



Commonwealth of Australia

## Standard Form Request for Offer (RFO)

**Style Definition:** Heading 1: Indent:  
Left: 0", Space After: 6 pt, Don't  
keep lines together

### Drafting Note:

This template is to be used for routine procurement of general Goods and/or Services with an estimated value of less than \$80,000 and which the agency has assessed as being a low risk procurement. It should not be used for Procurements above the procurement threshold or for software.

Instructions to assist you to complete this RFO are in white text on a purple background. Where you need to insert details, the text is highlighted in yellow. Standard model clauses are in normal black text and not highlighted. Don't forget to delete any options you do not use.

**Delete this box, all drafting notes and all yellow highlighting, before offering this RFO.**

### Background

- A The Commonwealth as represented by **Insert Name of Agency** is seeking offers for the provision of the Goods and/or Services described in *RFO Schedule 1 – Statement of Requirement*.
- B Each Tenderer to this RFO is expected to
- (i) fully inform itself on all aspects of the work required to be performed;
  - (ii) submit its offer on the template provided at *RFO Schedule 2 – Offer*, and
  - (iii) submit its offer in accordance with *RFO Schedule 1 – Statement of Requirement*.
- C Each Tenderer, by submitting its offer, agrees that the offer is subject to the *Commonwealth General Conditions of Offer* (available at <https://www.tenders.gov.au/?event=public.document.list>) and any special conditions included as *RFO Schedule 3 – Special Conditions of Offer* and agrees to comply with those conditions.
- D Acceptance of an offer will occur only when a purchase order is issued or a contract is executed. Any such purchase order will incorporate the *Commonwealth General Conditions Purchase Order Conditions* (available at <https://www.tenders.gov.au/?event=public.document.list>) Any such Contract will incorporate the *Commonwealth General Conditions of Contract* (available at <https://www.tenders.gov.au/?event=public.document.list>) including any *Special Conditions of Contract*.

**RFO Number: insert identifier**

**Issue Date: insert date.**

E The Commonwealth, at its discretion, may discontinue this RFO, decline to accept any offer, decline to issue any contract or satisfy its requirement separately from this RFO process.

RFO Number: **insert identifier**

Issue Date: **insert date.**

**RFO Schedule 1 – Statement of Requirement**

**Key Dates and Details**

Event	Dates
Closing Time	<p><b>Drafting Note:</b> ensure the time allowed for preparing offers is appropriate for the requirement). (Note there is no minimum timeframe applicable.)</p> <p><b>insert date and time</b> Canberra local time.</p>
Expected execution of Contract or issue of purchase order	<p><b>insert date</b></p>
When Goods and/or Services are required	<p><b>Drafting Note:</b> If there is only one delivery date insert the date by which provision must be completed in this section. If more detailed information is required (such as milestones or multiple delivery dates), delete this section and include full details about when the Goods and/or Services are required in “The Goods and/or Services” section below.</p> <p>The Goods and/or Services are required on or before <b>insert date</b></p>
RFO Distribution	<p><b>Drafting Note:</b> Select Option 1 if your agency is distributing RFOs directly, and delete Option 2. If your agency is distributing RFOs through AusTender, insert text provided by your agency’s procurement advice area under Option 2 and delete Option 1.</p> <p><b>Option 1</b></p> <p>RFO documentation including any updates is available from:</p> <p><b>insert “the Contact Officer” or insert name and/or position title of person distributing RFOs and contact details.</b></p> <p><b>Option 2 (only to be used if document distribution via AusTender is required for specific reasons and must be managed by your agency’s procurement advice area, who will provide you with the appropriate text to insert here.)</b></p> <p><b>Option 2</b></p>
Lodgement Method	<p><b>Drafting Note:</b> Select Option 1 if your agency is receiving offers directly, and delete Option 2.</p> <p>Note that if your agency is receiving offers directly you must set up a transparent process for recording the offers that are received on time and any that are late – late offers cannot be considered.</p> <p>If your agency is receiving offers through AusTender insert text provided by your agency’s procurement advice area under Option 2, and delete Option 1.</p>

