

# **How to Respond to the Invitation to Tender Aerial Firefighting Services 2015+**

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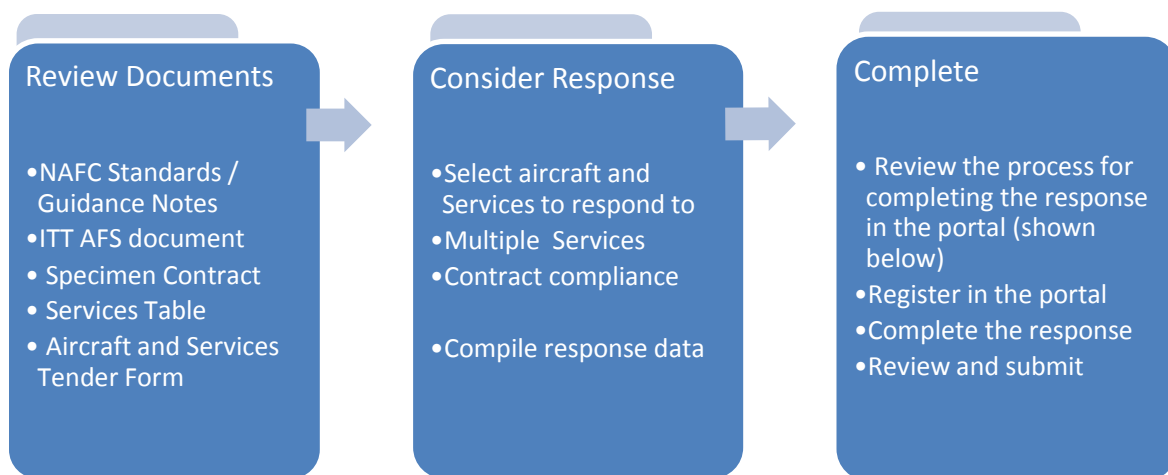
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## HIGH LEVEL PROCESS

### RECOMMENDED TENDERER TASKS

It is recommended that Tenderers apply the suggested process noted below. The key documents are available on the NAFC website ([www.nafc.org.au](http://www.nafc.org.au)). All of the documents are available in NAFC's Electronic Tender Portal (**NETP**).



### 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 2015+

Read this guide through before preparing to respond.

### NAFC STANDARDS & GUIDANCE NOTES

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

## INVITATION TO TENDER AFS 2015+

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

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### 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.

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### 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.

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### PART B – SERVICE REQUIREMENTS

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

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### 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, Safety 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 NAFC Specimen Contract and Schedules and to the Preferred and Optional clauses;

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

## NAFC 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.

## ITT AFS 2015+ TABLE OF SERVICES

The Services required for the ITT AFS Services 2015+ are defined in the document (ITT AFS 2015+ Appendix 1: 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.

## 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 2015+ 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 2015+ Table of Services, all of Part B of the ITT and the NAFC Specimen Contract.

## CONTRACT COMPLIANCE

Consider the Service delivery, contractual commercial and financial risk in contract departures. Refer to Part A and Part B of the ITT and the NAFC 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 9 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 NETP is a secure system with features that enable online tender submissions and evaluations. 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 2015+ 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 mostly 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 NAFC Specimen Contract, and interpretation, direct enquires to [tenders@nafc.org.au](mailto: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 2015+ will be provided via email and/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](mailto:support@langeconsulting.com.au).

## LOGGING INTO THE PORTAL

### EXISTING USERS:

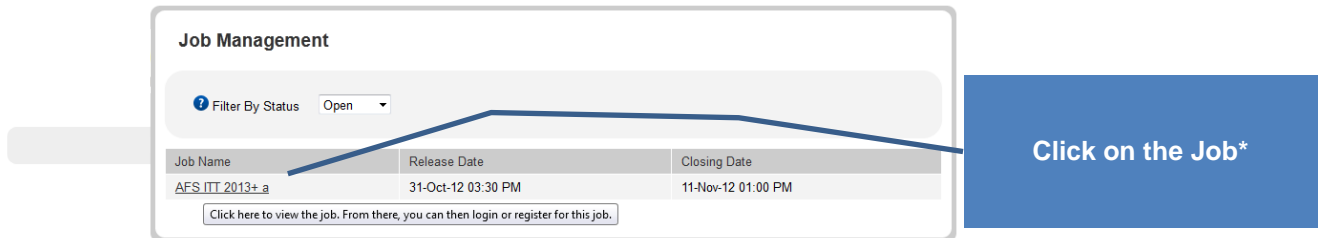
Users with an existing account can simply 'Login' at <https://360users.apetsoftware.com.au/Jobs.aspx>

### 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 the 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\***

\*The job name will read: 'AFS ITT 2015+'



[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

Phone  \*

Fax

Email  \*

Website

User Name  \*

Password  \*

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

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 **10 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.

Following 'Job Info' are **9 tabs**, each of which requires completion of one or more response documents. As you go through the tabs each document must be downloaded, completed, saved and uploaded. These 9 tabs 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 9 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 the response documents from the Executive Summary tab through to Aircraft and Services tab, 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 File' 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 time/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 Tender 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 tender from consideration.

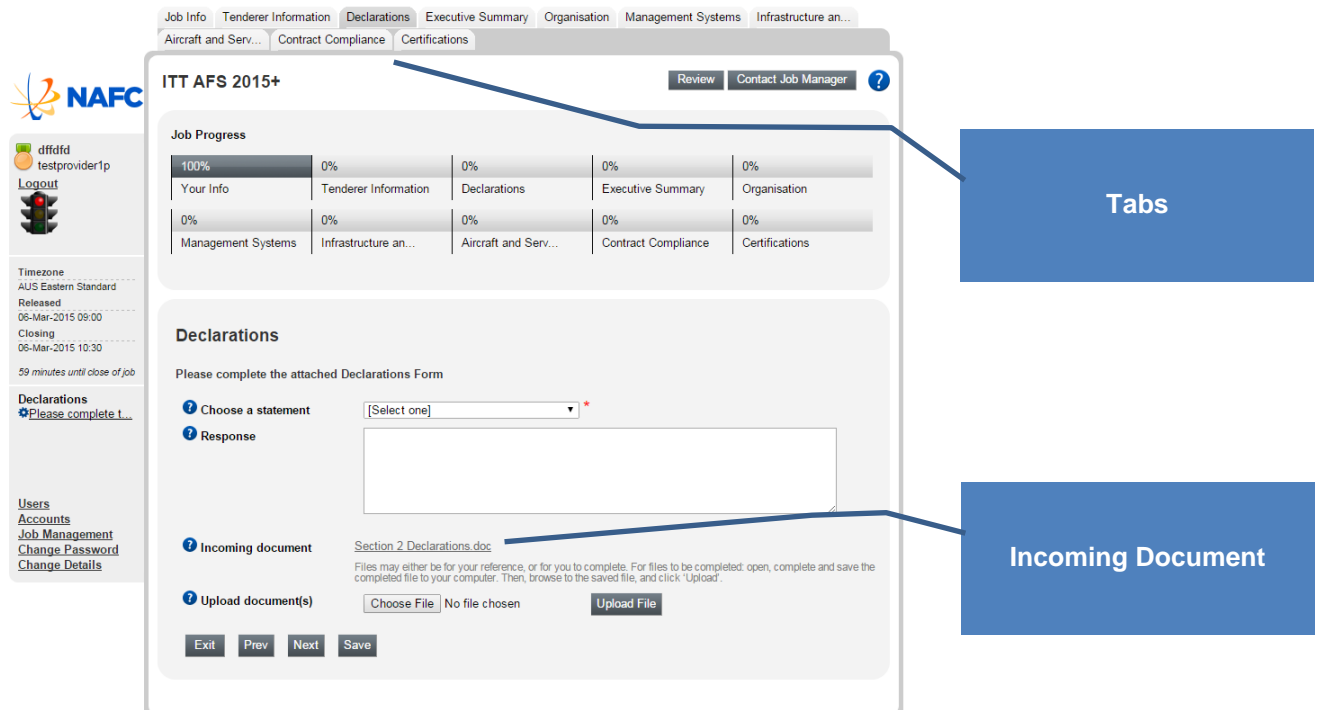
## DOWNLOADING AND UPLOADING

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**:

