|  |  |
| --- | --- |
| SEG_inline_black | **[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 CONTRACTOR]**

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

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

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

Dear **[COMMONWEALTH TO INSERT TITLE AND SURNAME OF PANEL CONTRACTOR'S REPRESENTATIVE]**

**DEFENCE INFRASTRUCTURE PANEL - MAJOR CONSTRUCTION 2025 - 2030 - CLAUSE 1(b)(i) OF SECTION 3 (ENGAGEMENT PROCESS) OF THE PANEL AGREEMENT - EXPRESSION OF INTEREST - [INSERT PROJECT NAME] (PROJECT)**

1. The Commonwealth intends to issue a request for tender for the Project.
2. At the date of this expression of interest letter, it is anticipated that:
   * 1. the Project will include the following:

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

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

**[COMMONWEALTH TO INSERT LOCATION/S]**

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

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

* + 1. the contract will be based upon the following contract template available on the Defence website:

**[COMMONWEALTH TO INSERT ONE OF THE FOLLOWING: *Defence Head Contract / Defence Early Contractor Involvement Head Contract – Two Contractor Planning Phase Approach / Defence Managing Contractor Contract*]**

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

1. The Commonwealth requests the Panel Contractor to confirm promptly in writing whether it intends, as at the date of this letter, to submit a tender in response to any Commonwealth request for tender 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 Contractor:
   * 1. confirms its intention to submit a tender in accordance with paragraph 3 above, the Commonwealth may (in its sole and absolute discretion) issue a request for tender to the Panel Contractor;
     2. confirms that it does not intend to submit a tender in accordance with paragraph 3 above, the Panel Contractor will not be issued with a request for tender; or
     3. does not advise of its intention in accordance with paragraph 3 above, the Panel Contractor will be deemed not to intend to submit a tender and will not be issued with a request for tender.
3. The Commonwealth otherwise makes no representation to the Panel Contractor in relation to this expression of interest letter, including that any request for tender will be issued to the Panel.

Yours faithfully

**[COMMONWEALTH TO INSERT SIGNOFF]**

**[COMMONWEALTH TO INSERT DATE]**

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

**Name of Panel Contractor:**

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