



# RFT Process Instructions

## NFSA Request For Tender 2021/P147 Café Operations and Strategic Events Partnership

### Important Dates

Monday, 7 June 2021	Request For Tender Release Time (2:00PM AEST)
Tuesday, 22 June 2021	NFSA Building Café Site Inspection
Monday, 5 July 2021	Question and Clarification Request Deadline
Friday, 9 July 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](mailto: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/P147 – Café Operations and Strategic Events Partnership' 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](mailto:tenders@nfsa.gov.au) prior to the Question and Clarification Request Deadline.

### RFT Document Pack Details

The following information has been compiled to assist with responding to NFSA tenders.

The RFT Document Pack comprises of the following documents:

- RFT Document 0 – Process Instructions (this document)
- RFT Document 1 – Conditions of Tender
- RFT Document 2 – Statement of Requirements
- RFT Document 3 – Tender Form and Schedules (**Must complete**)
- RFT Document 4 – Proposed Draft Contract

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

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### 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

- The RFT Evaluation Criteria
- Tender Response lodgement details
- Additional information that may need to be provided as part of a Tender Response.

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

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### **RFT Document 2 – Statement of Requirements**

This document details the core and supplementary services that are being procured, and includes details such as:

- Background requirements information
- Functional/technical requirements, defined as being ‘must have’ or ‘desirable’
- Proposed Licence and Service Fee.

For the purposes of this RFT process, licensed café operations are deemed a core business requirement, while the strategic delivery of catering, venue hire, and/or events management are deemed to be supplementary business requirements.

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

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### **RFT Document 3 – Tender Form and Schedules (Must Complete)**

This document contains forms for Tenderers to complete, and includes details such as;

- Tenderer’s company/business details
- Tenderer’s Business Plan
- Tenderer’s response to the Statement of Requirements
- Tenderer’s proposal for a strategic events partnership
- Compliance statement with the RFT Document Pack and provisions.

All Tender Responses must include a written response in the form of a completed RFT Document 3 **and** a Business Plan, to be submitted by e-mail to [tenders@nfsa.gov.au](mailto:tenders@nfsa.gov.au).

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### **RFT Document 4 – Draft Deed of Licence**

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

Tenderers must set out in *RFT Document 3 – 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.

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