



## NFSA Request For Tender 2526/P003 Digital Media Agency

### Important Dates

29 July 2025	Request For Tender Release Time (2:00PM Canberra Time)
19 August 2025	Question and Clarification Request Deadline (2:00PM Canberra Time)
29 August 2025	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](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 2526/P003– Digital Media Agency' 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 RFT Document Pack comprises of the following documents:

- *RFT Document 1 – Conditions of Tender*
- *RFT Document 2 – Statement of Requirements*
- *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.

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### RFT Document 1 – Conditions of Tender

This document outlines the NFSA conditions governing participation in the RFT Process, and includes details such as:

- 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.

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## **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, defined as Essential or Non-Essential
  - Delivery, installation, commissioning and/or ongoing support requirements
  - Proposed payment terms
  - RFT Evaluation Criteria.
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## **RFT Document 3 – Tenderer Response Form**

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

- Tenderers company/business details
- 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. Tenderers are encouraged, also, to offer alternative solutions, and to address higher-level requirements outlined in Section 3.

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

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## **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.

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