



Australian Government
Department of Defence

[...INSERT DEFENCE GROUP...]
[...INSERT DIVISION...]

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

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

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

This RFT has been prepared using *ASDEFCON (Complex Materiel)* Volume 2. A list of clauses that deviate from *ASDEFCON (Complex Materiel)* is contained in Attachment A to this letter. While all care is taken by the Commonwealth in the preparation of Attachment A to this letter, tenderers should note the operation of clauses 2.1.3a and b of the conditions of tender and should not rely on the information provided in Attachment A to this letter.

Tenders must be submitted by the tender closing time specified in clause 3.1 of the conditions of tender. Any questions in relation to this RFT should be directed to the Contact Officer specified in clause 2.5 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 1.4 of the conditions of tender.

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

[...INSERT RELEVANT PROJECT 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...]

Attachments:

A. Matrix of Changes

ATTACHMENT A

MATRIX OF CHANGES

Amended/New Clause No.	Other clauses affected by the amendment	Details of Change

Note to drafters: Prior to an RFT based on ASDEFCON (Complex Materiel) Volume 2 being submitted to the Project Director for approval (or where no Project Director exists, to the delegate approving the RFT) the Matrix of Changes must be completed. The Project Director or delegate approving any resultant contract is also responsible for preparing a summary of any significant differences between the final negotiated contract, the preferred tenderers' tender and the RFT as released, including details of the main areas of concern raised during negotiations.

The Project Director or delegate approving any resultant contract is then responsible for ensuring that the completed Matrix of Changes, documenting changes from template to RFT, as well as the summary of significant changes between the RFT and the final negotiated contract, is provided to General Counsel Division..

In addition, drafters who wish to propose a change to ASDEFCON (Complex Materiel) should submit an ASDEFCON Document Change Proposal (DCP) proforma to GCD that details the proposed change. A copy of the DCP proforma can be accessed from the internet sites identified in the 'General Information for Users' section.

