



Australian Government

Defence

ASDEFCON

(Standing Offer for Goods and Maintenance Services)

V2.1

Incorporating:

Conditions of Tender

Draft Conditions of Deed

Released August 2024

Note to External Agencies

External agencies intending to use this template will need to tailor it in order to meet their specific procurement requirements (including relevant internal guidance) and should seek appropriate professional guidance as required.

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The terms under which the Coat of Arms can be used are detailed on the [It's an Honour](#) website.

Feedback

All feedback on this publication and suggestions for improvement should be sent to:

procurement.ASDEFCON@defence.gov.au.



Australian Government
Defence

[INSERT DEFENCE GROUP]

[INSERT DIVISION]

[INSERT ADDRESS]

[INSERT CONTACT DETAILS]

[INSERT TENDERER'S ADDRESS]

You are invited to submit a tender in response to RFT [...INSERT RFT NUMBER...] to provide [...INSERT DESCRIPTION OF SUPPLIES...] under [...INSERT "a standing offer panel arrangement" OR "standing offer arrangement" AS RELEVANT...].

[...INSERT BACKGROUND AND OVERVIEW OF REQUIREMENT...]

This RFT has been prepared utilising the *ASDEFCON (Standing Offer for Goods and Maintenance Services)* template, with material amendments to the template identified in the Matrix of Changes at Attachment A to this letter. While all care is taken by the Commonwealth in preparing Attachment A, it is a summation and therefore may not be complete and accurate. You should not exclusively rely on Attachment A to identify template changes in this RFT and should exercise independent skill and judgement in reading and understanding this RFT and in preparing your tender.

Tenders are to be submitted by the tender Closing Time specified in the Tender Details Schedule. Any questions in relation to this RFT should be directed to the Contact Officer specified in the Tender Details Schedule.

Option: For when classified information forms part of the RFT.

Note to drafters: Classified information should not be included as part of a RFT except in exceptional circumstances. Where the RFT is to include classified information, drafters should consult with their Project Security Officer.

The following documents forming part of this RFT are classified as follows:

[...DRAFTER TO INSERT LIST OF RELEVANT DOCUMENTS AND THEIR CLASSIFICATION PRIOR TO RFT RELEASE...]

Separate provisions for receipt of or access to classified information will be made. Application to receive or view the documents is to be made in writing to the Contact Officer specified in the Tender Details Schedule.

Subject to the conditions of tender, the proposed schedule for evaluation and negotiation is:

[...INSERT RELEVANT DATES...]

Tenderers should note that the above schedule is subject to change at any time and is not to be relied on by tenderers as final and definitive.

Yours sincerely

[...INSERT RELEVANT SIGNATORY...]

[...INSERT DATE...]

Attachments:

A. Matrix of Changes

MATRIX OF CHANGES

Note to drafters: Drafters should complete the Matrix of Changes prior to submission of the RFT to the Project Director or delegate approving the RFT. The Project Director or delegate approving the RFT is responsible for ensuring that, wherever possible, the form of the template is adhered to and project specific tailoring of the RFT is kept to a minimum. This will help improve standardisation and reduce the cost of tendering.

The Project Director or delegate approving the RFT is also responsible for ensuring that the completed Matrix of Changes and a copy of the RFT package is provided to the ASDEFCON and Contracting Initiatives Directorate at procurement.ASDEFCON@defence.gov.au upon release of the RFT. This information will be used for internal analysis and ongoing improvements to the template.

When providing these documents to the ASDEFCON and Contracting Initiatives Directorate, the covering email should identify the project/procurement name, the version number of the template, and the contracting officer, Legal Service Provider and Defence Legal representative (if any) involved in developing the RFT.

Drafters only need to identify material changes to the Conditions of Tender, Conditions of Tender Annexes, Conditions of Deed and the Glossary in Attachment F.

Part and Title	Amended/New Clause No. and change type (Add/Modify/Delete)	Other clauses affected by the amendment	Details of Change