

How to Respond to the Invitation to Tender Aerial Firefighting Services 2014+

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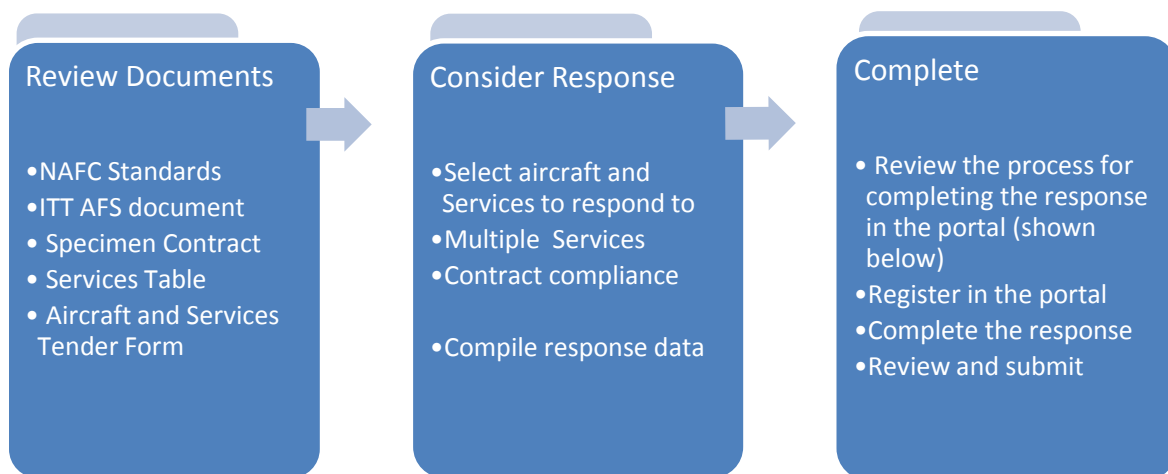
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HIGH LEVEL PROCESS

RECOMMENDED TENDERER TASKS

It is recommended that Tenderers apply the suggested process noted below. All documents are available on the www.nafc.org.au website. All of the documents are also available in the portal.



REVIEW DOCUMENTS

Tenderers are expected to have thoroughly reviewed all of the documents below prior to commencing a response.

HOW TO RESPOND TO ITT AFS 2014+

Read this guide through before preparing to respond.

NAFC STANDARDS

Tenderers are expected to have reviewed and understood the NAFC Standards which are available and updated from time to time and the NAFC website: <http://www.nafc.org.au>

INVITATION TO TENDER AFS 2014+

The Invitation to Tender document is referred to here as the ITT.

INTRODUCTION

The introduction of the ITT presents contextual statements for the tender. This section also contains the definitions of common terms used throughout the tender. These definitions are consistent with those defined terms used in the Specimen Contract.

PART A – TERMS AND CONDITIONS OF THE TENDER

Part A of the ITT describes the plan for the stages of the tender, the conditions for participation and the method of lodgement.

PART B – SERVICE REQUIREMENTS

Part B of the ITT describes the Services required, availability and the contracting conditions and options and a range of requirements around delivery of the Services.

PART C – TENDER RESPONSE

Part C of the ITT describes the response, comprising nine sections:

Tenderer Information – Details of the organisation;

Declarations – Acceptance of the terms of the ITT and other items;

Executive Summary - a summary of the response;

Organisation – Details of the organisation structure, ownership, history and experience. The section also requires details of the skills and experience of the management and operations staff. This section includes financial information, incidents and current references

Management Systems – Details of the systems used to manage the organisation, such as Quality Management, Workplace Health and Safety, Emergency Response Plans, Flight Crew, etc.;

Infrastructure and Maintenance – Requires details of the facilities and maintenance support proposed for the Services;

Aircraft and Services – Proposed aircraft, aircraft specifications and Services tendered for. Detail of technical information is requested along with separate narrative documentation to support the technical data;

Contract Compliance – Confirmation of compliance to the AFS Specimen Contract and Schedules and to the Preferred and Optional clauses;

Pricing – Proposed Aircraft and Services are priced in detail.

Certification – Available certification such as Air Operators Certificate and others.

AFS SPECIMEN CONTRACT

The Services to be provided by the successful Tenderers will be in accordance with a contract based on the Specimen Contract. The Specimen Contract is available at the NAFC website Tenders page and on the portal.

AFS 2014+ TABLE OF SERVICES

The Services required for the ITT AFS Services 2014+ are defined in the document: AFS Services 2014+ Table of Services. This document is in both PDF and MS Excel format in the Job Info tab of the portal.

AIRCRAFT AND SERVICES TENDER FORM

The data required to be compiled on each aircraft and Service is defined in the Aircraft and Services Tender form (an MS Excel template) available on the Job Info tab of the portal.

Tenderers may begin compiling information based on the ITT AFS 2014+ and the documents available on www.nafc.org.au prior to the opening of the tender in the portal.

PREPARE TO RESPOND

Tenderers may tender for one or more of the individual Services. A single tender response should include all of the Services being tendered and all of the options offered for each Service. Only one tender response is permitted for each Tenderer.

Noted below are suggested subjects for consideration by Tenderers. These are not directions and should not be interpreted as the entire task of preparation. Refer to the ITT, Terms of Participation.

SELECT AIRCRAFT & SERVICES

Determine the specific Services to tender for. Refer to the AFS 2014+ Table of Services, Part B of the ITT and the Aircraft and Services Tender form.

MULTIPLE SERVICES

Perform analysis to determine the organisational capacity to perform Services and to deliver additional capability. Refer to the AFS 2014+ Table of Services, all of Part B of the ITT and the Specimen Contract.

CONTRACT COMPLIANCE

Consider the Service delivery, contractual commercial and financial risk in contract departures. Refer Part A and Part B of the ITT and the Specimen Contract. Consider the Preferred and Optional clauses and complete a compliance form in the portal.

COMPILE RESPONSE DATA

Tenderers will note, from the ITT response section, Part C, that there are 10 major response subjects. Of these one is most significant in scope and complexity: 'Aircraft and Services'.

HOW TO USE THE PORTAL

HOW THE PORTAL WORKS

The portal is a secure system with features that enable online tender submission and evaluation. The portal manages the documents and workflow of a tender. The major benefits are:

- Secure storage of data and immediate availability of tender documents and responses;
- No need for paper submissions or collation of a wide variety of data from dispersed sources;
- Consistent use of format and presentation of data to eliminate non-comparable submissions;
- Tenderers can re-open, amend and re-submit the response until the closing date, and;
- The system enables remote evaluation and a range of reporting tools.

Tenderers do not have to re-create ITT AFS documents or format and do not need to present their own form of response documents.

All the templates for completion are provided in each tab in the portal.

It's simply a document download, complete, save and upload process.

Some users may need to activate an 'Enable Edit' function in MS Word, when downloading files from the internet.

PORTAL ISSUES AND CONTACTS

For issues regarding the content of the ITT, any issue related to the Services, the Specimen Contract, and interpretation, direct enquires to tenders@nafc.org.au. No phone contact is permitted in relation to this ITT. Tenderers can also contact NAFC using the 'Contact Job Manager' button on the top right hand of every portal screen.

In most circumstances, answers to any questions submitted regarding the ITT AFS will be provided via email or as Addenda in the NAFC Electronic Tender Portal or via email. These Addenda will be available to all organisations who have registered in the portal for this ITT.

For issues related to access to the portal or the functions of the portal, direct these queries to support@langeconsulting.com.au.


LOGGING INTO THE PORTAL

Users with an existing account can simply 'Login' at <https://360users.apetsoftware.com.au/Jobs.aspx>

NEW USERS: New Tenderers can 'Register' an account and then login. There is no other formal registration process. Use the following URL link to the tender portal:

<http://360providers.apetsoftware.com.au/Public/PublicJobs.aspx?Code=nafcatm>

The portal terminology for a Tender is a 'Job'. Jobs appear when they have been released by NAFC. Proceed through three screens as follows:




Job Management

Filter By Status: Open

Job Name	Release Date	Closing Date
AFS ITT 2013+ a	31-Oct-12 03:30 PM	11-Nov-12 01:00 PM

[Click here to view the job. From there, you can then login or register for this job.](#)

Click on the Job



AFS ITT 2013+ a

[Register](#) or [Login](#) to complete this job

Job Information

Job Name: AFS ITT 2013+ a


Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of tenders for the provision of aerial firefighting services as detailed in the attached tender documents and Specimen Contract. This tender process is known as the Invitation to Tender for Aerial Firefighting Services 2013 Onwards (ITT AFS 2013+). This stage of the tender process is the Qualification Stage, to establish the capability and capacity of potential suppliers. No pricing is required for the Qualification Stage. Qualification Stage tender submissions will be evaluated and potential suppliers shortlisted. Only shortlisted suppliers will be invited to participate in the following Offer Stage. Please download and review all of the documents on this page. Use the How to Complete the ITT AFS 2013+ document as a guide throughout completion of the response.

Date Released: 31-Oct-2012 03:30 PM

Date Closing: 11-Nov-2012 01:00 PM

[Cancel](#)

Click 'Login' or 'Register'



User Registration

Entity Name *

ABN *

ACN *

ARBN *

Address Line 1 *

Address Line 2 *

Suburb *

State *

PostCode *

Country: <Select Country>

Phone *

Fax *

Email *

Website *

User Name *

Password *

[Cancel](#) [Register](#)

Complete the 'User Registration' information

Add a unique Entity (Company) Name - not a person

Asterisk fields are mandatory

A valid email address is essential

A unique User Name is required

RECOMMENDED PROCEDURE FOR COMPLETION

■ Create three subdirectories on your local hard drive:

1. **Job Info** - for the supporting documents which make up the Tender. These are the files downloaded from the Job Info tab only;
2. **Other Documents** - for the support information and other data compiled by the Tenderer, and;
3. **Response** - for the documents that are to be downloaded from the 9 other response tabs, completed, saved and uploaded back to the portal.

