



RFT Process Instructions

NFSA Request For Tender 2021/P242 Excess Audio Collection Items

Important Dates

Friday, 21 May 2021	Request For Tender Release Time (5:00PM AEST)
31 May – 11 June 2021	Restricted Pallet Inspection (10-12 Baillieu Court, Mitchell ACT)
Friday, 18 June 2021	Question and Clarification Request Deadline
Friday, 25 June 2021	Request For Tender Closing Time (2:00PM AEST)

Submitting a Tender Response

Tenderers must submit their Tender Response by e-mail to tenders@nfsa.gov.au prior to the RFT Closing Time. All e-mail submissions must clearly state the name of the Tenderer and the words 'NFSA RFT 2021/P242 – Excess Audio Collection Items' in the subject heading.

Question and Clarification Requests

Should Tenderers have any questions or clarifications regarding the RFT Process and/or the RFT Document Pack, they must submit these in writing to tenders@nfsa.gov.au prior to the Question and Clarification Request Deadline.

Restricted Pallet Inspection

Tenderers should set out their interest to attend a Restricted Pallet Inspection, to be held between 31 May to 11 June 2021 and subject to demand, by e-mail to tenders@nfsa.gov.au.

RFT Document Pack Details

The RFT Document Pack comprises of the following documents:

- RFT Document 1 – Conditions of Tender
- RFT Document 2 – Statement of Requirements
- RFT Document 3A – Tender Form and Schedules (**Must complete**)
- RFT Document 3B – Pallet and Offer Details (**Must complete**)
- RFT Document 4 – Proposed Draft Contract

Please note below which documents require completion as part of any Tender Response.

RFT Document 1 – Conditions of Tender

This document outlines the NFSA conditions governing participation in the RFT Process. It details information such as:

- The Contact Officer for the purposes of the RFT Process

- The RFT Closing Time
- Tender Response lodgement details

A written response to this RFT Document is not required as part of a Tender Response.

RFT Document 2 – Statement of Requirements

This document details the NFSA’s requirement to acquire and remove the excess audio collection items, and includes information such as:

- Collection, storage, and provenance history of the excess audio collection items
- Acquisition and removal requirements and proposed timing
- Evaluation criteria for Tender Responses to be assessed against

A written response to this RFT Document is not required as part of a Tender Response.

RFT Document 3A – Tender Form and Schedules

RFT Document 3B – Pallet and Offer Details

These documents contain forms for Tenderers to complete, includes details such as:

- Tenderer’s name, contact details, and company/business details (if applicable)
- Tenderer’s offer, including monetary value and nature of interest in pallets
- Pallet details, including indicative contents and pallet dimensions
- Tenderer acknowledgement and agreed to response and draft contract terms

Tenderers must clearly set out their interest in one or more of the collection item pallets, as well as details of any accompanying monetary / non-monetary offer to the NFSA.

Tender Responses must include a written response in the form of a completed RFT Document 3A and RFT Document 3B, to be submitted by e-mail to tenders@nfsa.gov.au.

RFT Document 4 – Proposed Draft Contract

This document is the proposed draft contract that will substantially form any resulting agreement (i.e. contract) between the NFSA and the successful Tenderer(s).

Tenderers must set out in *RFT Document 3A – Tender Form and Schedules* as part of their Tender Response any identified non-compliance with the proposed draft contract.

Identified non-compliance with the proposed draft contract may result in a Tenderer being removed from consideration or preferred lower than other Tenderers (at NFSA’s discretion).

A written response to this RFT Document is not required as part of a Tender Response.