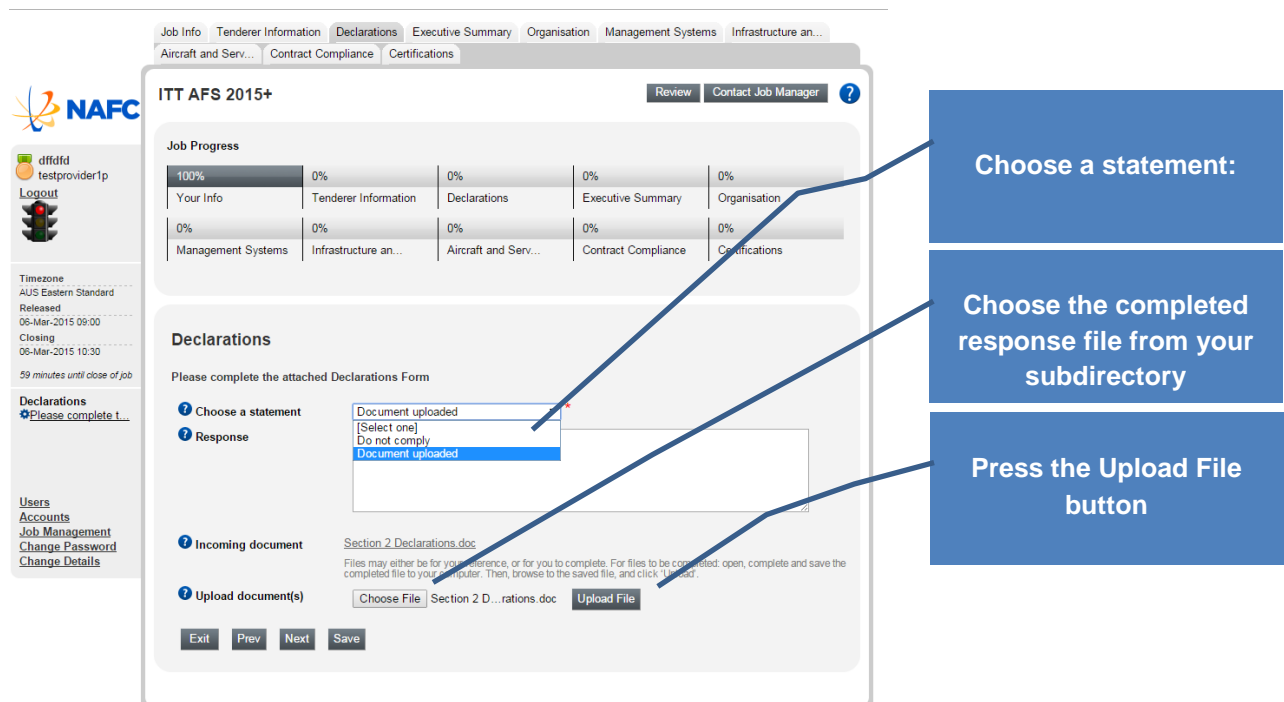


The screenshot shows the ITT AFS 2015+ portal interface. The top navigation bar includes tabs: Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows: Aircraft and Serv..., Contract Compliance, and Certifications. The main content area is titled 'ITT AFS 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections. The 'Declarations' section is active, showing a form to complete the attached Declarations Form. A blue box labeled 'Tabs' points to the top navigation bar. Another blue box labeled 'Incoming Document' points to the 'Incoming document' section in the Declarations area, which includes a link to 'Section 2 Declarations.doc' and an 'Upload document(s)' button.

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

At each tab, where a response is required to be completed, follow the following steps

Step	In the Portal	On your Local Drive
1	Click on the <b>Incoming Document</b> . 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 1. <b>Choose a statement</b> 'Document Uploaded' 2. <b>Choose File</b> . Retrieve the document from the Response subdirectory. When selected, press <b>Upload File</b> .  The portal will show the message: <b>'Document successfully uploaded'</b>	
6	Press the <b>Save</b> button and proceed by pressing the <b>Next</b> button.	



The screenshot shows the ITT AFS 2015+ portal interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure an... The left sidebar shows the user's profile (dffd1d testprovider1p) and a list of declarations. The main content area displays the 'Declarations' section with a progress bar and a list of declarations. The 'Declarations' section includes a 'Choose a statement' dropdown menu with options: 'Document uploaded', '[Select one]', 'Do not comply', and 'Document uploaded'. Below this is an 'Incoming document' section with a 'Section 2 Declarations.doc' file. The 'Upload document(s)' section has a 'Choose File' button and an 'Upload File' button. The bottom of the page has 'Exit', 'Prev', 'Next', and 'Save' buttons.

Annotations on the right side of the screenshot:

- Choose a statement:
- Choose the completed response file from your subdirectory
- Press the Upload File button

Job Info Tenderer Information **Declarations** Executive Summary Organisation Management Systems Infrastructure an...

Aircraft and Serv... Contract Compliance Certifications

ITT AFS 2015+ Review Contact Job Manager ?

**Job Progress**

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

**Declarations**

Please complete the attached Declarations Form

**Choose a statement** Document uploaded \*

**Response**

**Incoming document** [Section 2 Declarations.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)** Choose File No file chosen Upload File

Document successfully uploaded.

10260 Section 2 Declarations.doc (43 KB) Remove

Exit Prev Next Save Remove

Ignore this Response box throughout the completion

Ignore this 'No file chosen' throughout the completion

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 the questions if they want to check their response in progress.

Job Info Tenderer Information **Declarations** Executive Summary Organisation Management Systems Infrastructure an...

Aircraft and Serv... Contract Compliance Certifications

ITT AFS 2015+ Review Contact Job Manager ?