**insert Agency Name**

RFO Number: **insert identifier**

Issue Date: **insert date.**

	<p><b>Option 1</b></p> <p>Offers should be lodged with <b>insert name and/or position title of person receiving offers and/or reference number at Insert address for lodgement or email address or fax number</b> by the closing time specified above.</p> <p><b>Option 2 (only to be used if document lodgement via AusTender is required for specific reasons and must be managed by your agency's Procurement Advice Team, who will provide you with the appropriate text to insert here)</b></p> <p><b>Option 2</b></p>
Contact Officer	<p><b>Drafting Note:</b> Select Option 1 if you want to nominate a position as Contact Officer and delete Option 2. Select Option 2 if you want to name a person as Contact Officer and delete option 1.</p> <p><b>Option 1</b></p> <p>For all matters relating to this RFO, the Commonwealth's Contact Officer will be the person occupying the position of <b>insert position title</b>.</p> <p>Telephone: <b>Insert telephone area code and telephone number</b></p> <p>Email: <b>Insert email address</b></p> <p><b>Option 2</b></p> <p>For all matters relating to this RFO, the Commonwealth's Contact Officer will be:</p> <p>Name: <b>insert name</b>.</p> <p>Telephone: <b>Insert telephone area code and telephone number</b></p> <p>Email: <b>Insert email address</b></p>

**The Goods and/or Services**

The Commonwealth is seeking offers for **insert full description of Goods and/or Services**.

**Drafting Note:**

Insert a full description of goods and/or services required, including quantities and technical specifications or industry standards where relevant. Also complete the table below, deleting items in the table to suit your requirements. As appropriate, make sure that you include timeframes and any critical dates (eg milestones).

Facilities and assistance offered by the Commonwealth	<p><b>Drafting Note:</b> Insert facilities or assistance you will provide, if any (e.g. printing and distribution of final report). If not applicable, insert 'not applicable' here</p>
Commonwealth Material	<p><b>Drafting Note:</b></p> <p><b>NOTE:</b> Commonwealth Material refers to any background material provided to the Supplier by</p>

**Insert Agency Name**

RFO Number: **insert identifier**

Issue Date: **insert date.**

	the Commonwealth for the purposes of providing the Goods and/or Services or which is copied or derived from Commonwealth Material. Alternatively, it may be Commonwealth property to be used in the production of the Goods and/or Services. Insert details of any Commonwealth Material. If not applicable, delete this section.
Delivery Address and Instructions for Goods and/or Services	<b>Drafting Note:</b> For goods, insert full delivery details including person (and/or position) to whom Goods and/or Services should be delivered, address for delivery and, if a pre-delivery inspection is required, details of the process for approval should be included here. For services, insert full details of where the services are to be undertaken or insert "not applicable" in this box.
Security Requirements	<b>Drafting Note:</b> If you require particular security arrangements, eg, if Supplier personnel will be handling classified material, have access to agency IT systems or be located in agency premises, detail your agencies' security requirements here.

**Standards and Best Practice**

**Drafting Note:**

Insert any applicable standards e.g. chairs may be required to comply with certain OH&S standards; reports may need to be provided in a particular software package.

For ICT Goods and/or Services, Agencies must have regard to the accessibility of ICT goods and services, primarily web based, to ensure adherence to and alignment with AGIMO Circular 2010/005 at: [http://www.finance.gov.au/e-government/strategy-and-governance/docs/2010005\\_AGIMO\\_Circular\\_Implementation\\_of\\_upgraded\\_accessibility\\_standard.pdf](http://www.finance.gov.au/e-government/strategy-and-governance/docs/2010005_AGIMO_Circular_Implementation_of_upgraded_accessibility_standard.pdf)

**Intellectual Property**

**Drafting Note:**

Before you send out this RFO, if your agency will seek to own, rather than use, the intellectual property under this arrangement edit Clause 1.8, Intellectual Property, in the Contract Template and and ensure you send the edited Contract Template with this RFO.

The intellectual property arrangements that will apply are set out in Clause 1.8 of the Contract Template.

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RFO Number: **insert identifier**

Issue Date: **insert date.**

## RFO Schedule 2 – Offer

### Drafting Note:

To assist Tenderers to frame their offer, prior to issuing this RFO, please delete ANY items that are not applicable for your Requirement. For example, if you are seeking goods only, delete the 'specified personnel' and 'prices for services' sections. If you are seeking services only, delete the 'prices for goods' section. Do NOT ask for any information you do not require.

Instructions to assist Tenderers to complete their offer have been included as white text on a black background.

### Tenderer's Details

Full legal name and postal address:

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ACN/ARBN (if applicable):

ABN (if applicable):

#### **Contact Officer**

For all matters relating to this RFO, the Tenderer's Contact Officer will be:

Name/position title:

Telephone

Mobile:

Email:

#### **Contract Manager**

##### **Instruction to Tenderers:**

Tenderers should provide the requested details of the person who is the Tenderer's proposed Contract Manager, responsible for general liaison and accepting and issuing any written notices under the contract, if a contract is awarded.

