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

**[COMMONWEALTH TO INSERT DOCUMENT OBJECTIVE REFERENCE]**

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

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

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

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

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

**DEFENCE INFRASTRUCTURE PANEL - 2022 - 2027 (PANEL) - [COMMONWEALTH TO INSERT NAME OF ENGAGEMENT] -**

**CLAUSE 1(b)(i) OF SECTION 3 OF THE PANEL AGREEMENT - DESCRIPTION OF THE ENGAGEMENT PROCESS - EXPRESSION OF INTEREST**

1. The Commonwealth intends to issue a Request for Proposal to the Panel for the **[COMMONWEALTH TO INSERT SERVICE CATEGORY]** Service Category.
2. At the date of this expression of interest letter, it is anticipated that the:
	* 1. Engagement will involve the following Services:

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

* + 1. timeframe for the Engagement will be:

**[COMMONWEALTH TO INSERT TIMEFRAME FOR THE ENGAGEMENT]**

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

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

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

1. The Commonwealth requests the Panel Consultant to confirm whether it intends, as at the date of this letter, to submit a proposal in response to any Commonwealth Request for Proposal in respect of the Engagement by signing, dating and returning this letter to **[COMMONWEALTH TO INSERT NAME]** at **[COMMONWEALTH TO INSERT ADDRESS E.G. EMAIL ADDRESS]** by **[COMMONWEALTH TO INSERT TIME AND DATE]**
2. If the Panel 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 Panel Consultant;
		2. confirms that it does not intend to submit a proposal in accordance with paragraph 3 above, the Panel Consultant will not be issued with a Request for Proposal; or
		3. does not advise of its intention in accordance with paragraph 3 above, the Panel Consultant will be deemed not to intend to submit a proposal and will not be issued with a Request for Proposal.
3. The Commonwealth otherwise makes no representation to the Panel Consultant in relation to this expression of interest letter, including that any Request for Proposal will be issued to the Panel.

Yours faithfully

**[COMMONWEALTH TO INSERT SIGNOFF]**

**[COMMONWEALTH TO INSERT DATE]**

The Panel Consultant confirms that it [**intends / does not intend**], as at the date of this letter, to submit a proposal in response to any Commonwealth Request for Proposal in respect of the Engagement.

**Name of Panel Consultant:**

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