**Job Progress**

100%	0%	0%	0%	0%
Your Info	Tenderer Information	Declarations	Executive Summary	Organisation
0%	0%	33%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications

**Aircraft and Services**

Provide narrative on the Nominated Operating base or bases described in the Service Summary (Mandatory)

**Response**

**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)** Choose File No file chosen Upload File

Exit Prev Next Save

Shows questions in the Tab

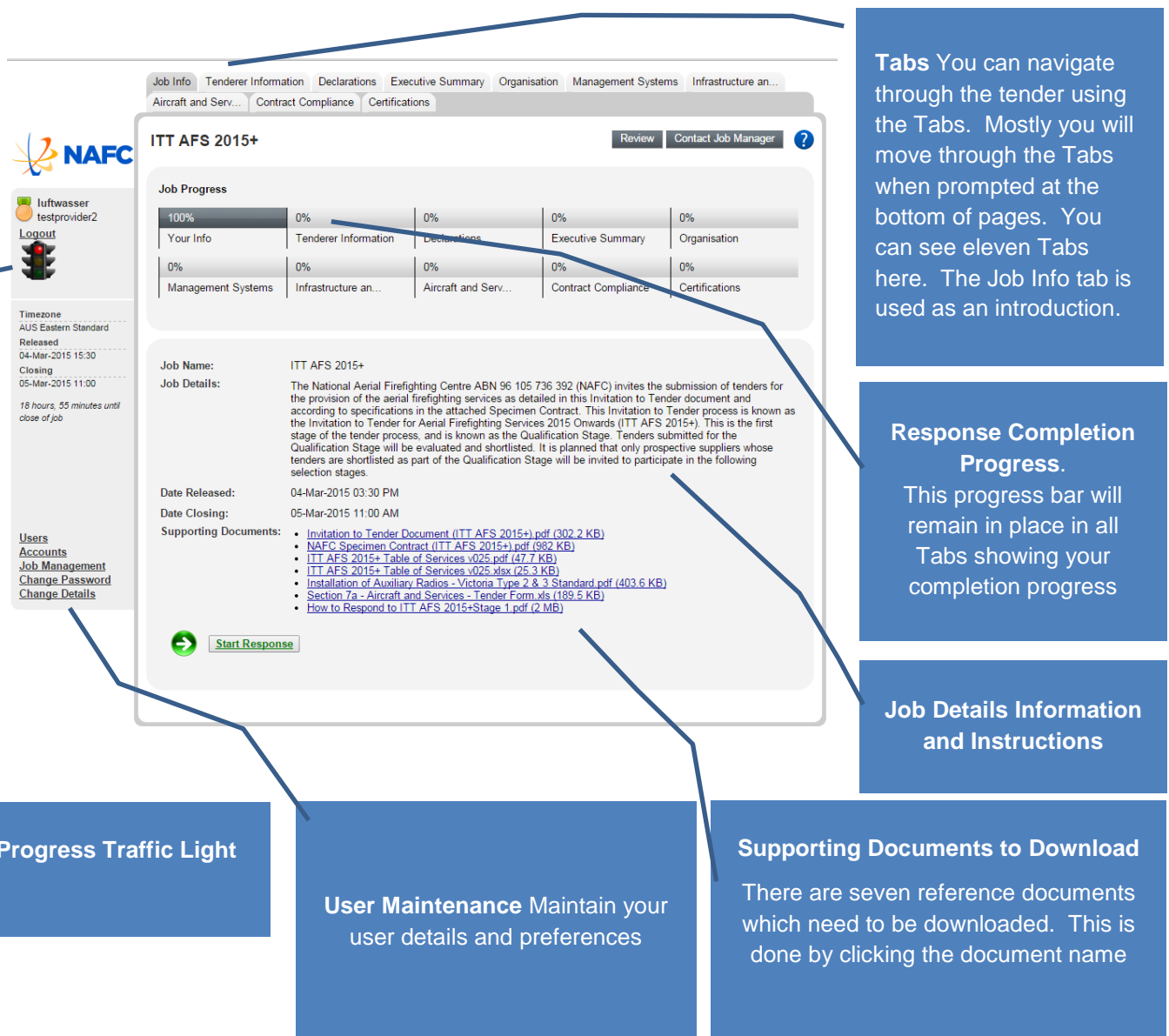
## COMPLETE THE RESPONSE

### TAB: JOB INFO

Number of Files to Download

7

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**

**Supporting Documents to Download**  
There are seven 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

**Job Progress**

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

**Job Name:** ITT AFS 2015+  
**Job Details:** The National Aerial Firefighting Centre ABN 96 105 736 392 (NAFC) invites the submission of tenders for the provision of the aerial firefighting services as detailed in this Invitation to Tender document and according to specifications in the attached Specimen Contract. This Invitation to Tender process is known as the Invitation to Tender for Aerial Firefighting Services 2015 Onwards (ITT AFS 2015+). This is the first stage of the tender process, and is known as the Qualification Stage. Tenders submitted for the Qualification Stage will be evaluated and shortlisted. It is planned that only prospective suppliers whose tenders are shortlisted as part of the Qualification Stage will be invited to participate in the following selection stages.

**Date Released:** 04-Mar-2015 03:30 PM  
**Date Closing:** 05-Mar-2015 11:00 AM  
 18 hours, 55 minutes until close of job

**Supporting Documents:**

- [Invitation to Tender Document \(ITT AFS 2015+\) pdf \(302.2 KB\)](#)
- [NAFC Specimen Contract \(ITT AFS 2015+\) pdf \(982 KB\)](#)
- [ITT AFS 2015+ Table of Services v025 pdf \(47.7 KB\)](#)
- [ITT AFS 2015+ Table of Services v025.xlsx \(25.3 KB\)](#)
- [Installation of Auxiliary Radios - Victoria Type 2 & 3 Standard pdf \(403.6 KB\)](#)
- [Section 7a - Aircraft and Services - Tender Form.xls \(189.5 KB\)](#)
- [How to Respond to ITT AFS 2015+Stage 1.pdf \(2 MB\)](#)

[Start Response](#)

**Users:** Accounts, Job Management, Change Password, Change Details

**Timezone:** AUS Eastern Standard  
**Released:** 04-Mar-2015 15:30  
**Closing:** 05-Mar-2015 11:00

**Logout**

- 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

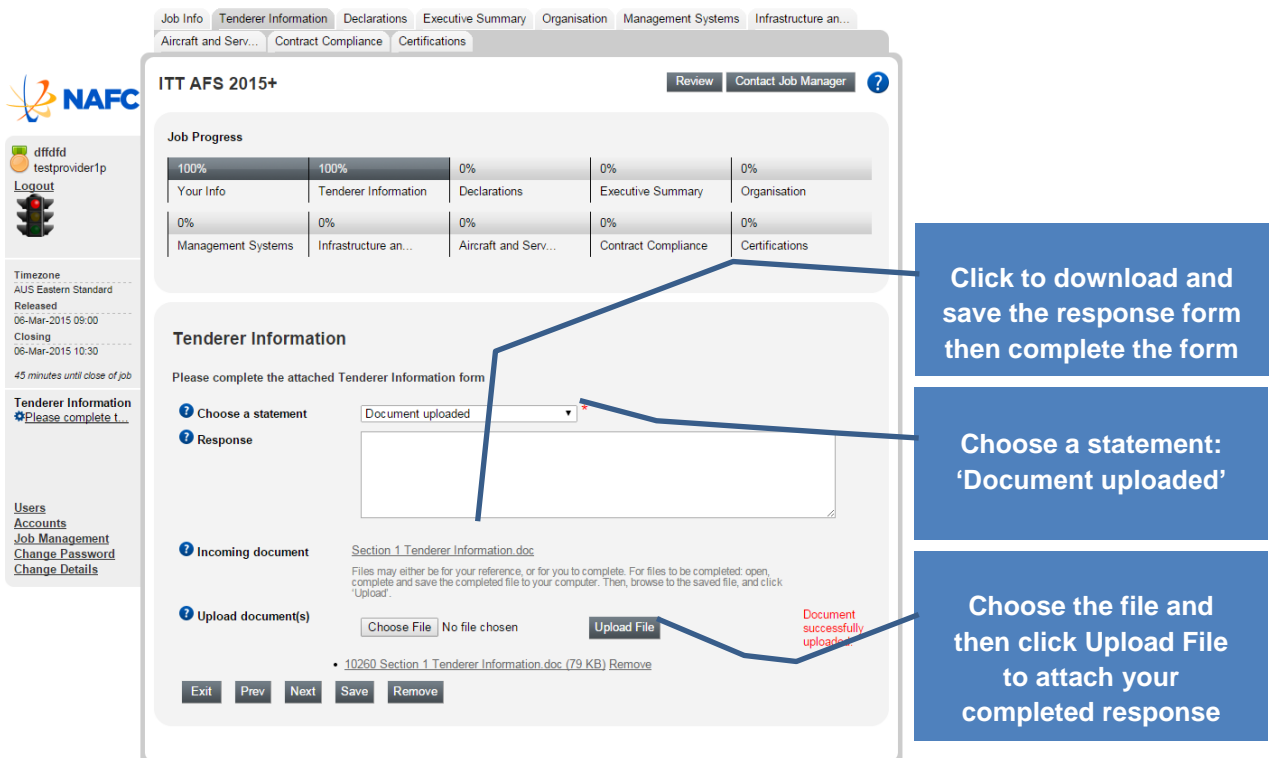
1

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 Section 1 of Part C of the ITT.

