GENERAL INFORMATION FOR USERS

PURPOSE OF ASDEFCON (SERVICES)

1. *ASDEFCON (Services)* is a tendering and contracting template for use in engaging consultants, professional service providers and other contractors to provide services to Defence (where there are no suitable Panel arrangements in place). By using a standard template for these types of procurements, the Department of Defence aims to minimise the cost of tendering and the duration of negotiations.
2. For further information on selecting and tailoring *ASDEFCON (Services)*, template users should refer to the *Contract Template Selection and Tailoring Guide* which can be accessed via the intranet and internet sites listed in paragraph 9.
3. *ASDEFCON (Services)* is designed for procurements that are both subject to and not subject to the additional rules as detailed in Division 2 of the *Commonwealth Procurement Rules.* For information on whether a procurement is subject to the additional rules refer to the ‘Exemptions from Division 2 of the Commonwealth Procurement Rules’ which is available here:

<https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules>.

STRUCTURE OF ASDEFCON (SERVICES)

1. *ASDEFCON (Services)* contains the following sections:
   1. Preliminary pages, including covering letter with Matrix of Changes attachment;
   2. Part 1: Conditions of Tender - including annexes; and
   3. Part 2: Draft Conditions of Contract - including attachments.

AMENDMENTS TO ASDEFCON (SERVICES)

1. *ASDEFCON (Services)* is a dynamic document that will be amended on an “as required” basis to reflect changes in legislation, policy and procurement practices. Amendments to *ASDEFCON (Services)* will be released through updates to the current version or the issue of a new version of the template. All updated and new versions will be issued on the intranet and internet at the sites listed in paragraph 9.
2. Template users are also welcome to suggest changes to the template by emailing:

[procurement.ASDEFCON@defence.gov.au](mailto:procurement.ASDEFCON@defence.gov.au).

CONTRACTING ASSISTANCE AND HELP DESK

1. Drafters requiring contracting advice or assistance should approach their Group or Divisional contracting support areas in the first instance. If the relevant support officer is not known, drafters should contact the relevant Executive Director Contracting (EDCON) in their respective Contracting Services area.
2. For ASDEFCON advice, including proposed updates to or advice regarding the templates please email:

[procurement.ASDEFCON@defence.gov.au](mailto:procurement.ASDEFCON@defence.gov.au).

DISSEMINATION OF ASDEFCON (SERVICES)

1. *ASDEFCON (Services)* can be downloaded from the CASG intranet via the ‘ASDEFCON Suite of Tendering and Contracting Templates’ webpage at the following address:

<http://drnet.defence.gov.au/casg/commercial/CommercialPolicyFramework/Pages/ASDEFCON-Templates.aspx>

Or from the CASG internet site by following the ‘Procurement in Defence’ link to following address:

<https://www.defence.gov.au/business-industry/procurement/contracting-templates/asdefcon-suite>.

