|  |  |
| --- | --- |
| **Defence_inline** | **[COMMONWEALTH TO INSERT NAME]** **[COMMONWEALTH TO INSERT POSITION]** **[COMMONWEALTH TO INSERT BRANCH]** Brindabella Business Park (BP26-**[COMMONWEALTH TO INSERT LOCATION]**) PO Box 7925 Department of Defence CANBERRA BC ACT 2610 🕿: (02) **[COMMONWEALTH TO INSERT NUMBER]**  🖳: **[COMMONWEALTH TO INSERT]**@defence.gov.au |

**[COMMONWEALTH TO INSERT DOCUMENT OBJECTIVE REFERENCE E.G. DGCFI-ID/OUT/##/##]**

**[COMMONWEALTH TO INSERT NAME AND ADDRESS OF PANEL CONSULTANT]**

**[COMMONWEALTH TO INSERT EMAIL ADDRESS OF CONSULTANT'S REPRESENTATIVE]**

Attn: **[COMMONWEALTH TO INSERT NAME OF CONSULTANT'S REPRESENTATIVE]**

**BY [COMMONWEALTH TO INSERT E.G. MAIL AND EMAIL]**

Dear **[COMMONWEALTH TO INSERT SALUTATION]** **[COMMONWEALTH TO INSERT SURNAME OF CONSULTANT'S REPRESENTATIVE]**

**DEFENCE INFRASTRUCTURE PANEL - [COMMONWEALTH TO INSERT NAME OF PROJECT] - EXPRESSION OF INTEREST - [INSERT PROJECT NAME] (PROJECT)**

1. The Commonwealth intends to issue a Request for Proposal to the Panel for the Project.
2. At the date of this expression of interest letter, it is anticipated that:
   * 1. the Project includes the following:

**[COMMONWEALTH TO INSERT BRIEF DESCRIPTION OF THE PROJECT]**

* + 1. the Project will involve the following Services:

**[COMMONWEALTH TO INSERT BRIEF DESCRIPTION OF THE SERVICES]**

* + 1. the location of the Project will be:

**[COMMONWEALTH TO INSERT LOCATION]**

* + 1. the timeframe for the Project will be:

**[COMMONWEALTH TO INSERT TIMEFRAME]**

* + 1. key dates and milestones for the Project will include:

**[COMMONWEALTH TO INSERT KEY DATES AND MILESTONES]**

* + 1. the key issues and risks of the Project will include:

**[COMMONWEALTH TO INSERT BRIEF DESCRIPTION OF THE PROJECT'S KEY ISSUES AND RISKS]**

**[COMMONWEALTH SHOULD ALSO INCLUDE IN THE EXPRESSION OF INTEREST LETTER ANY OTHER INFORMATION REQUIRED TO ASSIST THE CONSULTANT IN DETERMINING WHETHER IT WILL SUBMIT A PROPOSAL IN RESPONSE TO A REQUEST FOR PROPOSAL FOR THE PROJECT.]**

1. The Commonwealth requests the Consultant to confirm that the Consultant intends to submit a proposal in response to any Commonwealth Request for Proposal in respect of the Project by signing, dating and returning this letter to **[COMMONWEALTH TO INSERT NAME]** at **[COMMONWEALTH TO INSERT ADDRESS EG EMAIL ADDRESS]** by [**COMMONWEALTH TO INSERT TIME AND DATE]**.
2. If the Consultant:
   * 1. confirms its intention to submit a proposal in accordance with paragraph 3 above, the Commonwealth may (in its sole and absolute discretion) issue a Request for Proposal to the Consultant; or
     2. does not confirm its intention to submit a proposal in accordance with paragraph 3 above, the Consultant will be deemed to not intend to submit a proposal and will not be issued with a Request for Proposal.

Yours faithfully

**[COMMONWEALTH TO INSERT SIGNOFF]**

**[COMMONWEALTH TO INSERT DATE]**

The Consultant confirms that it intends to submit a proposal in response to any Commonwealth Request for Proposal in respect of the Project.

**Name of Consultant:**

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| --- | --- | --- |
|  |  |  |
| **Signed for and on behalf of the Consultant by the Consultant's Representative** |  | **Date** |