



Request For Tender Process Instructions

NFSA Request For Tender 2425/P060A

Nitrate Vault Extension and Refit Project Lead Consultant for Design Services

Important Dates

2 August 2024	Request For Tender Release Time (2:00PM Canberra Time)
19 August 2024	RFT Briefing and Site Inspection
23 August 2024	Question and Clarification Request Deadline
2 September 2024	Request For Tender Closing Time (2:00PM Canberra Time)

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 2425/P060A' 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.

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 2A – Project Scope Briefing*
- *RFT Document 3 – Tenderer Response Form (Must Be Completed)*
- *RFT Document 4 – Draft NFSA Contract Terms*

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:

- The Contact Officer for the purposes of the RFT Process
- The RFT Closing Time
- Tender Response lodgement details
- Additional information that may need to be provided as part of a Tender Response.

A written response is not required as part of any Tender Response.

RFT Document 2 – Statement of Requirements

This document details the Goods/Services to be procured, and includes details such as:

- Background requirements information
- Functional/technical requirements of the Goods/Services
- Delivery, installation, commissioning and/or ongoing support requirements
- Proposed payment terms
- RFT Evaluation Criteria.

A supplementary Project Scope Briefing document is also provided as *RFT Document 2A*.

RFT Document 3 – Tenderer Response Form

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

- Tenderers company/business details
- Responses to the RFT Evaluation Criteria
- Pricing including price breakdown
- Proposed sub-contracting arrangements.

Tenders that do not provide a satisfactory response may not be considered. Tenderers are expected to address each requirement in Section 3 with a statement of compliance, and an explanation.

Sections 3, 4, 5, and 9 must be completed as part of any submission.

Tenderers must submit a completed copy of RFT Document 3 as part of any compliant Tender Response.

RFT Document 4 – NFSA Draft Contract Terms

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 – Tenderer Response Form* as part of their Tender Response any identified non-compliance with the proposed draft contract.

Failure to identify non-compliance with the proposed draft contract in any Tender Response may result in immediate exclusion of the Tenderer from consideration.
