



Australian Government

Defence

ASDEFCON (Complex Services) V1.1

Incorporating:

Conditions of Tender

Draft Conditions of Contract

Draft Statement of Work

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.

Disclaimer

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This publication should be attributed as *ASDEFCON (Complex Services) V1.1*

Use of the Coat of Arms

The terms under which the Coat of Arms can be used are detailed on the the [Commonwealth Coat of Arms](#) website².

Feedback

All feedback on this publication and suggestions for improvement should be sent to: procurement.ASDEFCON@defence.gov.au.

¹ <https://creativecommons.org/licenses/by/4.0/>

² <https://www.pmc.gov.au/government/commonwealth-coat-arms>



Australian Government
Defence

[...INSERT DEFENCE GROUP...]
[...INSERT DIVISION...]
[...INSERT ADDRESS...]
[...INSERT CONTACT DETAILS...]

[INSERT RESPONDENT'S ADDRESS]

You are invited to submit a tender in response to Request for Tender (RFT) **[INSERT RFT NUMBER]** to provide **[INSERT DESCRIPTION OF SUPPLIES]**.

[INSERT BACKGROUND AND PROJECT PHASE INFORMATION]

This RFT has been prepared utilising the ASDEFCON (Complex 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 to this letter, 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 in the conditions of tender. Any questions in relation to this RFT are to be directed to the Contact Officer specified in the Tender Details Schedule in the Conditions of Tender.

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 is:

[INSERT RELEVANT DATES].

Respondents 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 Program Director or delegate approving the RFT. The Program 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 (particularly the non-SOW aspects) is kept to a minimum. This will help improve standardisation and reduce the cost of tendering.

The Program 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 CASG 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 and Conditions of Contract. The SOW aspects of the template may require more extensive tailoring to match the work scope of the procurement. Accordingly, SOW changes are not required to be captured in the Matrix of Changes table below.

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

GENERAL INFORMATION FOR USERS

PURPOSE OF ASDEFCON (SUPPORT)

1. *ASDEFCON (Complex Services)* is intended for contracts with a broad range of on-going services. Unlike other templates, this template is not intended for a specific purpose, instead it includes a management framework that drafters can apply to the provision of services that are defined by the drafter. Applicable non-materiel services may include the provision of training programs, garrison support, ICT and professional services, and other services where there are no suitable panel arrangements or other ASDEFCON services templates.
2. For further information on selecting and tailoring *ASDEFCON (Complex Services)*, template users should refer to the *Contract Template Selection and Tailoring Guide* which can be accessed via the intranet, and the internet site listed in paragraph 10.
3. *ASDEFCON (Complex Services)* is designed for procurements that are both subject to and not subject to the additional rules as detailed in Division 2 of the *Commonwealth Procurement Rules*.

STRUCTURE OF ASDEFCON (SUPPORT)

4. *ASDEFCON (Complex Services)* contains the following sections:
 - a. Preliminary pages – including the covering letter with Matrix of Changes attachment;
 - b. Part 1: Conditions of Tender – including annexes;
 - c. Part 2: Draft Conditions of Contract – including attachments; and
 - d. Part 3: Draft Statement of Work – including annexes, a Contract Service Requirements List and a Contract Data Requirements List.

AMENDMENTS TO ASDEFCON (COMPLEX SERVICES)

5. *ASDEFCON (Complex Services)* is a dynamic document that will be amended on an “as required” basis to reflect changes in legislation, policy and procurement practices. Amendments to *ASDEFCON (Complex Services)* will be released through updates to the current version or the issue of a new version of the template. All updated and new versions will be issued on the intranet, and the internet site listed in paragraph 10.
6. Template users are also welcome to suggest changes to the template by emailing: procurement.ASDEFCON@defence.gov.au