Name/position title:

Telephone:

Mobile:

#### **Address for Notices:**

Name/position title:

Postal Address:

Email Address:

### Tenderer's Offer

##### **Instruction to Tenderers:**

Tenderers should describe how they will meet the Commonwealth's requirements set out in Schedule 1.

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### Proven Capacity

#### **Statement of Skills and Experience**

##### **Instruction to Tenderers:**

Tenderers should provide evidence of their skills and experience in providing the Goods and/or Services.

**RFO Number:** **insert identifier** **Issue Date:** **insert date.**

**Specified Personnel**

**Drafting Note:**

If you have not specified any security clearance requirements in this RFO, please DELETE the final column of the table below entitled *Current level of Security Clearance*.

**Instruction to Tenderers:**

If the quality of the Tenderer's offer is based on the experience of its personnel, or a particular security requirement is stated in RFO Schedule 1, the Tenderer should provide full details here. Attach CVs where appropriate. If no Specified Personnel or security requirements, insert "Not applicable". Note that any fees shown in this table form part of the pricing table below – they are not additional.

Name	Position/Role	Rate (\$A, duty paid, GST exclusive)	Rate (\$A, duty paid, GST inclusive)	Anticipated Time	Total for Person	Current level of Security Clearance
				Total GST exclusive	\$A	
				Total GST	\$A	
				Total GST inclusive	\$A	

**Subcontractors**

**Instruction to Tenderers:**

Tenderers must provide (in the form of the table below) details of subcontractors that the Tenderer proposes to engage to deliver the Goods and/or Services. If no subcontractors will be used insert "Not applicable".

Proposed subcontractor (full legal name & ABN/ACN)	Scope of works to be subcontracted and technical significance	Fees and associated expenses (GST exclusive)	Fees and associated expenses (GST inclusive)

**Referees**

**Drafting Note:**

If you do not propose to contact referees in relation to this RFO, please insert "Not applicable or DELETE this section.

**Instruction to Tenderers:**

Tenderers are to provide details of at least two referees relevant to this Offer. Referees selected are to have **direct working knowledge** of the Tenderer's capabilities and capacities in relation to similar Goods and/or Services. Daytime contact details for each referee must also be provided to ensure that the Commonwealth will have appropriate access to the referees listed.

Referee Name	Position/Company	Phone No:	Email Address

**RFO Number:** **insert identifier** **Issue Date:** **insert date.**

**Pricing**

**Prices for Goods**

**Instruction to Tenderers:**

If no Goods, delete table and insert "Not applicable".

Item No.	Item Description	Quantity required	Unit price (\$A, duty paid, GST exclusive)	Unit price (\$A, GST component)	Unit Price (\$A, duty paid, GST inclusive)	Total Price (\$A, duty paid, GST inclusive)
					Total GST inclusive	\$A

**Prices for Services**

**Instruction to Tenderers:**

If no Services, delete table and insert "Not applicable".

Task	Milestone Deliverable (if applicable)	Milestone Delivery Date (if applicable)	Payment Schedule (\$A, duty paid, GST exclusive)	Payment Schedule (\$A GST component)	Payment Schedule (\$A, duty paid, GST inclusive)
				Total GST exclusive	\$A
				Total GST	\$A
				Total GST inclusive	\$A

**Facilities and Assistance**

**Instruction to Tenderers:**

If the Tenderer's proposal and pricing is based on the Commonwealth providing any facilities and assistance, these should be stated here. You may refer to the facilities and assistance (if any) offered by the Commonwealth in *RFO Schedule 1 – Statement of Requirement*, by inserting 'we require only the facilities and assistance offered by the Commonwealth in *RFO Schedule 1 – Statement of Requirement*.' If no facilities or assistance is required, insert "Not applicable". Note that any costs incurred by the Commonwealth in providing the proposed facilities and assistance will be considered in evaluating the comparative value for money of the proposal.

**Insurance**

**Drafting Note:**

If you do not require some of the insurances in relation to this RFO, please edit the insurance table to take out the insurances you do not require. If you do not require any insurances please DELETE this section.

**Instruction to Tenderers:**



**RFO Number:** **insert identifier** **Issue Date:** **insert date.**

Tenderers should note that the *General Conditions of Contract clause 2.9* requires the Supplier to decide which insurances it would be prudent to hold in relation to this offer and this information will be considered as part of the evaluation. Therefore Tenderers must provide details of the insurance they want the tender evaluation committee to consider in the table below. If no policy is held for a particular type of insurance write 'nil' in the relevant space. If requested, the successful Tenderer must provide the Agency with evidence of the listed insurances before a contract will be executed.