Your completed response should look like this:



The screenshot shows the 'Tenderer Information' tab in the ITT AFS 2015+ system. The form is titled 'ITT AFS 2015+' and includes a 'Job Progress' section with a table showing completion status for various sections. The 'Tenderer Information' section is highlighted, and three blue callout boxes provide instructions:

- Click to download and save the response form then complete the form** (points to the 'Download' button)
- Choose a statement: 'Document uploaded'** (points to the 'Document uploaded' dropdown menu)
- Choose the file and then click Upload File to attach your completed response** (points to the 'Upload File' button)

The form also includes a 'Response' text area, an 'Incoming document' section with a link to 'Section 1 Tenderer Information.doc', and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A list of uploaded documents is shown at the bottom, including '10260 Section 1 Tenderer Information.doc (79 KB)'.



## TAB: DECLARATIONS

Number of Files to Complete

1

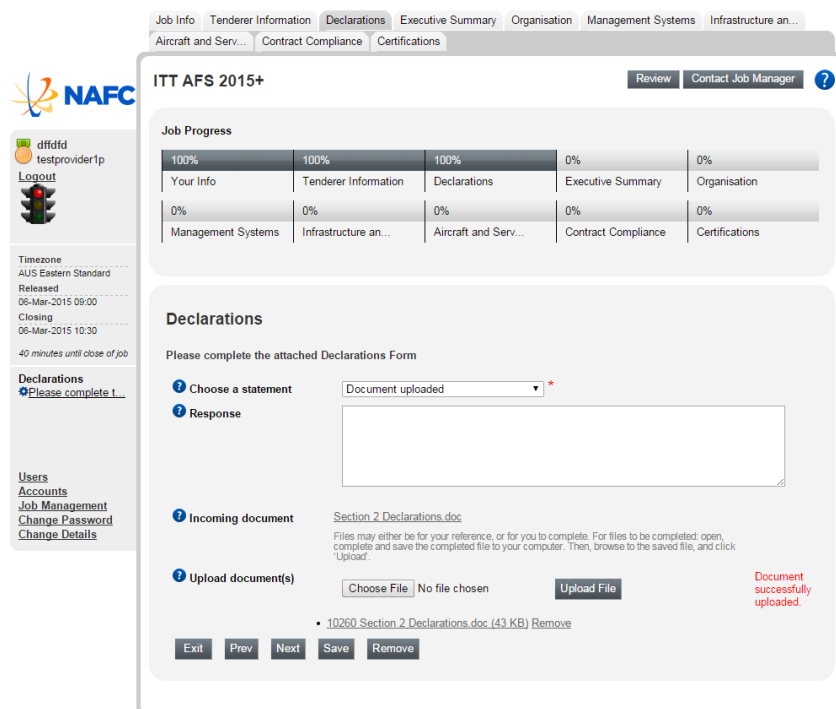
This tab is a 'Download / Complete & Save / Upload' tab.

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 Section 2 of Part C of the ITT.

Your completed response should look like this:



The screenshot shows the ITT AFS 2015+ web application interface. The top navigation bar includes tabs for Job Info, Tenderer Information, **Declarations**, Executive Summary, Organisation, Management Systems, and Infrastructure an... The left sidebar contains a user profile for 'dfidfid testprovider1p' with a Logout button, a traffic light status indicator, and a countdown timer showing '40 minutes until close of job'. Below the timer are links for Declarations, Users, Accounts, Job Management, Change Password, and Change Details. The main content area is titled 'ITT AFS 2015+' and features a 'Job Progress' table and a 'Declarations' section.

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

**Declarations**

Please complete the attached Declarations Form

1 Choose a statement: Document uploaded

2 Response: [Text area]

3 Incoming document: Section 2 Declarations.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'.

4 Upload document(s): Choose File | No file chosen | Upload File

Document successfully uploaded.

• 10260 Section 2 Declarations.doc (43 KB) Remove

Exit Prev Next Save Remove

## TAB: EXECUTIVE SUMMARY

Number of Files to Complete

1

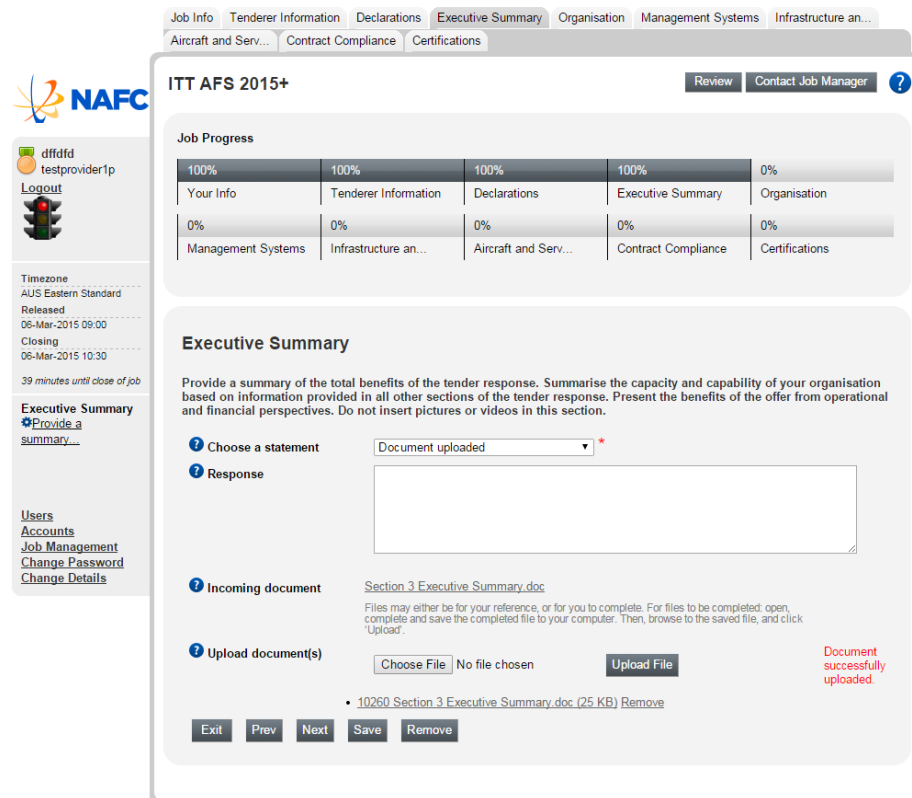
This is a 'Download / Complete & Save / Upload' tab.

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 Section 3 of Part C of the ITT.