In total, there are 11 tabs, or sections, in the portal (see below). The first section, 'Job Info', is a short definition of the ITT and provides copies of the major supporting documents. The final tab, 'Completion', is instructions only.

In between there are 9 tabs to complete, each of which include one or more response documents. As you go through the tabs each document must be downloaded, completed, saved and uploaded. These 9 sections correspond to each section of Part C of the ITT.

Following Registration, always use the following link to log on and complete further work on the response. <http://360providers.apetsoftware.com.au>

■ Download all of the Job Info tab Supporting Documents to the Job Info subdirectory you created on your local drive. These are the reference documents for the ITT. Review all of the documents before you begin preparing a response.

■ Go back into the portal and complete the download files in 10 tabs, one by one. Save to your local drive and then upload them into the portal as you complete them.

■ Review and then submit the response in the portal. Whilst completing tabs, keep the Job Info Supporting Documents and Part C of the ITT nearby for reference.

Guide notes are provided below for completion of each tab in the portal.

IMPORTANT ADDITIONAL NOTES

Following Registration, always use the following link to log on and complete further work on the response.

<https://360providers.apetsoftware.com.au>

The format and order of the response templates downloaded from the portal must not be amended or reorganised. Please do not change any file names.

In all the response documents from the Executive Summary tab through to Aircraft and Services Tenderers are able to provide answers to questions in 'free-form', that is the forms allow a response that is as extensive as Tenderers determine is appropriate. While NAFC encourages thorough responses, please attempt to be concise.

Tenderers are invited to attach additional visual material (graphical, narrative or pictorial) at particular points in the response. Only materials relevant to the tab subject should be uploaded. Tabs where additional uploads are not permitted are the Executive Summary, Contract Compliance and Completion tabs. Please use the following naming convention when attaching additional files: Company Name_File Name, e.g.: Aeroworld_AOC.doc. To upload additional files, simply press the Upload files button on the relevant tab.

If you would like to move ahead to a tab or simply download all of the response documents, use the tabs to navigate directly.

Tenderers can re-open, amend and re-submit the response until the closing date.

Before submitting a response, Tenderers should:

- a. Take all steps to ensure that the tender is free from anything that might reasonably affect useability or the security or operations of NAFC's electronic portal and/or NAFC's computing environment;
- b. Ensure that tender files do not contain macros, script or executable code of any kind unless that specific material has previously been supplied and approved in writing by NAFC; and
- c. Ensure that the tender complies with all file type, format, naming conventions, or other requirements advised by NAFC.

Tenderers must allow sufficient time for tender lodgement, including time that may be required for any problem analysis and resolution with NAFC's electronic tendering portal prior to the closing date.

Please ensure you make yourself aware of NAFC's electronic tendering portal process if you are not familiar with it.

Tenderers should lodge their tender in accordance with the requirements set out in Part A of the ITT. Failure to comply with any or all of these requirements may result in the tender not uploading successfully or may eliminate the response from consideration.

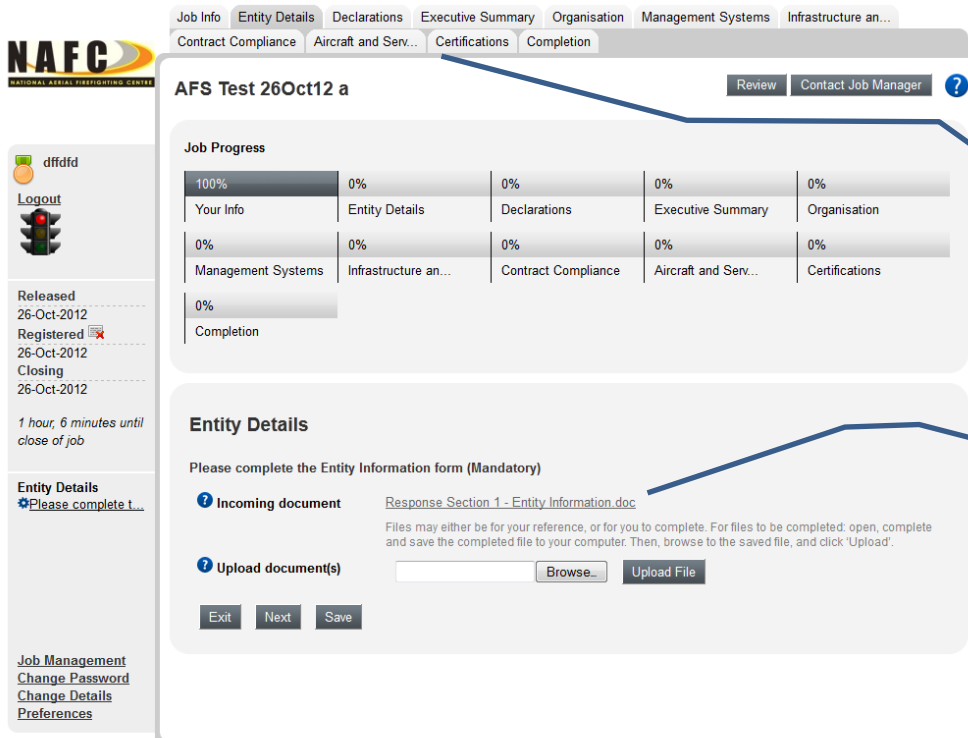
DOWNLOADING AND UPLOADING

The simplest way to remember the process for the 9 tabs is:



There is only one exception to this process. The 'Aircraft and Services Tender' form (an MS Excel workbook) where the data about the aircraft and Services tendered is input for the response. This form is provided in the Job Info tab (the first tab). However, it will be requested to be uploaded at response tab 'Aircraft and Services' (the eighth tab).

All the download documents in the 9 response tabs are situated in the same position on each portal tab, called **Incoming Document**:



NAFC
National Aerial Firefighting Centre

Job Info Entity Details Declarations Executive Summary Organisation Management Systems Infrastructure an...
Contract Compliance Aircraft and Serv... Certifications Completion

AFS Test 26Oct12 a Review Contact Job Manager ?

Job Progress

100%	0%	0%	0%	0%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Contract Compliance	Aircraft and Serv...	Certifications
0%				
Completion				

Entity Details

Please complete the Entity Information form (Mandatory)

Incoming document [Response Section 1 - Entity Information.doc](#)

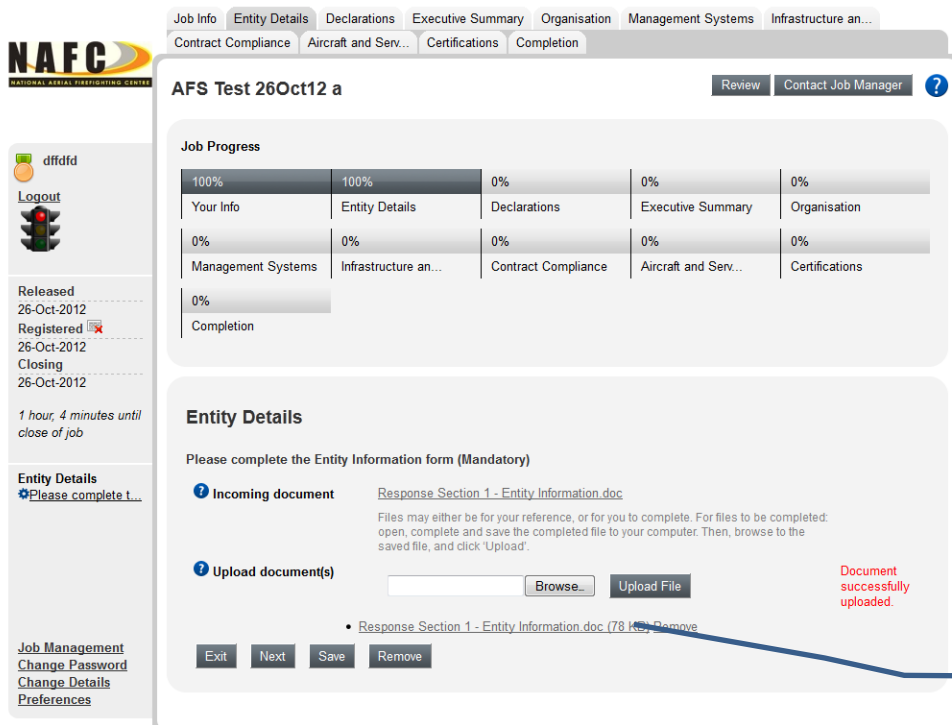
Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

Tabs

Incoming Document

Step	In the Portal	On your Local Drive
1	Click on the Incoming Document . This will open a file or your system will request where you want to save it.	
2		Save the file to your Response subdirectory and do not change the name of the file. Your response will be completed in each of these files.
3		Complete the file content as requested.
4		Save and close the file in your subdirectory
5	Return to the portal and upload the document by pressing Browse . Retrieve the document from the Response subdirectory. When selected, press Upload File . The portal will show the message: Document successfully uploaded	
6	Press the Save button and proceed by pressing the Next button.	



Job Info Entity Details Declarations Executive Summary Organisation Management Systems Infrastructure an...

Contract Compliance Aircraft and Serv... Certifications Completion

NAFC
National Aerial Firefighting Centre

AFS Test 26Oct12 a Review Contact Job Manager ?

Job Progress

100%	100%	0%	0%	0%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Contract Compliance	Aircraft and Serv...	Certifications
0%				
Completion				

Entity Details

Please complete the Entity Information form (Mandatory)

Incoming document [Response Section 1 - Entity Information.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed, open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

Document successfully uploaded.

