|  |  |
| --- | --- |
| untitled | **[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. EE-ID/OUT/##/##]**

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

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

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

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

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

**DEFENCE INFRASTRUCTURE PANEL - ENVIRONMENT, HERITAGE AND ESTATE ENGINEERING 2020 - 2025 (PANEL) - [COMMONWEALTH TO INSERT NAME OF PROJECT] -**

**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. Project includes the following:

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

* + 1. Project will involve the following ***[Services/Remediation Works]***:

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

* + 1. location of the Project will be:

**[COMMONWEALTH TO INSERT LOCATION OF THE PROJECT]**

* + 1. timeframe for the Project will be:

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

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

**[COMMONWEALTH TO INSERT KEY DATES AND MILESTONES FOR THE PROJECT]**

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

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

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

1. The Commonwealth requests the 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 Project 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 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 Consultant;
     2. confirms that it does not intend to submit a proposal in accordance with paragraph 3 above, the 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 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 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 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 Project.

**Name of Consultant:**

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