Your completed response should look like this:



The screenshot shows the ITT AFS 2015+ web application interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary (selected), Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, and Certifications. The main content area is titled "ITT AFS 2015+" and features a "Job Progress" table and an "Executive Summary" section.

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

**Executive Summary**

Provide a summary of the total benefits of the tender response. 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 operational and financial perspectives. Do not insert pictures or videos in this section.

**Choose a statement** Document uploaded \*

**Response**

**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)** Choose File No file chosen Upload File

• 10260 Section 3 Executive Summary.doc (25 KB) Remove

**Exit** **Prev** **Next** **Save** **Remove**

Document successfully uploaded.

## TAB: ORGANISATION

### Number of Files to Complete

1

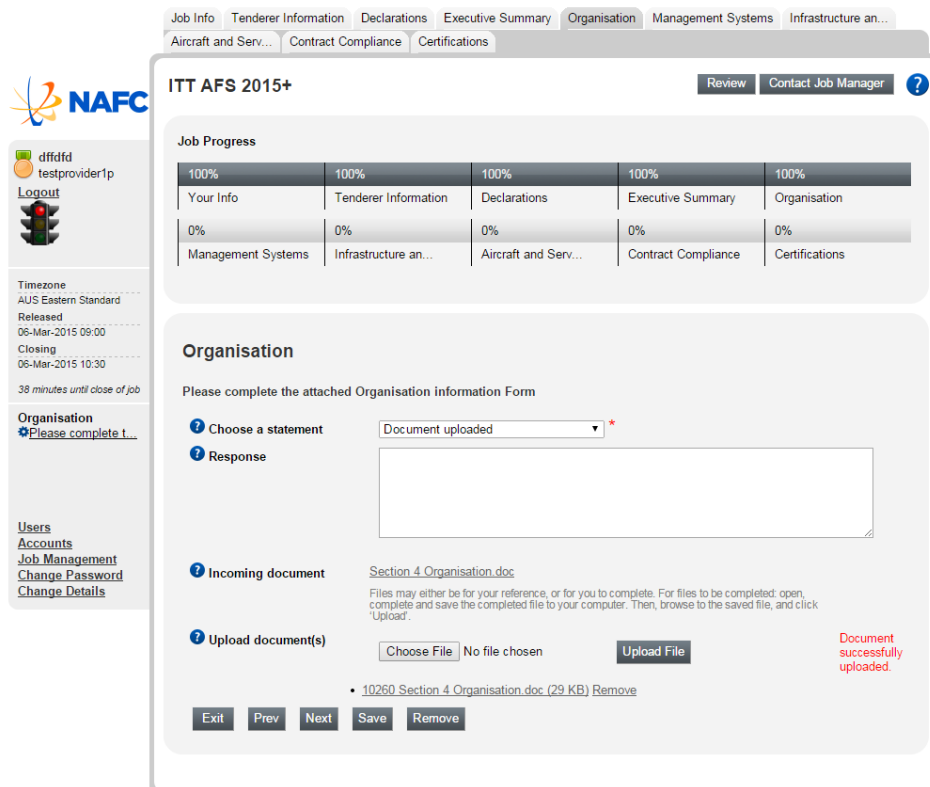
This is a 'Download / Complete & Save / Upload' tab.

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 Section 4 of Part C of the ITT.

Your completed response should look like this:



The screenshot displays the 'ITT AFS 2015+' web application interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation (selected), Management Systems, and Infrastructure and Services. Below this, a sub-navigation bar shows Aircraft and Services, Contract Compliance, and Certifications. The main content area is titled 'ITT AFS 2015+' and features a 'Job Progress' table and an 'Organisation' form.

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

**Organisation**

Please complete the attached Organisation information Form

**Choose a statement** Document uploaded

**Response**

**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)** Choose File No file chosen Upload File

Document successfully uploaded.

• 10260 Section 4 Organisation.doc (29 KB) Remove

Exit Prev Next Save Remove

## TAB: MANAGEMENT SYSTEMS

Number of Files to Complete

1

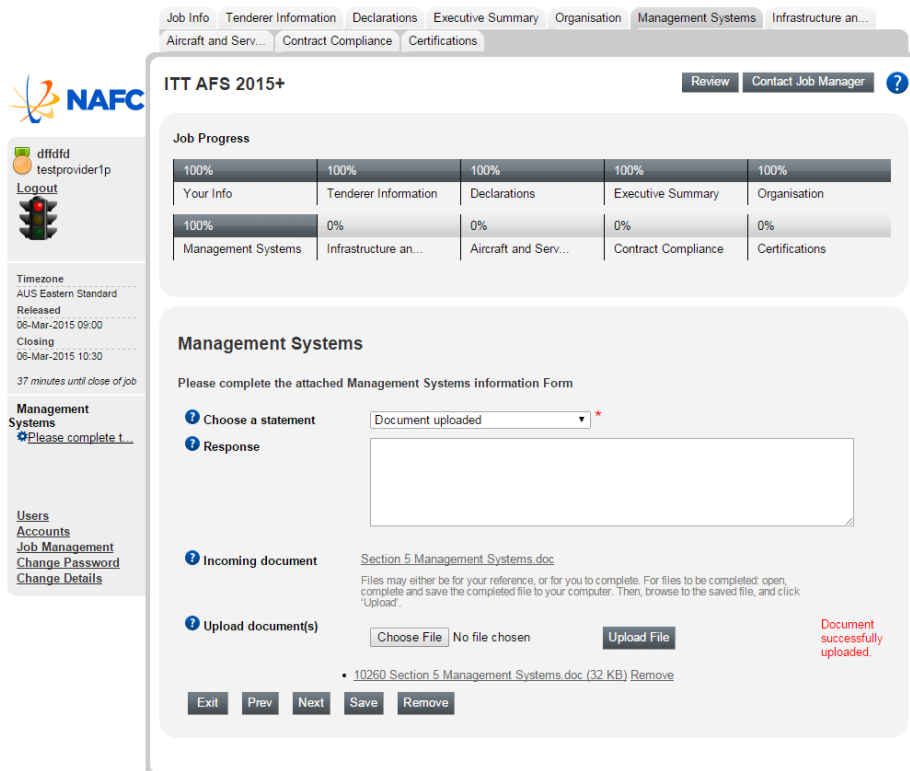
This is a 'Download / Complete & Save / Upload' tab.

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 Section 5 of Part C of the ITT.

Your completed response should look like this:



The screenshot shows the 'Management Systems' tab in the ITT AFS 2015+ interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems (selected), and Infrastructure and Services. 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. The 'Management Systems' section is active, displaying a form titled 'Please complete the attached Management Systems information Form'. The form includes a 'Choose a statement' dropdown menu, a 'Response' text area, an 'Incoming document' section with a link to 'Section 5 Management Systems.doc', and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A red message indicates 'Document successfully uploaded.' The bottom of the form has buttons for 'Exit', 'Prev', 'Next', 'Save', and 'Remove'.

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

**Management Systems**

Please complete the attached Management Systems information Form

**Choose a statement** Document uploaded \*

**Response**

**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)** Choose File No file chosen Upload File

Document successfully uploaded.