• [Response Section 1 - Entity Information.doc \(78 KB\)](#)

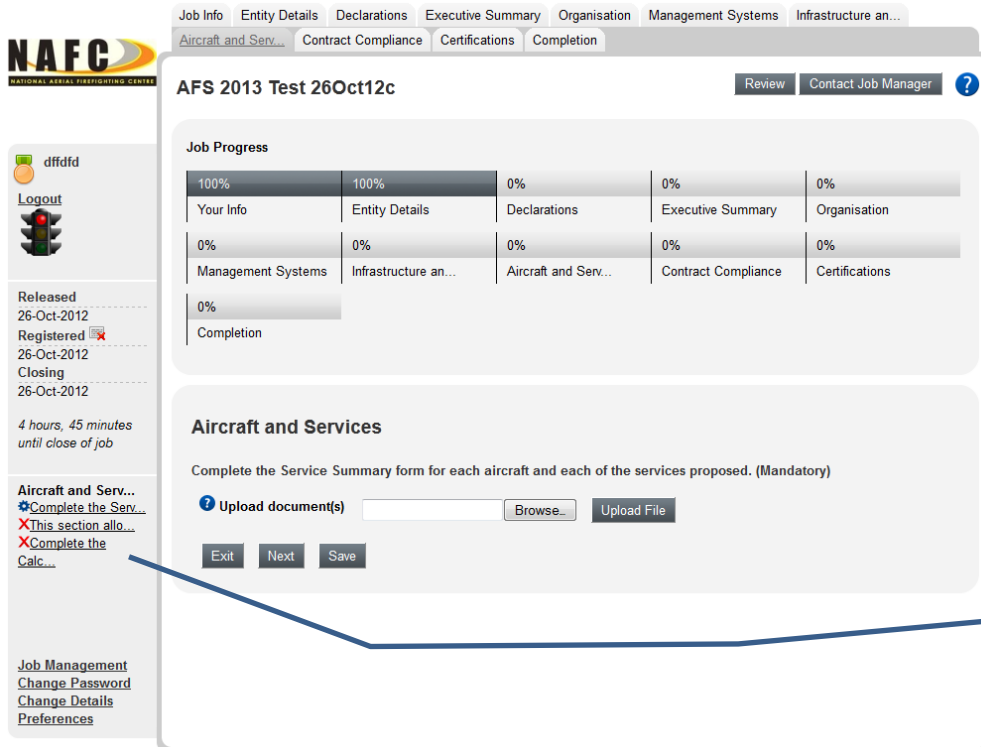
Released 26-Oct-2012
Registered 26-Oct-2012
Closing 26-Oct-2012
1 hour, 4 minutes until close of job

Entity Details
Please complete t...

Job Management
Change Password
Change Details
Preferences

The uploaded file

Note the message block close to the bottom of the left column. This shows the questions in the tab that the Tenderer is responding to. Users can click between them if they want to check their response in progress.



NAFC
NATIONAL AERIAL FIREFIGHTING CENTRE

dfdfd
Logout

Released
26-Oct-2012
Registered
26-Oct-2012
Closing
26-Oct-2012
4 hours, 45 minutes
until close of job

Aircraft and Serv...
 *Complete the Serv...
 XThis section allo...
 XComplete the
 Calc...

Job Management
Change Password
Change Details
Preferences

Job Info Entity Details Declarations Executive Summary Organisation Management Systems Infrastructure an...

Aircraft and Serv... Contract Compliance Certifications Completion

AFS 2013 Test 26Oct12c Review Contact Job Manager ?

Job Progress

100%	100%	0%	0%	0%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
0%				
Completion				

Aircraft and Services

Complete the Service Summary form for each aircraft and each of the services proposed. (Mandatory)

Upload document(s) Browse... Upload File

Exit Next Save

Shows questions in the
Tab

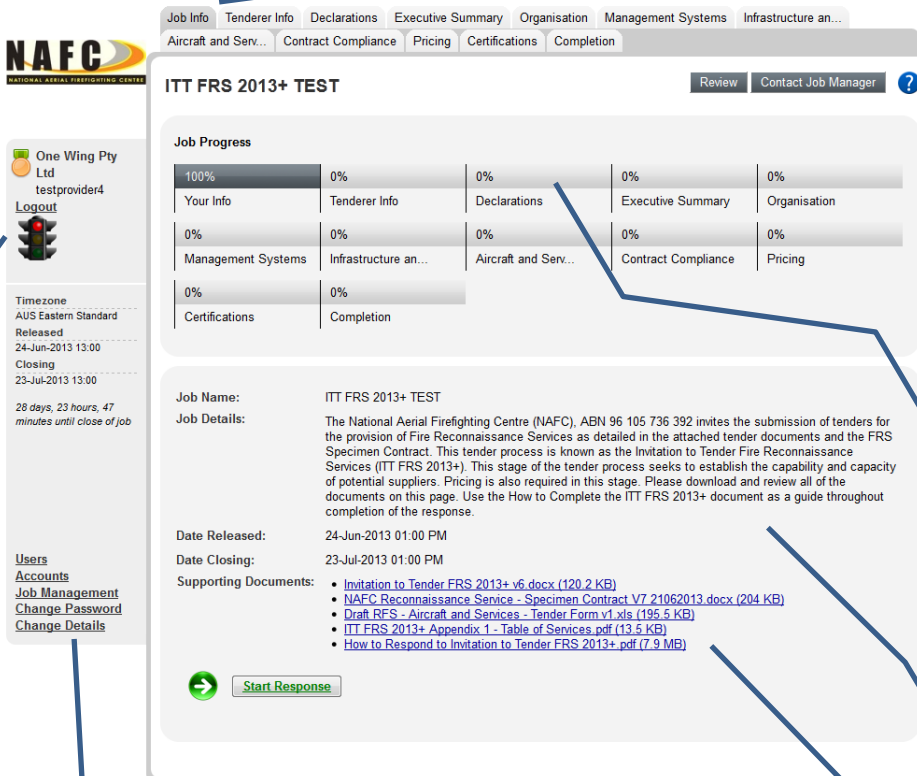
COMPLETE THE RESPONSE

TAB: JOB INFO

Number of Files to Download

4

Once the Job is selected, the Job Info screen will show. The tabs, Job Progress and left sidebar sections will be the same throughout on every tab.



Tabs You can navigate through the tender using the Tabs. Mostly you will move through the Tabs when prompted at the bottom of pages. You can see eleven Tabs here. The Job Info tab is used as an introduction.

Response Completion Progress.

This progress bar will remain in place in all Tabs showing your completion progress

Job Details Information and Instructions

Reference Documents to Download

There are several reference documents which need to be downloaded. This is done by clicking the document name

Progress Traffic Light

User Maintenance
Maintain your user details and preferences

Download all of the Supporting Documents to the Job Info subdirectory you created.

Review all of the documents before you begin preparing a response.

TAB: TENDERER INFORMATION

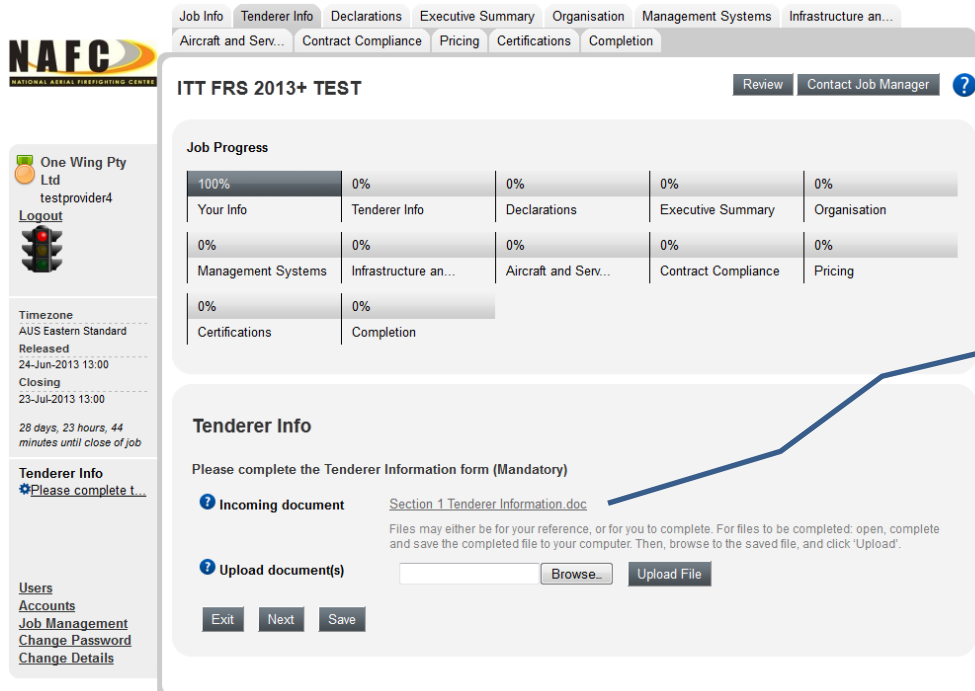
Number of Files to Complete

1

This is a 'Download / Complete & Save / Upload' tab.

The download form requires information on the tendering entity and related entities.

The questions in this form can also be viewed in Part C of the ITT.



