFTER TO INSERT LIST OF RELEVANT DOCUMENTS AND THEIR CLASSIFICATION PRIOR TO RFT RELEASE...].

Separate provisions for receipt of or access to classified material will be made. Application to receive or view the documents is to be made in writing to the Contact Officer specified in clause 1.6 of the conditions of tender.

Subject to the conditions of tender, the proposed schedule for evaluation and negotiation is:

[...INSERT RELEVANT DATES...].

Tenderers should note that the above schedule is subject to change at any time and is not to be relied on by tenderers.

Yours sincerely

[...INSERT RELEVANT SIGNATORY...]

[...INSERT DATE IN FULL...]