• 10260 Section 5 Management Systems.doc (32 KB) [Remove](#)

[Exit](#) [Prev](#) [Next](#) [Save](#) [Remove](#)

## TAB: INFRASTRUCTURE AND MAINTENANCE

Number of Files to Complete

1

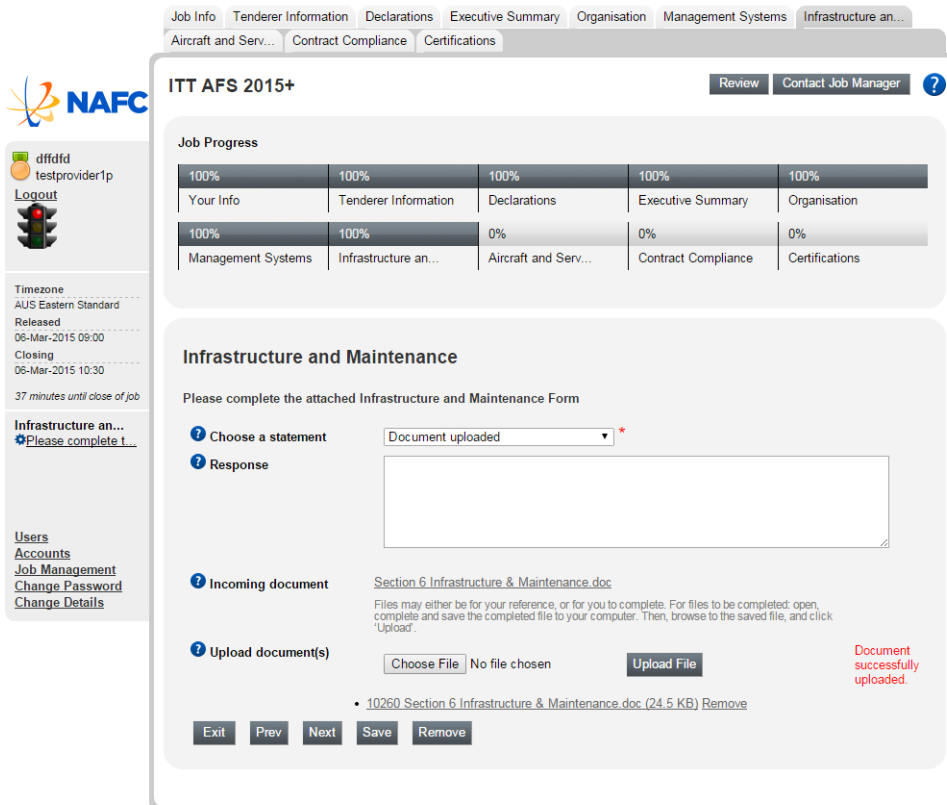
This is a 'Download / Complete & Save / Upload' tab.

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

Relevant diagrams and tables may be included in the response.

The questions in this form can also be viewed in Section 6 of Part C of the ITT.

Your response should look like this:



The screenshot displays the ITT AFS 2015+ web interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure and Maintenance. The left sidebar shows the user's profile (dfdfdf testprovider1p), a Logout button, and a list of links: Users, Accounts, Job Management, Change Password, and Change Details. The main content area is titled 'ITT AFS 2015+' and features a 'Job Progress' table. The table shows progress for various sections: Your Info (100%), Tenderer Information (100%), Declarations (100%), Executive Summary (100%), Organisation (100%), Management Systems (100%), Infrastructure and Maintenance (0%), Aircraft and Serv... (0%), Contract Compliance (0%), and Certifications (0%). Below the table, the 'Infrastructure and Maintenance' section is active, displaying a form titled 'Please complete the attached Infrastructure and Maintenance Form'. The form includes a 'Choose a statement' dropdown menu, a 'Response' text area, an 'Incoming document' section with a link to 'Section 6 Infrastructure & Maintenance.doc', and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A message at the bottom right states 'Document successfully uploaded.' The bottom of the form has buttons for Exit, Prev, Next, Save, and Remove.

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

**Infrastructure and Maintenance**

Please complete the attached Infrastructure and Maintenance Form

**Choose a statement** Document uploaded

**Response**

**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)** Choose File No file chosen Upload File

• 10260 Section 6 Infrastructure & Maintenance.doc (24.5 KB) Remove

Document successfully uploaded.

Exit Prev Next Save Remove

## TAB: AIRCRAFT AND SERVICES

Number of Files to Complete

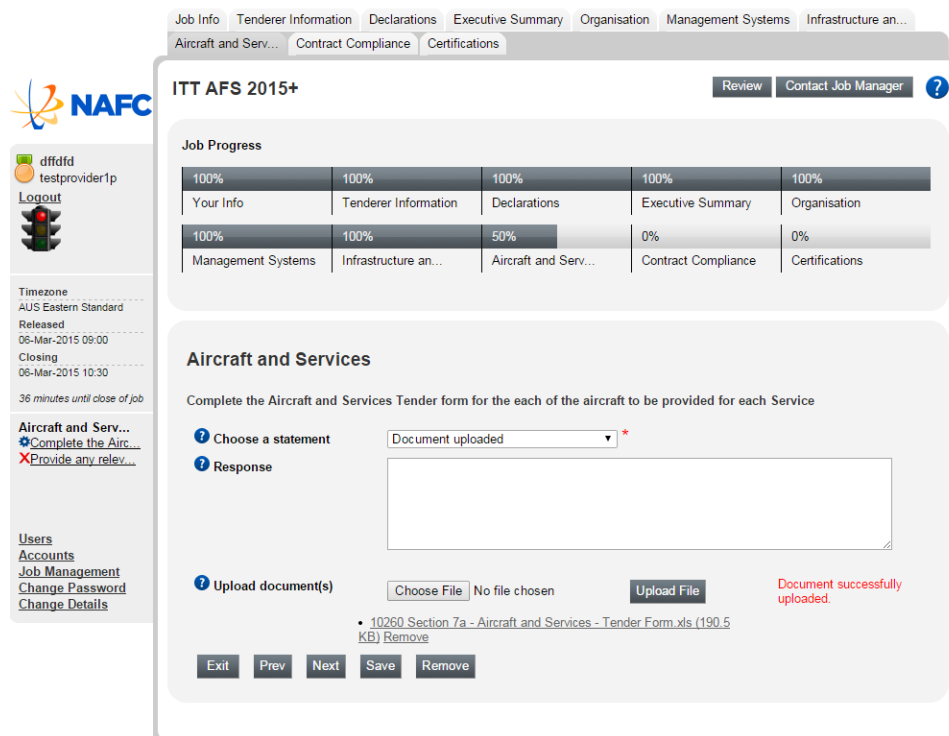
2

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

The first download file, 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. After uploading, your response should look like this:



The screenshot displays the 'ITT AFS 2015+' web interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure and Services. The 'Aircraft and Services' tab is currently selected. On the left sidebar, there is a NAFC logo, a user profile for 'dfdfdf testprovider1p', a traffic light icon, and a list of links including Timezone, Released, Closing, and Users. The main content area shows a 'Job Progress' table with columns for various sections and their completion percentages. Below this, the 'Aircraft and Services' section is active, displaying a form for completing the tender form. It includes a 'Choose a statement' dropdown menu, a 'Response' text area, and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A message indicates 'Document successfully uploaded.' and a list of uploaded files is shown at the bottom.

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

**Aircraft and Services**

Complete the Aircraft and Services Tender form for the each of the aircraft to be provided for each Service

Choose a statement: Document uploaded

Response: [Text Area]

Upload document(s): Choose File | No file chosen | Upload File

Document successfully uploaded.