NAFC
NATIONAL AERIAL FIREFIGHTING CENTRE

One Wing Pty Ltd
testprovider4
Logout

Timezone
AUS Eastern Standard
Released
24-Jun-2013 13:00
Closing
23-Jul-2013 13:00
28 days, 23 hours, 44 minutes until close of job

Tenderer Info
Please complete the Tenderer Information form (Mandatory)

Job Progress

100%	0%	0%	0%	0%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Tenderer Info

Please complete the Tenderer Information form (Mandatory)

Incoming document [Section 1 Tenderer Information.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

Click to Download this form

TAB: DECLARATIONS

Number of Files to Complete

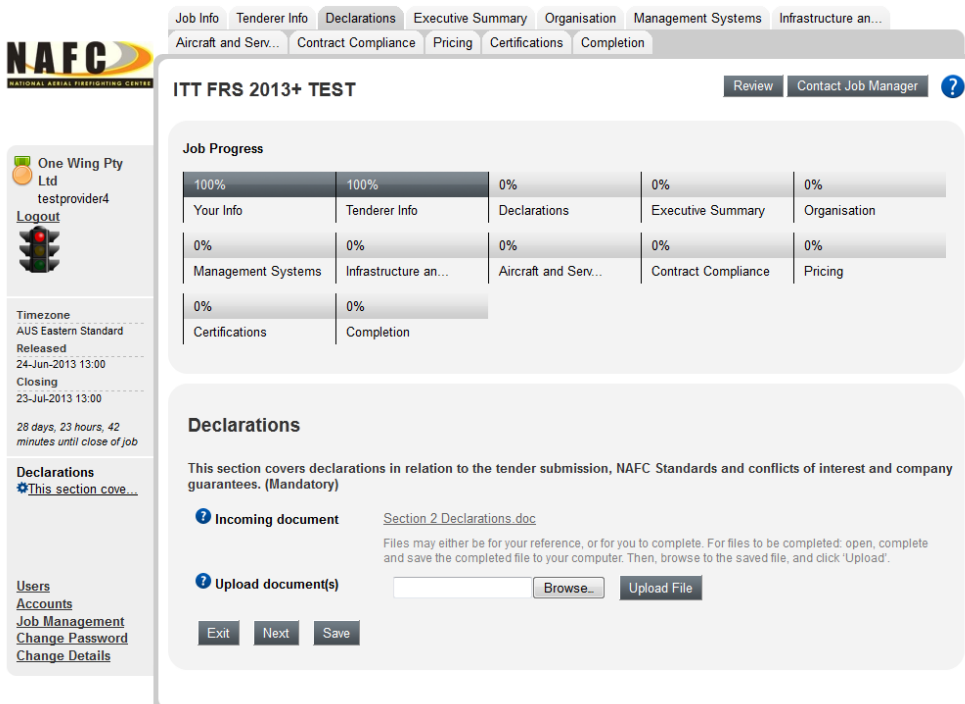
1

This is a 'Download / Complete & Save / Upload' tab.

The download form requires:

1. In submitting this tender, pursuant to the Electronic Transactions Act 1999 (Cth), the person identified by the user registration is duly authorised by the responding organisation to submit this tender. If this is the case then enter your name and the word "Agree".eg "Mary Smith - Agree". If this is not the case, write the reason why you do not agree with the statement;
2. The Tenderer to confirm that they have read and understood the Invitation to Tender Part A Terms and Conditions of Tender and confirm that they will comply with ITT Part A. (Note: If there is any qualification or reservation of rights, the response may be set aside.);
3. The Tenderer to confirm that they have not identified any conflict of interest or perceived conflict of interest that may arise if their tender is accepted and;
4. The Tenderer to confirm that they will ensure that where a Tenderer is a subsidiary company or proposes to contract as a trustee, a guarantee or indemnity is given by the parent company in respect of the Tenderer's obligations.

The questions in this form can also be viewed in Part C of the ITT.



The screenshot shows the NAFC ITT FRS 2013+ TEST interface. The top navigation bar includes tabs for Job Info, Tenderer Info, **Declarations**, Executive Summary, Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar lists Aircraft and Serv..., Contract Compliance, Pricing, Certifications, and Completion. The main content area is titled "ITT FRS 2013+ TEST" and includes a "Review" button and a "Contact Job Manager" link. A "Job Progress" table shows completion percentages for various sections: Your Info (100%), Tenderer Info (100%), Declarations (0%), Executive Summary (0%), Organisation (0%), Management Systems (0%), Infrastructure an... (0%), Aircraft and Serv... (0%), Contract Compliance (0%), Pricing (0%), Certifications (0%), and Completion (0%). The "Declarations" section is currently selected and displays instructions for completing the declarations, including a link to "Section 2 Declarations.doc" and an "Upload document(s)" button with a "Browse..." button and an "Upload File" button. A sidebar on the left contains the NAFC logo, user information for "One Wing Pty Ltd" (testprovider4), a "Logout" button, a traffic light icon, timezone information (AUS Eastern Standard), release date (24-Jun-2013 13:00), closing date (23-Jul-2013 13:00), a countdown timer (28 days, 23 hours, 42 minutes until close of job), and links for Declarations, Users, Accounts, Job Management, Change Password, and Change Details.

TAB: EXECUTIVE SUMMARY

Number of Files to Complete

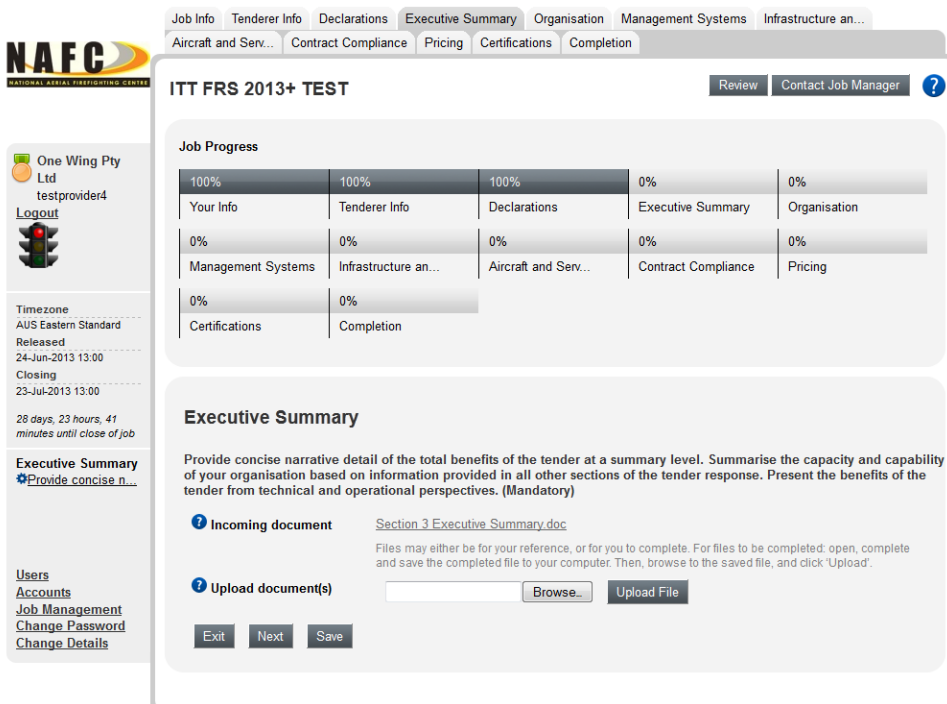
1

This is a 'Download / Complete & Save / Upload' tab.

The download form requires a summary of the Services proposed by the Tenderer.

Only text content should be used with no visual material.

The question in this form can also be viewed in Part C of the ITT.



The screenshot shows the 'ITT FRS 2013+ TEST' interface. The 'Executive Summary' tab is selected. The 'Job Progress' section shows a table of completion percentages for various sections. The 'Executive Summary' section contains instructions and a file upload area.

100%	100%	100%	0%	0%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Executive Summary

Provide concise narrative detail of the total benefits of the tender at a summary level. Summarise the capacity and capability of your organisation based on information provided in all other sections of the tender response. Present the benefits of the tender from technical and operational perspectives. (Mandatory)

Incoming document [Section 3 Executive Summary.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

TAB: ORGANISATION

Number of Files to Complete

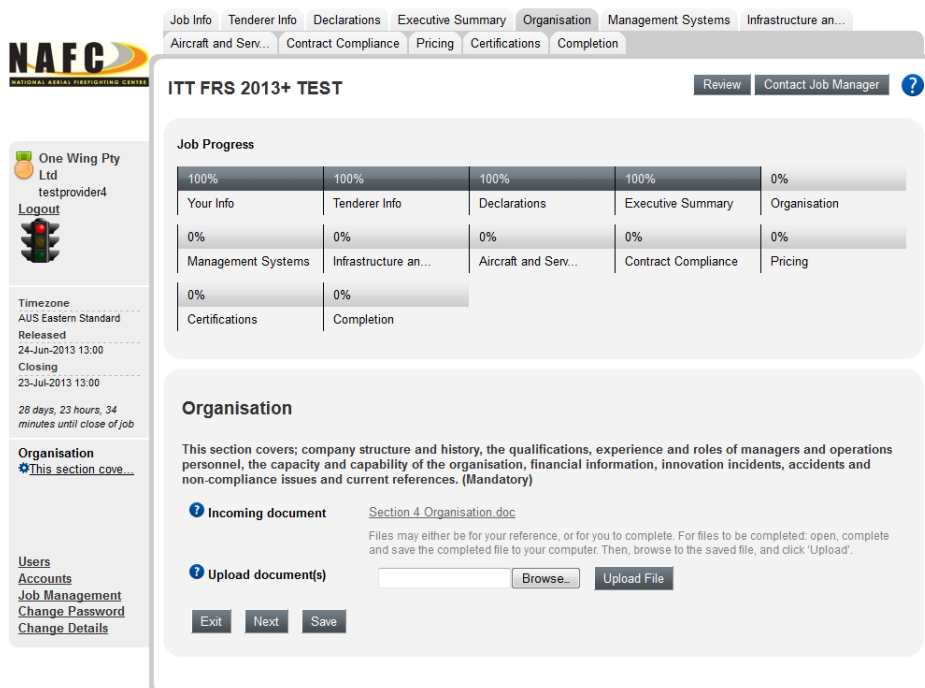
1

This is a 'Download / Complete & Save / Upload' tab.

The download form requires a range of information about the Tenderer's organisation and capabilities.

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Part C of the ITT.



The screenshot shows the NAFC ITT FRS 2013+ TEST interface. The top navigation bar includes tabs for Job Info, Tenderer Info, Declarations, Executive Summary, Organisation (selected), Management Systems, Infrastructure and..., Aircraft and Serv..., Contract Compliance, Pricing, Certifications, and Completion. The main content area is titled 'ITT FRS 2013+ TEST' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows the completion status of various sections. The 'Organisation' section is highlighted, and the 'Upload document(s)' button is visible.

