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ASDEFCON (Request for Information)

ANNEX A

INFORMATION TO BE SUPPLIED BY RESPONDENTS (CORE)

Note to drafters: Specify any page limits here – either a total page limit or a page limit for each question or section. For example, “Responses to this annex should be no more than [DRAFTER TO INSERT] pages of text (not including material such as manuals, brochures etc).”

1. BACKGROUND (CORE)

Note to drafters: This section should include sufficient background detail to enable respondents to determine whether they are able to assist Defence in fulfilling the Defence needs and to appropriately target and focus their responses.

1.1 [DRAFTER TO PROVIDE THE BACKGROUND TO THE RFI, INCLUDING THE REASON(S) FOR REQUESTING THE REQUIRED INFORMATION]

2. STATEMENT OF DEFENCE NEEDS (CORE)

Note to drafters: This section should describe the Defence needs (eg, with respect to capability, systems, equipment, or other) that Defence is ultimately seeking to meet.

2.1 [DRAFTER TO PROVIDE A DESCRIPTION OF THE DEFENCE NEEDS FOR WHICH INFORMATION IS BEING SOUGHT]

Note to tenderers: The following sections address the specific information that is sought from the respondents through the issue of this RFI.

3. MANAGEMENT CONSIDERATIONS (CORE)

3.1 Respondents should provide information which evidences their technical ability, track record and experience, and capacity and resources to fulfil the Statement of Defence Needs.

Optional: For when indicative costing will be required.

3.2 Respondents should provide an indicative costing for satisfying the Statement of Defence Needs and, where possible, provide a break-down of this costing.

3.3 Respondents should provide the following information:

- a. the following details of the respondent as applicable:
 - (i) the full name of the respondent;
 - (ii) any trading or business name;
 - (iii) if a company, the registered office, principal place of business and an outline of the company structure;
 - (iv) the date and place of incorporation;
 - (v) particulars of any foreign national, foreign bodies etc in a position to exercise or influence control over the respondent;
 - (vi) for a foreign firm or company, details of its registration, incorporation and place of business in Australia and the name of any Australian representative and its ABN (Australian Business Number) / ARBN (Australian Registered Body Number) (if any); and
 - (vii) if an Australian company, its ACN (Australian Company Number) / ARBN and ABN as applicable.

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4. SOLUTION CONSIDERATIONS (OPTIONAL)

Note to drafters: If this RFI is being developed in support of a Major Capital Equipment (MCE) or Minor Capital Equipment (MINCE) project, drafters should refer to DMH(A&S) 14-3-002, 'Solution-class Perspective', for factors that could be included in this section.

- 4.1 Where respondents have specific products/service offerings which they believe may satisfy the Statement of Defence Needs, respondents should provide a functional description of these products/service offerings together with an explanation as to how these products/service offerings will meet the Statement of Defence Needs.
- 4.2 Where respondents are of the view that further development work may be required in order to fully meet the Statement of Defence Needs, respondents should provide:
 - a. details of scope, cost and risks for the further development work that is required;
 - b. an assessment of the feasibility of undertaking this further development; and
 - c. an indicative timeframe for undertaking the further development work.
- 4.3 Where there is any aspect of the Statement of Defence Needs which a respondent does not believe it can meet, the respondent should provide details of the relevant need(s) together with an explanation as to why they are not able to meet these needs.
- 4.4 **[DRAFTER TO INSERT ADDITIONAL INFORMATION REQUIREMENTS RELATING TO THE SOLUTION CONSIDERATIONS, IF APPLICABLE (EG, SPECIFIC TECHNICAL INFORMATION SOUGHT, HIGH LEVEL SYSTEM DESCRIPTION, PERFORMANCE INFORMATION)]**

5. SUPPORT CONSIDERATIONS (OPTIONAL)

Note to drafters: If this RFI is being developed in support of an MCE or MINCE project, drafters should refer to DMH(A&S) 14-3-003, 'Support Perspective', for factors that could be included in this section.

- 5.1 **[DRAFTER TO INSERT REQUIREMENTS RELATING TO SUPPORT CONSIDERATIONS, IF APPLICABLE (EG, IN-COUNTRY SUPPORT, SUPPLY CHAIN INFORMATION, DESCRIPTION OF CURRENT SUPPORT ARRANGEMENTS)]**

6. INDUSTRY CONSIDERATIONS (OPTIONAL)

Note to drafters: If this RFI is being developed in support of an MCE or MINCE project, drafters should refer to DMH(A&S) 14-3-004, 'Industry Perspective', for factors that could be included in this section.

- 6.1 **[DRAFTER TO INSERT REQUIREMENTS RELATING TO INDUSTRY CONSIDERATIONS, IF APPLICABLE (EG, CURRENT SUPPLIERS, INDUSTRY RELATIONSHIPS AND AGREEMENTS IN PLACE, OPPORTUNITIES FOR AUSTRALIAN INDUSTRY TO MEET THE DEFENCE NEEDS, OPPORTUNITIES FOR AUSTRALIAN INDUSTRY TO PARTICIPATE IN THE RESPONDENTS GLOBAL SUPPLY CHAIN)]**

7. PROCUREMENT AND CONTRACTING CONSIDERATIONS (OPTIONAL)

Note to drafters: If this RFI is being developed in support of an MCE or MINCE project, drafters should refer to DMH(A&S) 14-3-005, 'Procurement and Contracting Perspective', for factors that could be included in this section.

- 7.1 **[DRAFTER TO INSERT REQUIREMENTS RELATING TO PROCUREMENT AND CONTRACTING CONSIDERATIONS, IF APPLICABLE (EG, FEEDBACK IN RELATION TO PARTICULAR PROCUREMENT AND CONTRACTING APPROACHES BEING CONSIDERED)]**

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