CONTRACTING ASSISTANCE AND HELP DESK

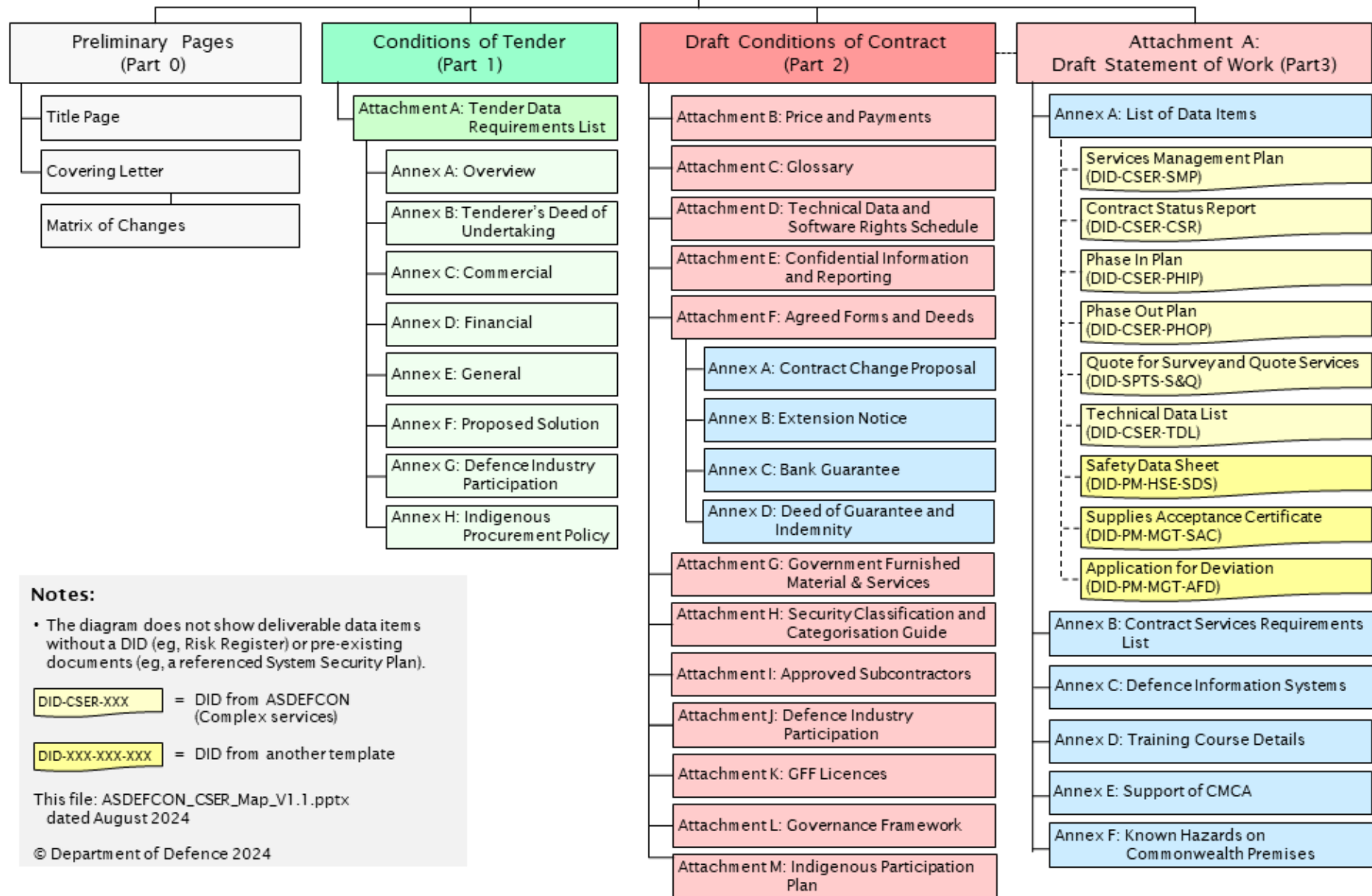
7. Drafters requiring contracting advice or assistance should approach their Group or Divisional contracting support areas in the first instance. If the relevant support officer is not known, drafters should contact the relevant Executive Director Contracting (EDCON) in their respective Contracting Services area.
8. For ASDEFCON advice, including proposed updates to or advice regarding the ASDEFCON templates, please email: procurement.ASDEFCON@defence.gov.au
9. The Statement of Work and DIDs are managed by ASDEFCON SOW Policy. If you have any queries relating to this area please email: ASDEFCONSOW.Support@defence.gov.au

DISSEMINATION OF ASDEFCON (SUPPORT)

10. *ASDEFCON (Complex Services)* can be downloaded from the CASG Intranet via the ‘ASDEFCON Suite of Tendering and Contracting Templates’ webpage or from the CASG internet site by following the ‘Procurement in Defence’ link to the following address:

<https://www.defence.gov.au/business-industry/procurement/contracting-templates/asdefcon-suite>

ASDEFCON (Complex Services) V1.1 Template



Notes:

- The diagram does not show deliverable data items without a DID (eg, Risk Register) or pre-existing documents (eg, a referenced System Security Plan).

DID-CSER-XXX = DID from ASDEFCON (Complex services)

DID-XXX-XXX-XXX = DID from another template

This file: ASDEFCON_CSER_Map_V1.1.pptx dated August 2024

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