100%	100%	100%	100%	0%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Organisation

This section covers; company structure and history, the qualifications, experience and roles of managers and operations personnel, the capacity and capability of the organisation, financial information, innovation incidents, accidents and non-compliance issues and current references. (Mandatory)

Incoming document [Section 4 Organisation.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

TAB: MANAGEMENT SYSTEMS

Number of Files to Complete

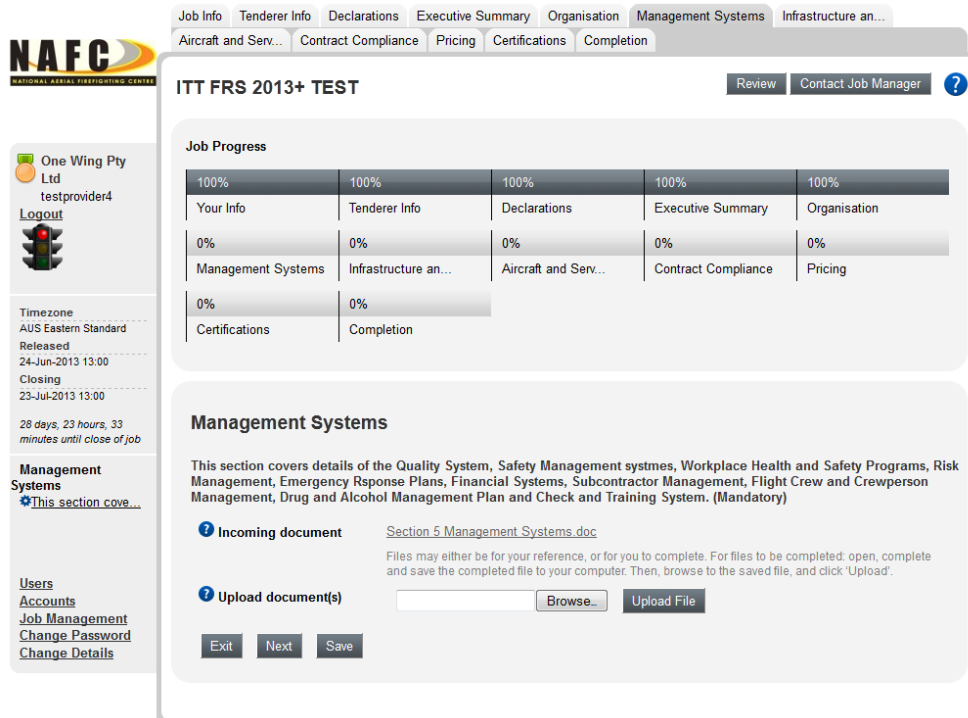
1

This is a 'Download / Complete & Save / Upload' tab.

The download form requires a range of information about the Tenderer's management systems.

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Part C of the ITT.



The screenshot displays the 'ITT FRS 2013+ TEST' interface. At the top, a navigation bar includes tabs for Job Info, Tenderer Info, Declarations, Executive Summary, Organisation, Management Systems (selected), and Infrastructure an... Below this, a sub-navigation bar lists Aircraft and Serv..., Contract Compliance, Pricing, Certifications, and Completion. The main content area is titled 'Management Systems' and contains a 'Job Progress' table and a 'Management Systems' section.

100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Management Systems

This section covers details of the Quality System, Safety Management systmes, Workplace Health and Safety Programs, Risk Management, Emergency Response Plans, Financial Systems, Subcontractor Management, Flight Crew and Crewperson Management, Drug and Alcohol Management Plan and Check and Training System. (Mandatory)

Incoming document [Section 5 Management Systems.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

TAB: INFRASTRUCTURE AND MAINTENANCE SYSTEMS

Number of Files to Complete

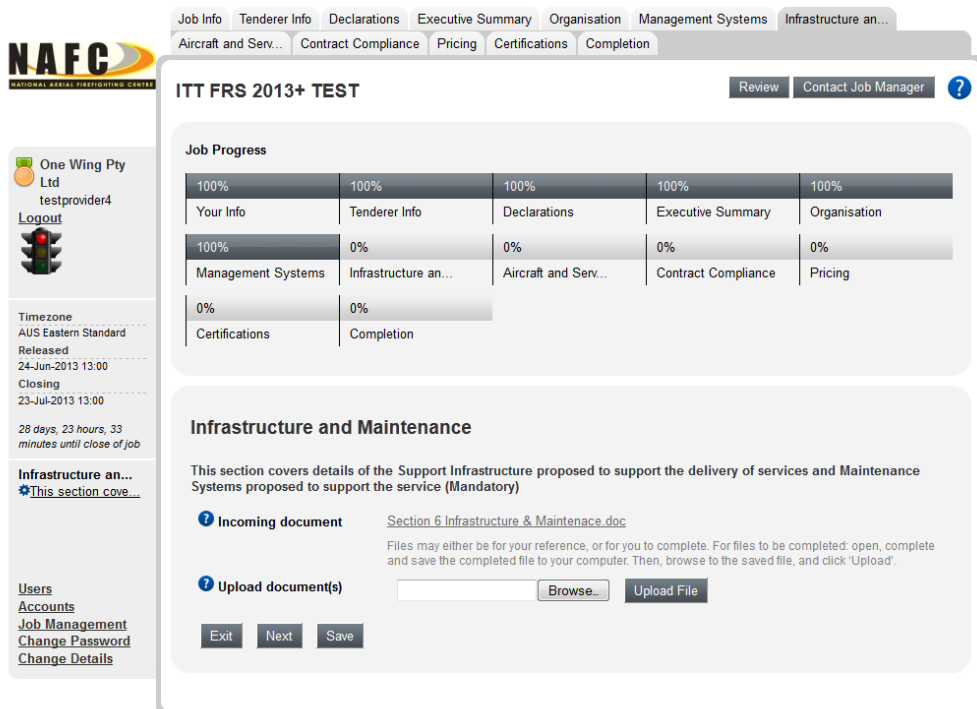
1

This is a 'Download / Complete & Save / Upload' tab.

The download form requires a range of information about the Tenderer's infrastructure and maintenance systems.

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Part C of the ITT.



NAFC
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info Tenderer Info Declarations Executive Summary Organisation Management Systems Infrastructure an...
Aircraft and Serv... Contract Compliance Pricing Certifications Completion

ITT FRS 2013+ TEST Review Contact Job Manager ?

Job Progress

100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
100%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Infrastructure and Maintenance

This section covers details of the Support Infrastructure proposed to support the delivery of services and Maintenance Systems proposed to support the service (Mandatory)

Incoming document [Section 6 Infrastructure & Maintenance.doc](#)
Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

One Wing Pty Ltd
testprovider4
Logout

Timezone
AUS Eastern Standard
Released
24-Jun-2013 13:00
Closing
23-Jul-2013 13:00
28 days, 23 hours, 33 minutes until close of job

Infrastructure an...
*This section cove...

Users
[Accounts](#)
[Job Management](#)
[Change Password](#)
[Change Details](#)

TAB: AIRCRAFT AND SERVICES

Number of Files to Complete

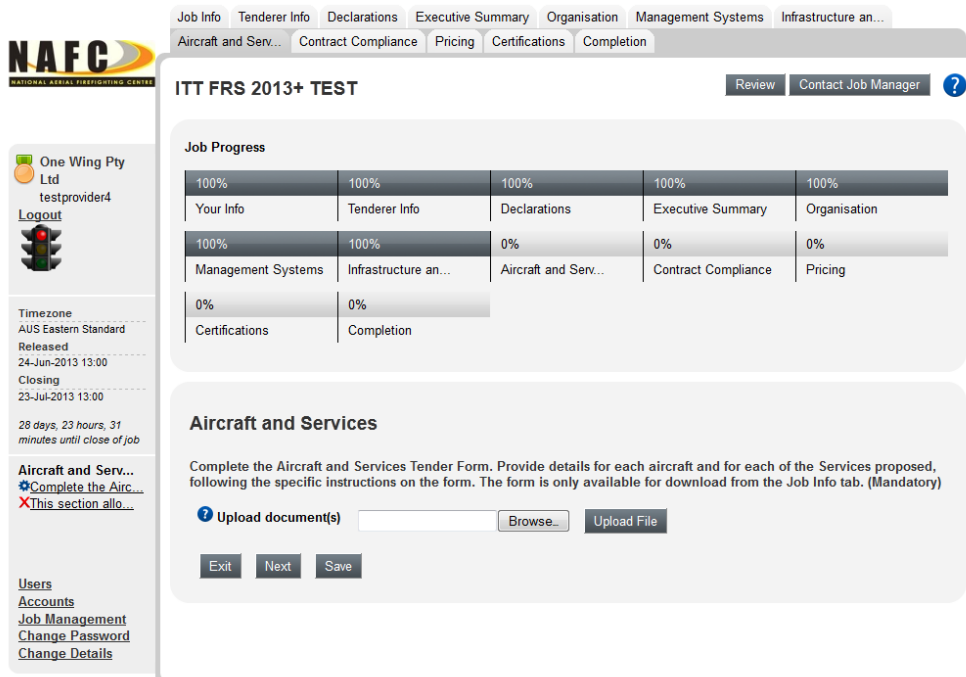
2

This is a 'Download / Complete & Save / Upload' tab. Note that there are 2 download files in this tab.

The first download, the 'Aircraft and Services Tender form', is only available for download at the Job Info tab. This form (an MS Excel workbook) requires a range of information about the Tenderer's aircraft and Services. Instructions on how to complete the form appear on the first page of the workbook.

The instructions and questions in the 'Aircraft and Services Tender form' are **not** shown in Part C of the ITT.

The completed 'Aircraft and Services Tender form' should be uploaded to this tab.



The screenshot shows the NAFC ITT FRS 2013+ TEST interface. The top navigation bar includes tabs for Job Info, Tenderer Info, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Pricing, Certifications, and Completion. The main content area is titled 'ITT FRS 2013+ TEST' and features a 'Job Progress' table and an 'Aircraft and Services' section.

