



**Australian Government**

**Defence**

# **ASDEFCON (Support Short) V3.1**

**Incorporating:**

**Conditions of Tender**

**Draft Conditions of Contract**

**Draft Statement of Work**

**Released August 2024**

## Note to External Agencies

External agencies intending to use this template will need to tailor it in order to meet their specific procurement requirements (including relevant internal guidance) and should seek appropriate professional guidance as required.

## Disclaimer

While every effort has been made to ensure this publication is accurate and up-to-date, any external user should exercise independent skill and judgement before relying on it. Further, this publication is not a substitute for independent professional advice and users external to Defence should obtain appropriate advice relevant to their particular circumstances.

Defence does not make any representation or warranty about the accuracy, reliability, currency or completeness of any material contained in this publication and nothing in this publication should be considered a representation by the Commonwealth. In publishing this information, Defence does not warrant that the information will be used in any particular procurement process. Defence is not liable for any loss resulting from any action taken or reliance made on any information or material in this publication (including, without limitation, third party information).

## Copyright

Commonwealth of Australia 2023

With the exception of the Commonwealth Coat of Arms, this publication is provided under a [Creative Commons Attribution 4.0 International Licence](#).



The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the [full legal code for the CC BY 4.0 International licence](#).

This publication should be attributed as *ASDEFCON (Support Short) V3.1*

## Use of the Coat of Arms

The terms under which the Coat of Arms can be used are detailed on the the [Department of the Prime Minister and Cabinet](#) website<sup>1</sup>.

## Feedback

All feedback on this publication and suggestions for improvement should be sent to: [procurement.ASDEFCON@defence.gov.au](mailto:procurement.ASDEFCON@defence.gov.au).

---

<sup>1</sup> <https://www.pmc.gov.au/government/commonwealth-coat-arms>



**Australian Government**  
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 Request for Tender (RFT) **[INSERT RFT NUMBER]** to provide **[INSERT DESCRIPTION OF SUPPLIES]**.

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

This RFT has been prepared utilising the ASDEFCON (Support Short) template, with material amendments to the template identified in the Matrix of Changes at Attachment A to this letter. While all care is taken by the Commonwealth in preparing Attachment A to this letter, it is a summation and therefore may not be complete and accurate. You should not exclusively rely on Annex A to identify template changes in this RFT and should exercise independent skill and judgement in reading and understanding this RFT and in preparing your tender.

Tenders are to be submitted by the Tender Closing Time specified in the Tender Details Schedule in the conditions of tender. Any questions in relation to this RFT are to be directed to the Contact Officer specified in the Tender Details Schedule in the conditions of tender.

**Option: For when classified information forms part of the RFT.**

**Note to drafters: Classified information should not be included as part of a RFT except in exceptional circumstances. Where the RFT is to include classified information, drafters should consult with their Project Security Officer.**

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 information will be made. Application to receive or view the documents is to be made in writing to the Contact Officer specified in the Tender Details Schedule.

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

**[INSERT RELEVANT DATES].**

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

Yours sincerely

**[INSERT RELEVANT SIGNATORY]**

**[INSERT DATE]**

Attachments:

A. Matrix of Changes

### MATRIX OF CHANGES

**Note to drafters: Drafters should complete the Matrix of Changes prior to submission of the RFT to the Project Director or 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 (particularly the non-SOW aspects) is kept to a minimum. This will help improve standardisation and reduce the cost of tendering.**