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Insurance details			
Type	Insurer	Total amount of insurance cover (including details of any limits on a per claim or aggregate basis)	Expiry Date of Policy
Professional Indemnity			
Public Liability			
Property Insurance			
Workers Compensation			

**Additional Information**

Instruction to Tenderers:  
Tenderers should provide additional details, if any, that the Tenderer wants the Commonwealth to consider here. This should be as brief as possible and may not exceed two A4 pages. If a real or perceived conflict of interest would exist if the Supplier entered into a contract with the Commonwealth for the Goods and/or Services in this offer, full details should be included here.

**Administrative Information**

**Confidentiality of Tenderer Information**

Instruction to Tenderers:  
Tenderers must identify, in the table below, any aspects of their offer that they consider should be kept confidential, with reasons. If none, the Tenderers should complete the table with 'Nil' and "Not applicable" in the relevant columns.

Tenderers should note that the Commonwealth will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such agreement, the Commonwealth has the right to disclose any information contained in the offer.

Further information to assist you to assess whether particular information would be able to be treated as confidential is available at <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html>.

Provisions considered necessary to be confidential	Reasons for requesting confidentiality

RFO Number: **insert identifier**

Issue Date: **insert date.**

### Declaration by Tenderer

The Tenderer offers to provide the Goods and/or Services described in *Schedule 1* to the RFO (*Statement of Requirement*) on the following terms:

- The terms of the RFO including *Schedule 1* to the RFO (Statement of Requirement)
- the *Commonwealth General Conditions of Offer* (available at <https://www.tenders.gov.au/?event=public.document.list>) in the form it appears at 9:00 am (local Canberra time) on the date of this offer;
- this *Schedule 2* to the RFO (*Offer*); and
- the special conditions (if any) in *Schedule 3* to the RFO.

These documents collectively comprise the Tenderer's "Offer".

### The Offer

The Tenderer agrees to enter into a contract to provide the Goods and/or Services in accordance with its Offer in the form of the *Standard Form Contract* attached to, or provided with, this RFO which incorporates by reference the *Commonwealth General Conditions of Contract* (available at <https://www.tenders.gov.au/?event=public.document.list>) even if those conditions are not attached to the contract.

The Tenderer agrees that the Commonwealth may accept or decline to accept the Tenderer's Offer in its discretion. No commitment or contract exists until a contract in the form of the *Standard Form Contract* (which includes *Commonwealth General Conditions of Contract* including any *Special Conditions of Contract* required by the Commonwealth) is executed by both parties. The Tenderer agrees that the Commonwealth is not required to enter into any contract in connection with the RFO.

The Tenderer agrees that participation in any stage of the RFO process is at the Tenderer's sole risk and cost.

### Unpaid Employee Entitlements

The Tenderer warrants that neither it nor its proposed subcontractors (if any) has a judicial decision against it (excluding decisions under appeal) relating to unpaid employee entitlements where the entitlements remain unpaid.

### Conflict of Interest

The Tenderer agrees to notify the Commonwealth immediately if an actual or potential conflict of interest arises.

### Criminal Code Acknowledgement

The Tenderer acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137(1) of the schedule to the *Criminal Code Act 1995 (Cth)*.

### Compliance with Workplace Gender Equality Act

The Tenderer warrants that neither it nor any of its proposed subcontractors (if any) is currently named as not complying with the Workplace Gender Equality Act 2012 available at <http://www.wgea.gov.au/>.

### Improper Assistance with Preparing Offer

The Tenderer warrants that its Offer has not been prepared with the improper assistance of employees or contractors or former (within the previous twelve months) employees or contractors of the Commonwealth or with improperly obtained information.

..... Signatory's printed name:	..... Signatory's signature:
..... Signatory's Position	..... Date
..... Signatory's Phone Number	..... Signatory's Email Address
..... Witness's printed name	..... Witness's signature

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RFO Number: **insert identifier**

Issue Date: **insert date.**

**RFO Schedule 3 – Special Conditions of Offer**

**Drafting Note:**

For **most** Requirements it will not be necessary to specify any special conditions. However, some agencies have developed a range of special conditions. Before completing this section, you should consider whether any of these agency specific clauses apply.

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If your Requirement necessitates particular special conditions, please consult your agency procurement advice area before using this provision.

If no special conditions apply, **you may** DELETE this Schedule 3.