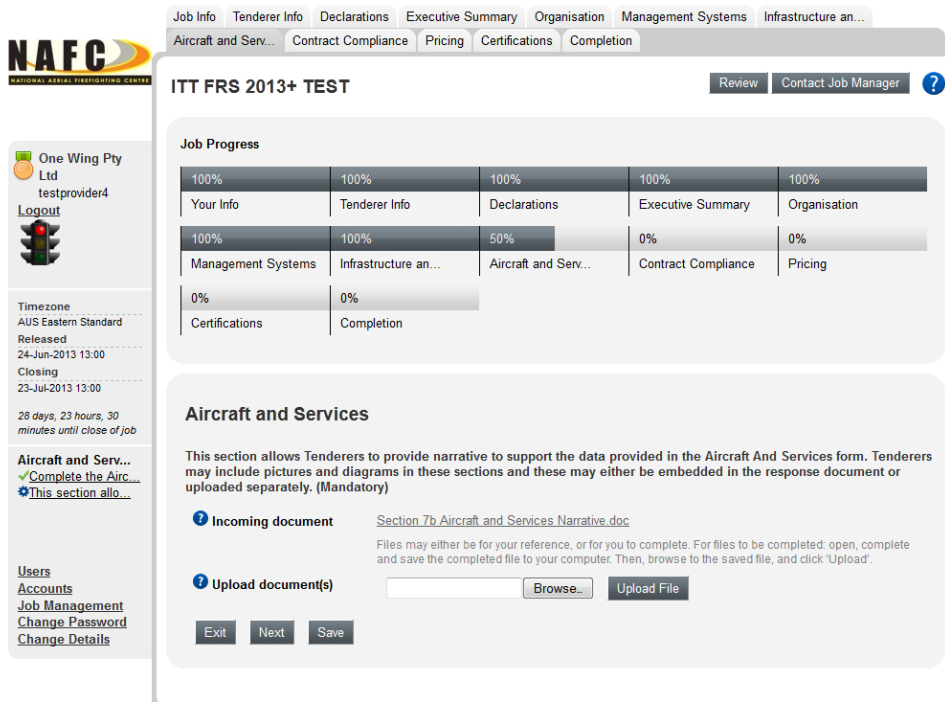
100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
100%	100%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Aircraft and Services

Complete the Aircraft and Services Tender Form. Provide details for each aircraft and for each of the Services proposed, following the specific instructions on the form. The form is only available for download from the Job Info tab. (Mandatory)

Upload document(s)

The second download form, called 'Aircraft and Services Narrative', requires a range of narrative information to support the data provided in the 'Aircraft and Services Tender form'. Relevant diagrams and tables may be included in the response.



NAFC
National Aerial Firefighting Centre

Job Info | Tenderer Info | Declarations | Executive Summary | Organisation | Management Systems | Infrastructure an...
 Aircraft and Serv... | Contract Compliance | Pricing | Certifications | Completion

ITT FRS 2013+ TEST Review Contact Job Manager ?

Job Progress

100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
100%	100%	50%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Aircraft and Services

This section allows Tenderers to provide narrative to support the data provided in the Aircraft And Services form. Tenderers may include pictures and diagrams in these sections and these may either be embedded in the response document or uploaded separately. (Mandatory)

Incoming document [Section 7b Aircraft and Services Narrative.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s) Browse... Upload File

Exit Next Save

One Wing Pty Ltd
testprovider4
[Logout](#)

Timezone
AUS Eastern Standard
Released
24-Jun-2013 13:00
Closing
23-Jul-2013 13:00
28 days, 23 hours, 30 minutes until close of job

Aircraft and Serv...
✓ Complete the Airc...
✱ This section allo...

[Users](#)
[Accounts](#)
[Job Management](#)
[Change Password](#)
[Change Details](#)

TAB: CONTRACT COMPLIANCE

Number of Files to Complete

1

This is a 'Download / Complete & Save / Upload' tab.

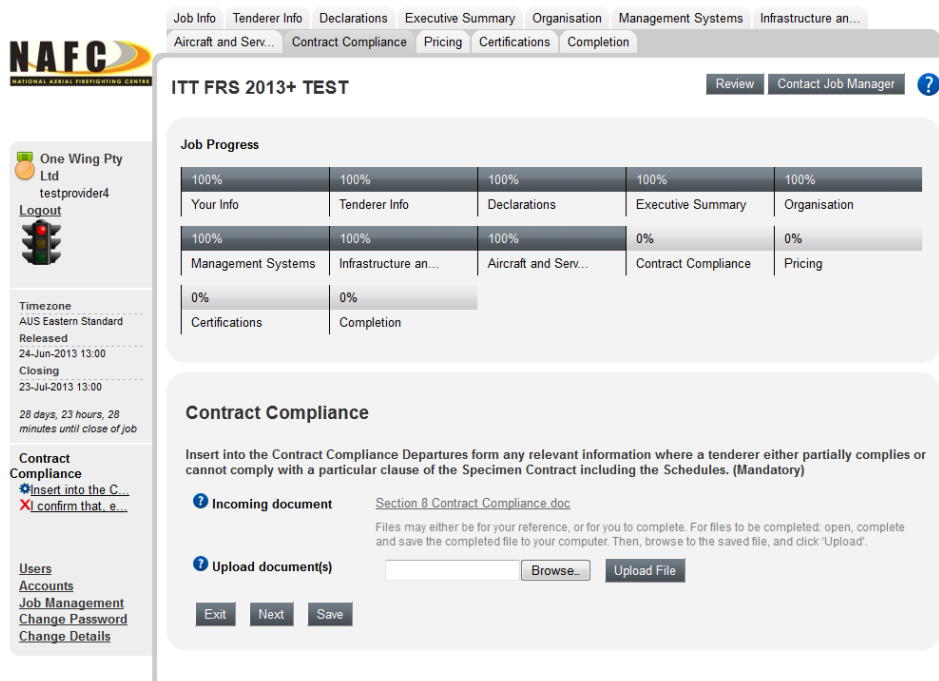
The first download form requires a range of information about the Tenderer's compliance to the Specimen Contract clauses and Schedules.

NAFC no longer requires a complete Compliance Statement, where Tenderers are required to state the extent of compliance with every individual clause of the Specimen Contract. Instead, a Contract Departures statement must be completed, along with a single statement that all other relevant clauses are complied with.

In order to prepare the Contract Departures form, the Tenderer should:

- Carefully examine each clause of the Specimen Contract, including the Schedules;
- Complete the downloaded Contract Departures form, identifying only those clauses and Schedules of the Specimen Contract which are of concern and, if appropriate, propose an alternate drafting of the particular clause(s).
- Make a statement (the next question in the portal) that all other applicable clauses, excepting those noted in the Contract Departures form, are complied with.

This form includes a second table requiring information about the Tenderer's compliance to the Preferred and Optional clauses of the Specimen Contract. A final screen will then request confirmation of the compliance with the remainder of the Specimen Contract.



The screenshot displays the 'ITT FRS 2013+ TEST' portal. The top navigation bar includes tabs for Job Info, Tenderer Info, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Pricing, Certifications, and Completion. The 'Contract Compliance' tab is active.

Job Progress

100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
100%	100%	100%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
0%	0%			
Certifications	Completion			

Contract Compliance

Insert into the Contract Compliance Departures form any relevant information where a tenderer either partially complies or cannot comply with a particular clause of the Specimen Contract including the Schedules. (Mandatory)

Incoming document [Section 8 Contract Compliance.doc](#)

Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

Upload document(s)

TAB: CERTIFICATIONS

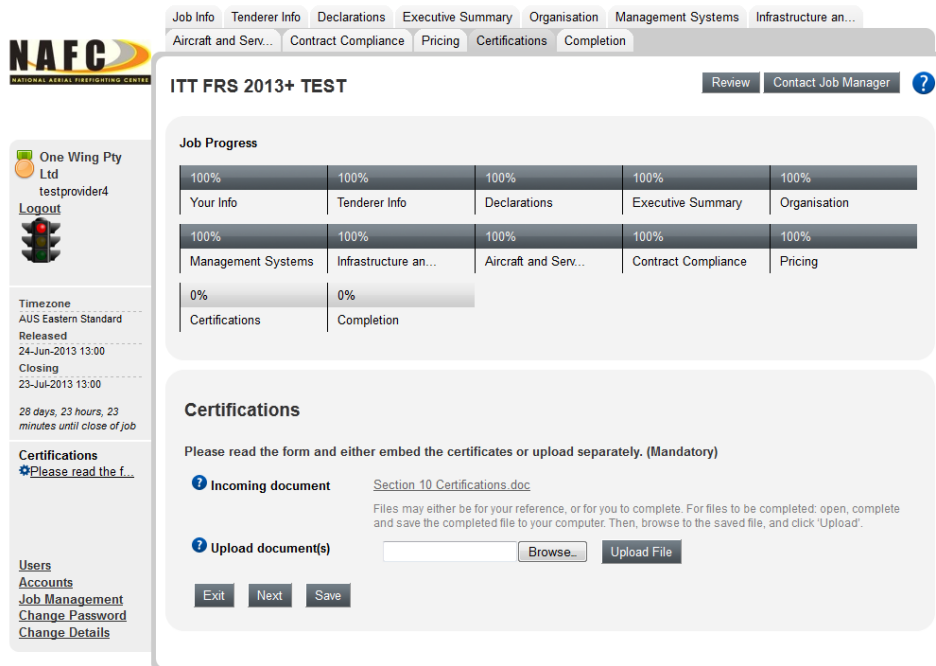
Number of Files to Complete

1

This is a 'Download / Complete & Save / Upload' tab.

The form requests any supporting Certification that can be provided by Tenderers.

Relevant scanned material may be included in the response.



The screenshot shows the NAFC ITT FRS 2013+ TEST form. The left sidebar contains the NAFC logo, user information (One Wing Pty Ltd, testprovider4, Logout), a traffic light icon, and a countdown timer (28 days, 23 hours, 23 minutes until close of job). The main content area has a top navigation bar with tabs: Job Info, Tenderer Info, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Pricing, Certifications, and Completion. The 'Certifications' tab is selected. Below the navigation bar, there are buttons for 'Review' and 'Contact Job Manager'. The 'Job Progress' section shows a table with completion percentages for various sections: Your Info (100%), Tenderer Info (100%), Declarations (100%), Executive Summary (100%), Organisation (100%), Management Systems (100%), Infrastructure an... (100%), Aircraft and Serv... (100%), Contract Compliance (100%), Pricing (100%), Certifications (0%), and Completion (0%). The 'Certifications' section contains a mandatory instruction: 'Please read the form and either embed the certificates or upload separately. (Mandatory)'. It lists 'Incoming document' as 'Section 10 Certifications.doc' and provides a link to the document. Below this, there is a section for 'Upload document(s)' with a text input field, a 'Browse...' button, and an 'Upload File' button. At the bottom of the form, there are 'Exit', 'Next', and 'Save' buttons.