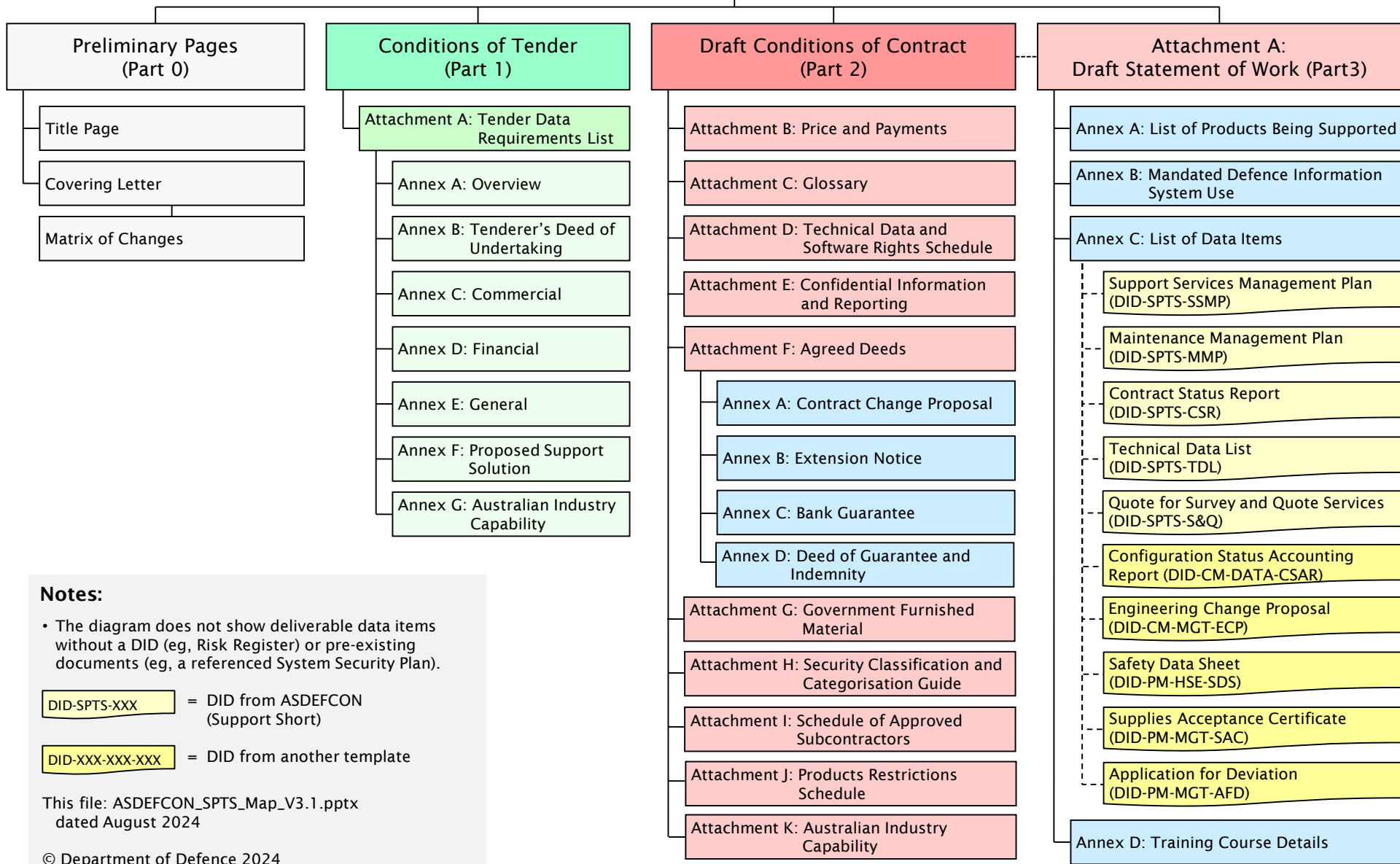
**The Project Director or delegate approving the RFT is also responsible for ensuring that the completed Matrix of Changes and a copy of the RFT package is provided to the ASDEFCON and Contracting Initiatives Directorate at [procurement.ASDEFCON@defence.gov.au](mailto:procurement.ASDEFCON@defence.gov.au) upon release of the RFT. This information will be used for internal analysis and ongoing improvements to the template.**

**When providing these documents to the ASDEFCON and Contracting Initiatives Directorate, the covering email should identify the project/procurement name, the version number of the template, and the contracting officer, Legal Service Provider and CASG Legal representative (if any) involved in developing the RFT.**

**Drafters only need to identify material changes to the Conditions of Tender, Conditions of Tender Annexes and Conditions of Contract. The SOW aspects of the template may require more extensive tailoring to match the work scope of the procurement. Accordingly, SOW changes are not required to be captured in the Matrix of Changes table below.**

Part and Title	Amended/New Clause No. and change type (Add/Modify/Delete)	Other clauses affected by the amendment	Details of Change

# ASDEFCON (Support Short) V3.1 Template



## Notes:

- The diagram does not show deliverable data items without a DID (eg, Risk Register) or pre-existing documents (eg, a referenced System Security Plan).

**DID-SPTS-XXX** = DID from ASDEFCON (Support Short)

**DID-XXX-XXX-XXX** = DID from another template

This file: ASDEFCON\_SPTS\_Map\_V3.1.pptx  
dated August 2024