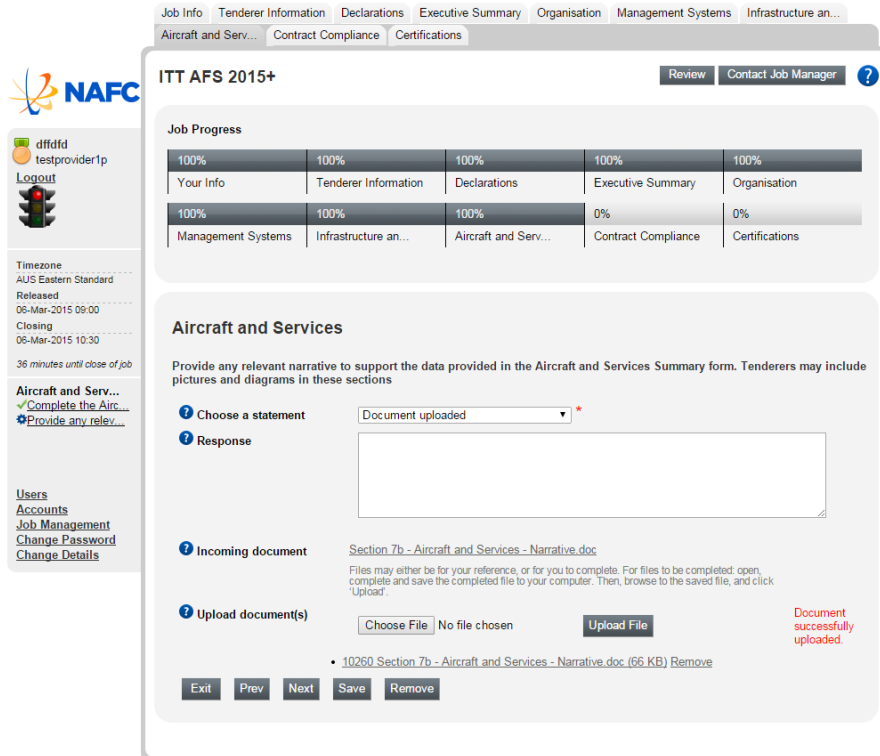
10260 Section 7a - Aircraft and Services - Tender Form.xls (190.5 KB) Remove

Exit Prev Next Save Remove

The second download file, 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.

The questions in this form can also be viewed in Section 7 of Part C of the ITT.

After uploading the Aircraft and Services – Narrative form, the response should look like this:



The screenshot shows the ITT AFS 2015+ web interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure an... The left sidebar contains the NAFC logo, user information (dffd, testprovider1p), a Logout button, a traffic light icon, and a list of links: Timezone, AUS Eastern Standard, Released (06-Mar-2015 09:00), Closing (06-Mar-2015 10:30), 36 minutes until close of job, Aircraft and Serv..., Complete the Air..., Provide any relev..., Users, Accounts, Job Management, Change Password, and Change Details. The main content area is titled 'ITT AFS 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. Below this is a 'Job Progress' table showing completion percentages for various sections. The 'Aircraft and Services' section is highlighted, showing a 'Choose a statement' dropdown menu with 'Document uploaded' selected, a 'Response' text area, and an 'Incoming document' section titled 'Section 7b - Aircraft and Services - Narrative.doc'. The 'Upload document(s)' section shows a 'Choose File' button, 'No file chosen', and an 'Upload File' button. A red message 'Document successfully uploaded.' is displayed. At the bottom, there is a list of uploaded files: '10260 Section 7b - Aircraft and Services - Narrative.doc (66 KB)' with a 'Remove' button. Navigation buttons 'Exit', 'Prev', 'Next', 'Save', and 'Remove' are at the bottom.

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

**Aircraft and Services**

Provide any relevant narrative to support the data provided in the Aircraft and Services Summary form. Tenderers may include pictures and diagrams in these sections

1 Choose a statement Document uploaded

2 Response

3 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'.

4 Upload document(s) Choose File No file chosen Upload File

Document successfully uploaded.

• 10260 Section 7b - Aircraft and Services - Narrative.doc (66 KB) Remove

Exit Prev Next Save Remove

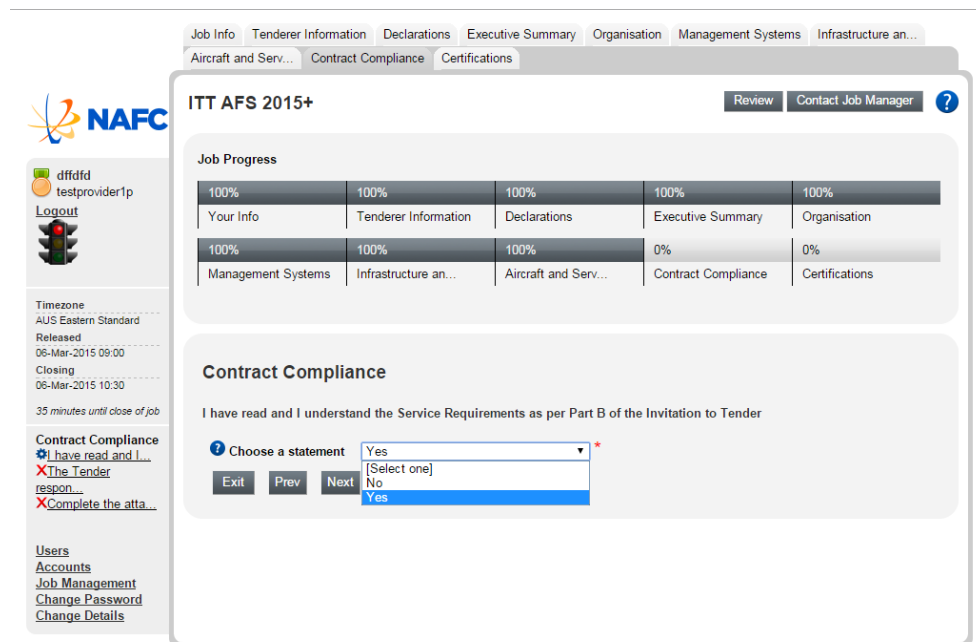
## TAB: CONTRACT COMPLIANCE

Number of Files to Complete

1

This is a download / upload tab but it starts with 2 questions, answered by selection from a dropbox.

First, did you read and understand all of the requirements of the ITT?



The screenshot shows the 'ITT AFS 2015+' web application. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance (selected), and Certifications. The left sidebar contains the NAFC logo, a user profile for 'testprovider1p', a Logout button, a traffic light icon, and a list of links: Timezone, AUS Eastern Standard, Released (06-Mar-2015 09:00), Closing (06-Mar-2015 10:30), 35 minutes until close of job, Contract Compliance, I have read and I..., The Tender respon..., Complete the atta..., Users, Accounts, Job Management, Change Password, and Change Details.