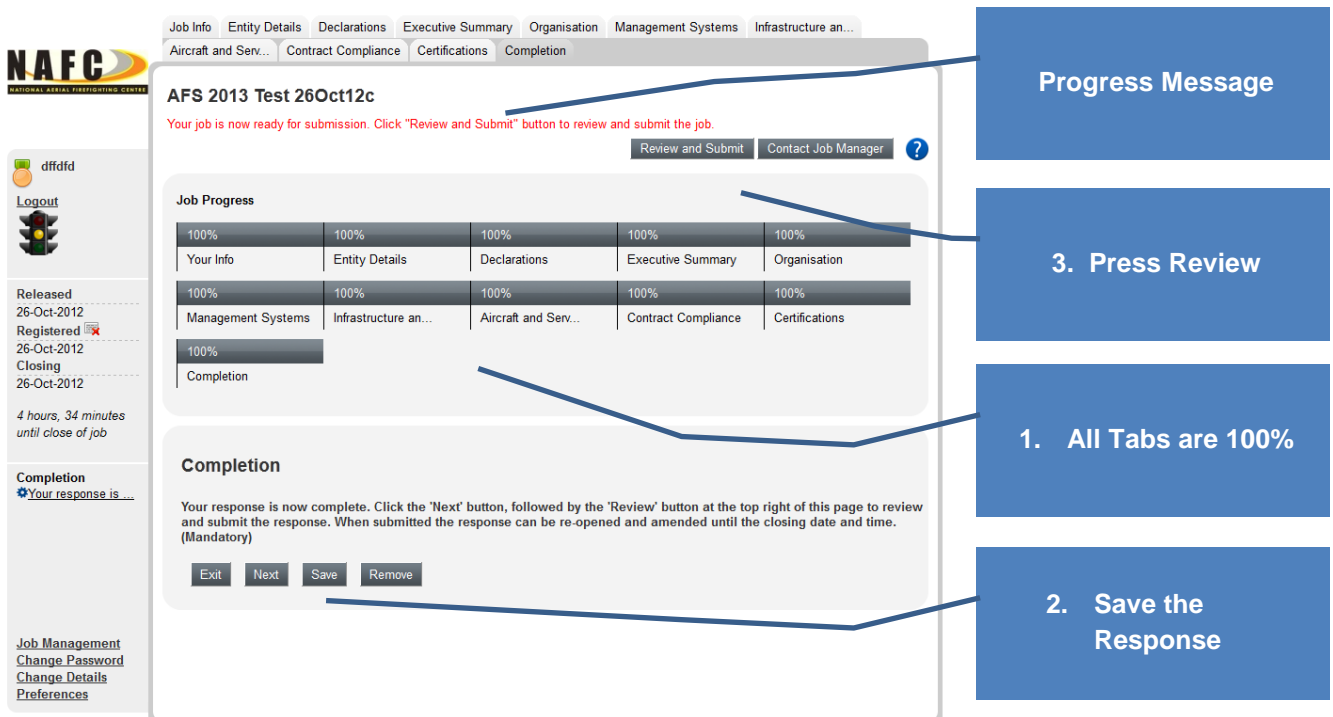
TAB: COMPLETION

Number of Files to Complete

0

This screen simply notes the completion of the tabs and prompts to Save before proceeding.

1. Check all tabs are 100% complete
2. Save the response
3. Press 'Review'



The screenshot shows the 'AFS 2013 Test 26Oct12c' completion screen. The top navigation bar includes tabs for Job Info, Entity Details, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The 'Completion' tab is active, showing a progress bar at 100%.

On the left sidebar, there is a user profile for 'dffdfr' with a 'Logout' button. Below this, a 'Released' status is shown for 26-Oct-2012, followed by 'Registered', 'Closing', and 'Closing' dates. A timer indicates '4 hours, 34 minutes until close of job'. At the bottom of the sidebar, there are links for 'Job Management', 'Change Password', 'Change Details', and 'Preferences'.

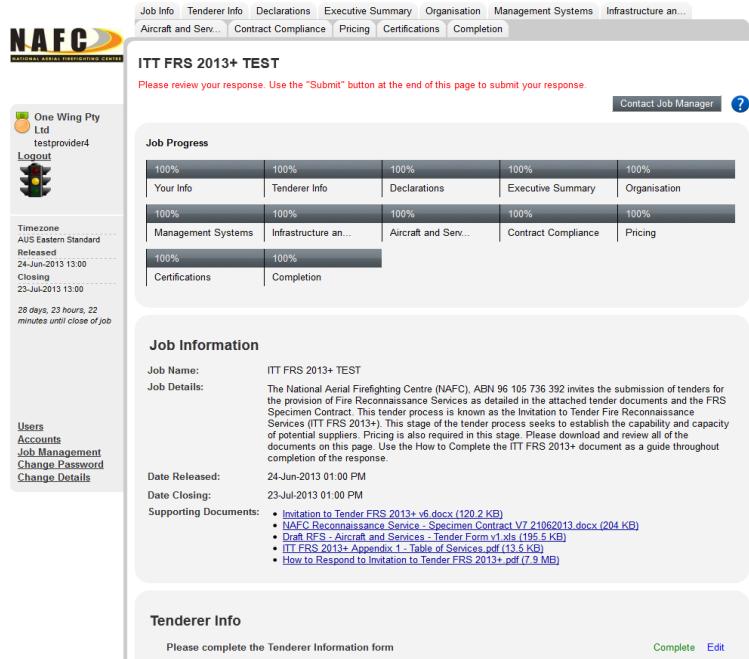
The main content area displays the 'Job Progress' table, which shows 100% completion for all tabs. Below this, a 'Completion' section provides instructions: 'Your response is now complete. Click the 'Next' button, followed by the 'Review' button at the top right of this page to review and submit the response. When submitted the response can be re-opened and amended until the closing date and time. (Mandatory)'. At the bottom of this section are buttons for 'Exit', 'Next', 'Save', and 'Remove'.

Four blue callout boxes with arrows point to specific elements on the screen:

- Progress Message**: Points to the red text message: 'Your job is now ready for submission. Click "Review and Submit" button to review and submit the job.'
- 3. Press Review**: Points to the 'Review and Submit' button.
- 1. All Tabs are 100%**: Points to the 'Completion' tab in the top navigation bar.
- 2. Save the Response**: Points to the 'Save' button in the bottom right of the 'Completion' section.

A response is not fully conforming until all tabs in the response are complete and reviewed.

Next, a long page shows with a report on every tab. On the left hand side are the response tab questions and a status note. **Ignore** the 'Statement Chosen' and 'Response' note. Check that the correct response document has been uploaded. In the example below two files have been uploaded. To correct the error, click the Edit button on the right hand side of the page and the Remove button on the tab.



ITT FRS 2013+ TEST

Please review your response. Use the "Submit" button at the end of this page to submit your response.

Job Progress

100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
100%	100%			
Certifications	Completion			

Job Information

Job Name: ITT FRS 2013+ TEST

Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392 invites the submission of tenders for the provision of Fire Reconnaissance Services as detailed in the attached tender documents and the FRS Specimen Contract. This tender process is known as the Invitation to Tender Fire Reconnaissance Services (ITT FRS 2013+). This stage of the tender process seeks to establish the capability and capacity of potential suppliers. Pricing is also required in this stage. Please download and review all of the documents on this page. Use the How to Complete the ITT FRS 2013+ document as a guide throughout completion of the response.

Date Released: 24-Jun-2013 01:00 PM

Date Closing: 23-Jul-2013 01:00 PM

Supporting Documents:

- Invitation to Tender FRS 2013+ v6.docx (120.2 KB)
- NAFC Reconnaissance Service - Specimen Contract V7 21062013.docx (204 KB)
- Draft FRS - Aircraft and Services - Tender Form v1.xls (195.5 KB)
- ITT FRS 2013+ Appendix 1 - Table of Services.pdf (13.5 KB)
- How to Respond to Invitation to Tender FRS 2013+ pdf (7.9 MB)

Tenderer Info

Please complete the Tenderer Information form Complete Edit



Entity Details

Please complete the Entity Information form Complete Edit

Statement Chosen: Comply Fully

Response: No response needed.

Documents Uploaded:

- Response Section 1 - Entity Information.doc (78 KB)

Declarations

This section covers declarations in relation to the tender submission, NAFC Standards and conflicts of interest and company guarantees. Complete Edit

Statement Chosen: Comply Fully

Response: No response needed.

Documents Uploaded:

- Response Section 2 - Declarations.doc (42 KB)
- Response Section 4 - Organisation.doc (29 KB)

Executive Summary

Provide concise narrative detail of the total benefits of the response at a summary level. Summarise the capacity and capability of your organisation based on information provided in all other sections of the tender response. Present the benefits of the offer from technical and operational perspectives (Do not use visual content in this section). Complete Edit

Statement Chosen: Comply Fully

Response: No response needed.

Documents Uploaded:

- Response Section 3 - Executive Summary.doc (30.5 KB)

Organisation

This section covers: company structure and history, the qualifications, experience and roles of managers and operations personnel, the capacity and capability of the organisation, financial information, innovation incidents, accidents and non-compliance issues and current references. Complete Edit

Status Note and Option to Edit

Two files uploaded by mistake

Certifications

Please read the form and either embed the certificates or upload separately. [Complete](#) [Edit](#)

Statement Chosen: Comply Fully

Response: No response needed.

