



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 SUPPLIES...].

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

This RFT has been prepared utilising the *ASDEFCON (Strategic Materiel)* template. A list of clauses that deviate from the *ASDEFCON (Strategic Materiel)* template 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 clause 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 2.5 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...]

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: Drafters must complete the matrix of changes prior to submission of the RFT to the Project Director or to the delegate approving the RFT. The Project Director or delegate approving the RFT is responsible for ensuring that, wherever possible, the form of the template is adhered to and project specific tailoring of the RFT is kept to a minimum. This will help reduce the cost of tendering.