

NFSA Request For Tender 2021/P242 Excess Audio Collection Items

Important Dates

Friday, 21 May 2021	Request For Tender Release Time (5:00PM AEST)
Refer to Addendum 1	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)

Addendum Published

Addendum 1 (this document) has now been issued in relation to NFSA RFT 2021/P242 – Excess Audio Collection Items. In accordance with *RFT Document 1 – Conditions of Tender*, Addendum 1, and any amendments contained herein, forms part of the RFT Document Pack.

Restricted Pallet Inspection Dates and Tenderer Action Required

The NFSA wish to advise that the dates and times for the Restricted Pallet Inspections at the NFSA Mitchell Warehouse, 10-12 Baillieu Court, Mitchell ACT 2911 have now been finalised.

Tenderers are advised that three (3) sample pallets will be made available for visual inspection only, and no handling of the pallets or their contents will be possible. Photos of these sample pallets are already included in *RFT Document 2 – Statement of Requirements*.

NFSA staff will be available to take any questions or clarification requests on notice, with any formal responses to be published by means of a further Addendum to this RFT process.

Restricted Pallet Inspection Date	Session / Time
Friday, 4 June 2021	Session 1: 11:00AM (Canberra Time)
Monday, 7 June 2021	Session 2: 11:00AM (Canberra Time)
Monday, 7 June 2021	Session 3: 2:00PM (Canberra Time)
Wednesday, 9 June 2021	Session 4: 11:00AM (Canberra Time)
Wednesday, 9 June 2021	Session 5: 2:00PM (Canberra Time)

Tenderers must register their interest to attend a Restricted Pallet Inspection

by submitting a list of preferred Sessions by e-mail to tenders@nfsa.gov.au.

Session attendance will be confirmed by return e-mail on a first come, first serve basis, to a maximum of ten (10) individuals per Session, and only one (1) individual per Tenderer.

Questions and Clarification Requests – Issue 1

The NFSA has received several questions and clarification requests from potential Tenderers regarding this RFT process.

Please find a summary of these questions and clarification requests, as well as formal NFSA responses set out in the following table:

Questions and Clarification Requests	NFSA Response
<p>1. Is the NFSA able to provide additional information about the pallet contents, including origins and genres of the audio items? What is contained in International Main Run (Shellac Records) Pallet No. 12 and Pallet No. 61?</p>	<p>1. The NFSA is unable to provide any further information about the pallet contents other than what has been published in <i>RFT Document 3B – Pallet and Offer Details</i>.</p> <p>The NFSA re-confirms that there is no Pallet No. 12 as part of this RFT process.</p> <p>The contents of Pallet No. 61 are known to be Shellac Records that form part of the International Main Run, however a more detailed summary of the pallets contents is not available.</p>
<p>2. To assist with obtaining quotations for courier services, is the NFSA able to advise of the estimated weight of each pallet?</p>	<p>2. The NFSA is able to advise of the following estimated pallet weights, noting the weight of individual pallets will vary:</p> <p><u>Pallets No. 1 – 61</u> (International Main Run Shellac Records) – Up to 1 ton (1,000 kgs)</p> <p><u>Pallets No. 62 – 70</u> (Mastertouch Collection Piano Rolls) – Up to 500 kgs</p> <p><u>Pallets No. 71 – 78</u> (International Cylinder Run Blue Amberol Cylinders) – Up to 250 kgs</p>
<p>3. Is the NFSA able to advise whether private collection by truck will be possible, or whether a commercial courier company must be engaged to remove all pallets? What level of insurance will be required in this instance?</p>	<p>3. The NFSA will consider Tender Responses from Tenderers where non-commercial removal using a privately-owned truck is proposed, however pallet removal of this nature may be subject to amended insurance and indemnification conditions than those currently set out in <i>RFT Document 4 – Draft Contract</i>; to be negotiated (if applicable).</p> <p>Tenderers must identify any non-compliance with the RFT Document Pack, including the preference to facilitate non-commercial removal of one or more pallets in <i>RFT Document 3A – Tender Form and Schedules</i> of any Tender Response.</p>

<p>4. Will the NFSA Mitchell Warehouse Team be providing a forklift and licensed operator to facilitate pallet loading and removal?</p>	<p>4. Yes, the NFSA will provide a forklift and licensed operator to facilitate pallet loading and removal, to be organised and scheduled at a time and date agreed by the NFSA and the successful Tenderer(s).</p>
<p>5. For the purposes of <i>RFT Document 1 – Conditions of Tender</i>, what does the term ‘Confidential Information’ refer to?</p>	<p>5. Paragraph 24.1.1 of <i>RFT Document 1 – Conditions of Tender</i> defines ‘Confidential Information’ as documents, data or information which the NFSA indicates to Tenderers is confidential or which Tenderers should reasonably know is confidential.</p> <p>For clarity, the NFSA has not identified any specific information as being confidential for the purposes of this RFT process, however Tenderers are able to identify any information they consider to be confidential in <i>RFT Document 3A – Tender Form and Schedules</i> as part of any Tender Response.</p>
<p>6. For the purposes of <i>RFT Document 4 – Draft Contract</i>, what do the terms ‘Moral Rights’, ‘Books and Records’, and ‘Commonwealth Records’ reference?</p>	<p>6. ‘Moral Rights’ refers to Contract Material, of which none applies in Schedule 1, Item C.</p> <p>‘Books and Records’ refers to amounts payable by the NFSA to the Customer, of which none applies to this RFT process.</p> <p>‘Commonwealth Records’ refers to the definition of the same term in the National Archives Act 1983, of which none specifically applies to this RFT process; the pallets and their contents are not deemed Commonwealth Records.</p> <p>Please note that these are standard provisions that appear in all NFSA Services Contracts and may not always be directly applicable.</p>

Submitting a Tender Response

As a courtesy reminder, 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.