Documents Uploaded:

- Response Section 9 - Certifications.doc (26.5 KB)

Completion

Your response is now complete. Click the 'Next' button, followed by the 'Review' button at the top right of this page to review and submit the response. When submitted the response can be re-opened and amended until the closing date and time. [Complete](#) [Edit](#)

Statement Chosen: Comply Fully

Response: No response needed.

[Cancel](#) [Submit](#)

Cancel review or Submit

After checking all the sections, press the Submit button. The response is now complete. However, Tenderers may re-open, amend and re-submit the response right up to closing date. If the Submit button is not visible, it means that you have not completed the response or have not viewed all of the messages on the Job Info tab. Once submitted, the following page will now appear and you will get a confirmation email:

NAFC
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info | Tenderer Info | Declarations | Executive Summary | Organisation | Management Systems | Infrastructure an...
Aircraft and Serv... | Contract Compliance | Pricing | Certifications | Completion

ITT FRS 2013+ TEST

Job Progress
Submitted on 24-Jun-2013 01:39:24 PM

100%	100%	100%	100%	100%
Your Info	Tenderer Info	Declarations	Executive Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Pricing
100%	100%			
Certifications	Completion			

Job Name: ITT FRS 2013+ TEST

Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392 invites the submission of tenders for the provision of Fire Reconnaissance Services as detailed in the attached tender documents and the FRS Specimen Contract. This tender process is known as the Invitation to Tender Fire Reconnaissance Services (ITT FRS 2013+). This stage of the tender process seeks to establish the capability and capacity of potential suppliers. Pricing is also required in this stage. Please download and review all of the documents on this page. Use the How to Complete the ITT FRS 2013+ document as a guide throughout completion of the response.

Date Released: 24-Jun-2013 01:00 PM

Date Closing: 23-Jul-2013 01:00 PM

Supporting Documents:

- Invitation to Tender FRS 2013+ v6.docx (120.2 KB)
- NAFC Reconnaissance Service - Specimen Contract V7 21062013.docx (204 KB)
- Draft BFS - Aircraft and Services - Tender Form v1.xls (195.5 KB)
- ITT FRS 2013+ Appendix 1 - Table of Services.pdf (13.5 KB)
- How to Respond to Invitation to Tender FRS 2013+.pdf (7.9 MB)

[Re-open response](#)

The 'job Progress' is submitted

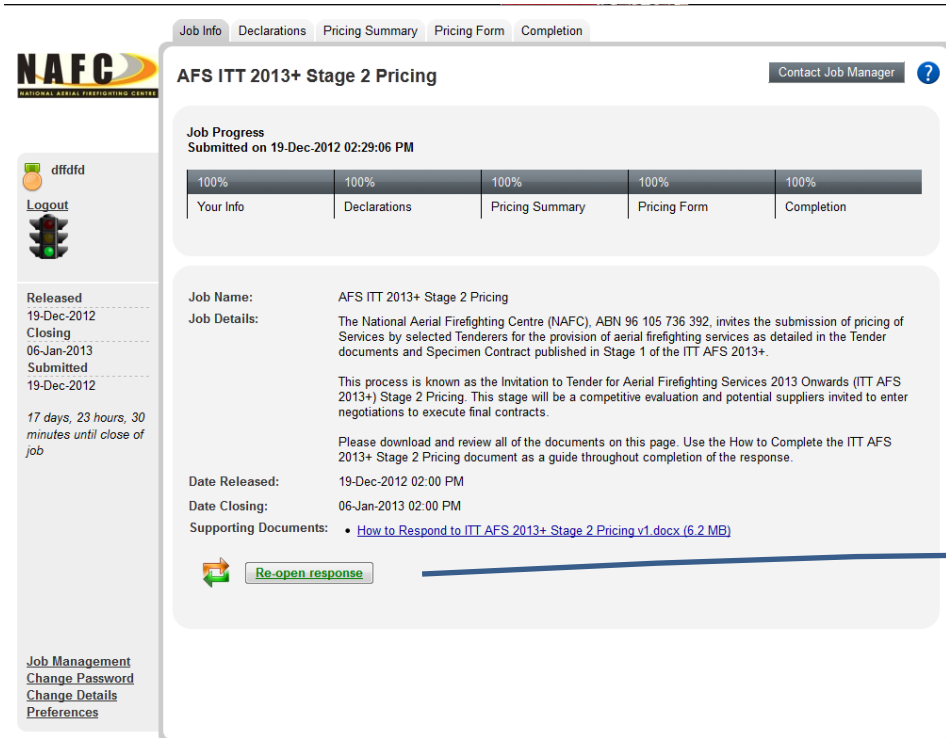
The 'traffic light' is green

The 'status' is submitted

...but can be re-opened and edited until Tender close date

The response is now complete and submitted.

RE-OPENING AND RE-SUBMITTING A RESPONSE



NAFC
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info | Declarations | Pricing Summary | Pricing Form | Completion

AFS ITT 2013+ Stage 2 Pricing [Contact Job Manager](#) ?

Job Progress
Submitted on 19-Dec-2012 02:29:06 PM


100%	100%	100%	100%	100%
Your Info	Declarations	Pricing Summary	Pricing Form	Completion

Job Name: AFS ITT 2013+ Stage 2 Pricing
Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of pricing of Services by selected Tenderers for the provision of aerial firefighting services as detailed in the Tender documents and Specimen Contract published in Stage 1 of the ITT AFS 2013+.

This process is known as the Invitation to Tender for Aerial Firefighting Services 2013 Onwards (ITT AFS 2013+) Stage 2 Pricing. This stage will be a competitive evaluation and potential suppliers invited to enter negotiations to execute final contracts.

Please download and review all of the documents on this page. Use the How to Complete the ITT AFS 2013+ Stage 2 Pricing document as a guide throughout completion of the response.

Date Released: 19-Dec-2012 02:00 PM
Date Closing: 06-Jan-2013 02:00 PM
Supporting Documents: • [How to Respond to ITT AFS 2013+ Stage 2 Pricing v1.docx \(6.2 MB\)](#)

 **Re-open response**

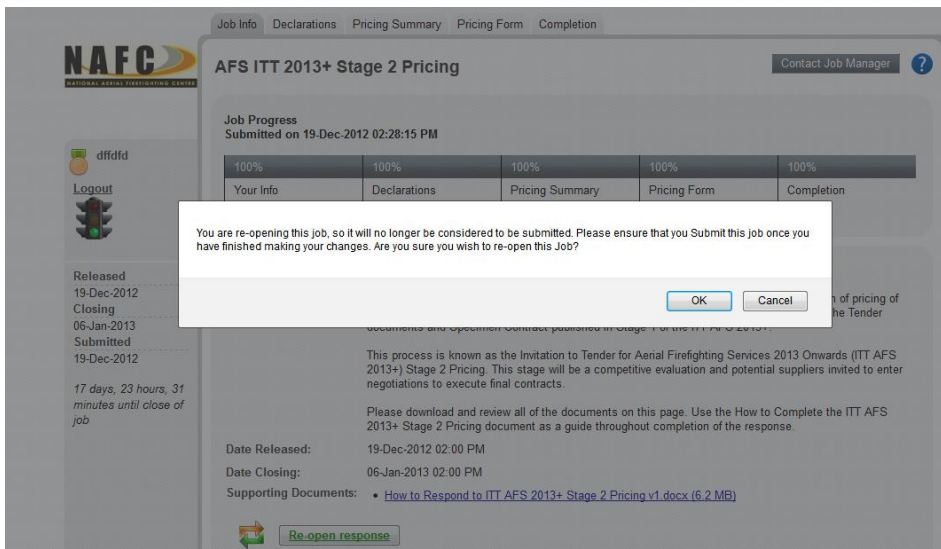
Job Management
[Change Password](#)
[Change Details](#)
[Preferences](#)

Released 19-Dec-2012
 Closing 06-Jan-2013
 Submitted 19-Dec-2012
 17 days, 23 hours, 30 minutes until close of job

Logout

The 'job' is submitted

If you select the Re-open Response button, the following message will appear:



NAFC
NATIONAL AERIAL FIREFIGHTING CENTRE

Job Info | Declarations | Pricing Summary | Pricing Form | Completion

AFS ITT 2013+ Stage 2 Pricing [Contact Job Manager](#) ?

Job Progress
Submitted on 19-Dec-2012 02:28:15 PM


100%	100%	100%	100%	100%
Your Info	Declarations	Pricing Summary	Pricing Form	Completion

Job Name: AFS ITT 2013+ Stage 2 Pricing
Job Details: The National Aerial Firefighting Centre (NAFC), ABN 96 105 736 392, invites the submission of pricing of Services by selected Tenderers for the provision of aerial firefighting services as detailed in the Tender documents and Specimen Contract published in Stage 1 of the ITT AFS 2013+.

This process is known as the Invitation to Tender for Aerial Firefighting Services 2013 Onwards (ITT AFS 2013+) Stage 2 Pricing. This stage will be a competitive evaluation and potential suppliers invited to enter negotiations to execute final contracts.

Please download and review all of the documents on this page. Use the How to Complete the ITT AFS 2013+ Stage 2 Pricing document as a guide throughout completion of the response.

Date Released: 19-Dec-2012 02:00 PM
Date Closing: 06-Jan-2013 02:00 PM
Supporting Documents: • [How to Respond to ITT AFS 2013+ Stage 2 Pricing v1.docx \(6.2 MB\)](#)

 **Re-open response**

Job Management
[Change Password](#)
[Change Details](#)
[Preferences](#)

Released 19-Dec-2012
 Closing 06-Jan-2013
 Submitted 19-Dec-2012
 17 days, 23 hours, 31 minutes until close of job

Logout

You are re-opening this job, so it will no longer be considered to be submitted. Please ensure that you Submit this job once you have finished making your changes. Are you sure you wish to re-open this Job?

Note that clicking OK to the above message will re-open your response. This is like pulling your response back out of the tender box. You will need to once again review and submit your response via the Completion tab. You must follow the procedure to review and re-submit your

response even if you make no amendments to your submission. If you do not resubmit your response, it will not be registered and evaluated.