

***[NOTE TO DEFENCE/TENDER ADMINISTRATOR (TO BE DELETED PRIOR TO THIS ADDENDUM BEING ISSUED):***

1. ***PENDING A FORTHCOMING SUITE UPDATE, ADDENDA HAVE BEEN PREPARED FOR USE WITH THE SUITE OF FACILITIES CONTRACTING TEMPLATES, 19 CHIEF ENGINEER WORKS TEMPLATES (UNDER THE HEADING “AUSTRALIAN CONTRACT AND TENDER DOCUMENTS”) AND TEMPLATES FOR APPLICABLE DEFENCE INFRASTRUCTURE PANEL ARRANGEMENTS TO INCORPORATE THE REQUIREMENTS OF PHASE 2 OF THE ENVIRONMENTALLY SUSTAINABILITY PROCUREMENT POLICY (ESPP).***
2. ***SUBJECT TO APPROPRIATE TAILORING BY THE PROJECT LEGAL ADVISER (SEE PARAGRAPH 4 BELOW), AN INFORMATION DOCUMENT BASED ON THE CONTENT OF THIS DOCUMENT SHOULD BE RELEASED WITH THE APPLICABLE ADDENDUM NOTED ABOVE.***
3. ***THE APPROACH TAKEN IN THE TEMPLATE ADDENDA REGARDING THE SUPPLIER ENVIRONMENTAL SUSTAINABILITY PLAN (SESP) REFLECTS DEFENCE’S CURRENT APPROACH, WHICH DIFFERS FROM THE PREVIOUS APPROACH (PRIOR TO 1 JULY 2025), IN THAT:***
   * ***THE SESP CONTENT IS NO LONGER EMBEDDED IN THE RELEVANT TENDER SCHEDULE / ANNEXUREE; AND***
   * ***THE TENDERER / PANEL CONSULTANT / PANEL CONTRACTOR WILL INSTEAD BE REQUIRED TO DOWNLOAD AND TAILOR A TEMPLATE FROM THE DCCEEW WEBSITE IN ORDER TO PREPARE AND LODGE ITS SESP.***
4. ***THE PROJECT LEGAL ADVISER SHOULD CAREFULLY REVIEW, AND UPDATE WHERE REQUIRED, THE TERMINOLOGY USED IN THIS DOCUMENT AND INSERT THE CONTENT INTO THE APPROPRIATE INFORMATION DOCUMENT TEMPLATE. PLACEHOLDERS MARKED IN YELLOW SHADING ARE FOR INPUT / CONFIRMATION BY THE PROJECT LEGAL ADVISER]***

To: All [Tenderers / Panel Contractors / Panel Consultants]

Pursuant to [clauses [##] of the Tender Conditions] / [item [##] of the RFP], this document is issued as an “Information Document”.

The [Tenderer / Panel Contractor / Panel Consultant] is referred to Addendum No. [##], dated [##], and in particular Attachment [1] to that addendum. The information below has been provided to assist the [Tenderer / Panel Contractor / Panel Consultant] in completing and lodging a Supplier Environmental Sustainability Plan (SESP) as part of the [Tender / Proposal].

|  |  |  |
| --- | --- | --- |
| **Reference** | **Response Requirements** | **Guidance** |
| [Tender Schedule ## ]/ [Annexure H],  Item [B / C], paragraph (c) | Complete and lodge the SESP Template in the form of the SESP Template. | The SESP Template refers to the form required by “SESP Option B(ii) – base metrics” template for construction services procurements worth $7.5 million or more, available at https://www.dcceew.gov.au/environment/protection/waste/sustainable-procurement/toolkit.  Page 2 of the SESP Template is titled “Instructions to Procuring Officials” – please disregard and proceed to page [3] in completing the SESP Template.  The [Tenderer / Panel Contractor / Panel Consultant] is requested to ensure the SESP content is tailored to include the appropriate information on the basis set out in the SESP Template. |
| [Tender Schedule ## ]/ [Annexure H],  Item [B / C], paragraph (d) | The [Tenderer / Panel Contractor / Panel Consultant] must provide the Environmentally Sustainable Procurement (ESP) Policy Commitment Report in the form required as a spreadsheet in excel format **only** and not as an embedded image/screenshot within the SESP Template. | The ESP Policy Commitment Report means the “TenderResponse” tab of the ESP Policy Reporting Template for “Construction Services”, available at https://www.dcceew.gov.au/environment/protection/waste/sustainable-procurement/toolkit, or such other link as notified in writing by the Tender Administrator.  [Tenderers / Panel Contractors / Panel Consultants] are to download the document, complete the tab and include the completed ESP Policy Commitment Report in its Tender as a spreadsheet in excel format **only**. |
| Note lodgement of a SESP (which includes an ESP Policy Commitment Report) is a **minimum form and content requirements** under [clause [##] of the Tender Conditions / item [##] of the RFP]. | | |

Please acknowledge receipt of this Information Document No. [##] by email to the Tender Administrator.

Signed:

Tender Administrator on behalf of the Commonwealth

Dated: [###]

**Note**:

This is an "Information Document" notwithstanding that AusTender may describe it as "Addenda" or an "ATM

Document".