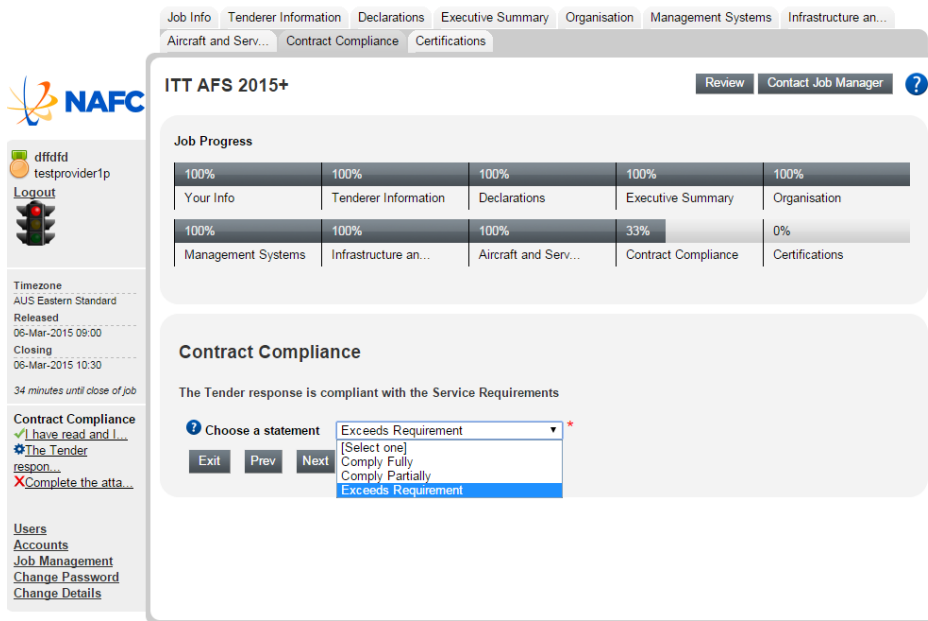
The main content area is titled 'ITT AFS 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. Below this is a 'Job Progress' table:

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

Below the table is the 'Contract Compliance' section. It contains the text: 'I have read and I understand the Service Requirements as per Part B of the Invitation to Tender'. Below this is a dropdown menu labeled 'Choose a statement' with options: Yes, [Select one], No, and Yes (highlighted). There are also 'Exit', 'Prev', and 'Next' buttons.

Second, does your response fully comply with the requirements?





The screenshot shows the ITT AFS 2015+ portal. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure and Services. Below this, a sub-navigation bar shows Aircraft and Services, Contract Compliance, and Certifications. The main content area is titled 'ITT AFS 2015+' and includes a 'Review' button and a 'Contact Job Manager' link. The 'Job Progress' section displays a table with progress percentages for various sections: Your Info (100%), Tenderer Information (100%), Declarations (100%), Executive Summary (100%), Organisation (100%), Management Systems (100%), Infrastructure and Services (100%), Aircraft and Services (100%), Contract Compliance (33%), and Certifications (0%). The 'Contract Compliance' section states 'The Tender response is compliant with the Service Requirements' and includes a dropdown menu for 'Choose a statement' with options: Exceeds Requirement, [Select one], Comply Fully, Comply Partially, and Exceeds Requirement. The left sidebar contains a user profile for 'dfidfd testprovider1p', a traffic light icon, and a 'Logout' button. It also shows the timezone as 'AUS Eastern Standard', the release date as '06-Mar-2015 09:00', and the closing date as '06-Mar-2015 10:30'. The sidebar also includes a 'Contract Compliance' section with a green checkmark and a red X, and a 'Users' section with links for Accounts, Job Management, Change Password, and Change Details.

Finally, there is a 'Download / Complete & Save / Upload' tab 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 does not require 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.

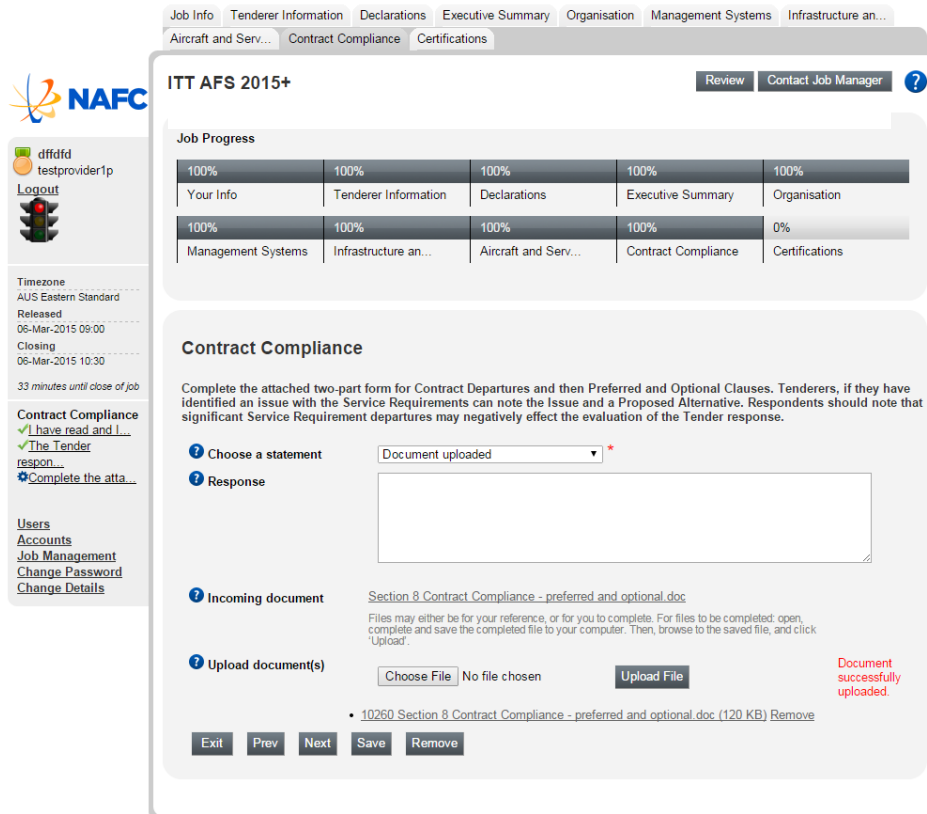
In order to prepare the Contract Departures form, the Tenderer should:

- 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 where the Tenderer either 'partially complies' or 'cannot comply' 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, 'Preferred' and 'Optional' Clauses, requiring information about the Tenderer's compliance to the 'Preferred' and 'Optional' clauses of the Specimen Contract. Tenderers must provide a response to each clause listed on this form.

The requirements for this form can also be viewed in Section 8 of Part C of the ITT.

When you have completed and uploaded the form, the screen should look like this:



The screenshot displays the ITT AFS 2015+ web application. The top navigation bar includes links for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, and Certifications. The left sidebar shows the NAFC logo, user information (dfdfid, testprovider1p), a Logout button, and a traffic light icon. Below this, it displays the Timezone (AUS Eastern Standard), Release date (06-Mar-2015 09:00), Closing date (06-Mar-2015 10:30), and a countdown timer (33 minutes until close of job). The Contract Compliance section is active, showing a progress bar with 100% completion for most sections except Certifications (0%). The main content area is titled 'Contract Compliance' and contains instructions for completing the form. It includes a 'Choose a statement' dropdown menu, a 'Response' text area, an 'Incoming document' section with a link to 'Section 8 Contract Compliance - preferred and optional.doc', and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. A red message 'Document successfully uploaded.' is visible next to the upload button. At the bottom, there are buttons for Exit, Prev, Next, Save, and Remove.

**ITT AFS 2015+** Review Contact Job Manager ?

**Job Progress**

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

**Contract Compliance**

Complete the attached two-part form for Contract Departures and then Preferred and Optional Clauses. Tenderers, if they have identified an issue with the Service Requirements can note the Issue and a Proposed Alternative. Respondents should note that significant Service Requirement departures may negatively effect the evaluation of the Tender response.

**Choose a statement** Document uploaded \*

**Response**

**Incoming document** Section 8 Contract Compliance - preferred and optional.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)** Choose File No file chosen Upload File Document successfully uploaded.

• 10260 Section 8 Contract Compliance - preferred and optional.doc (120 KB) Remove

Exit Prev Next Save Remove

## TAB: CERTIFICATIONS

Number of Files to Complete

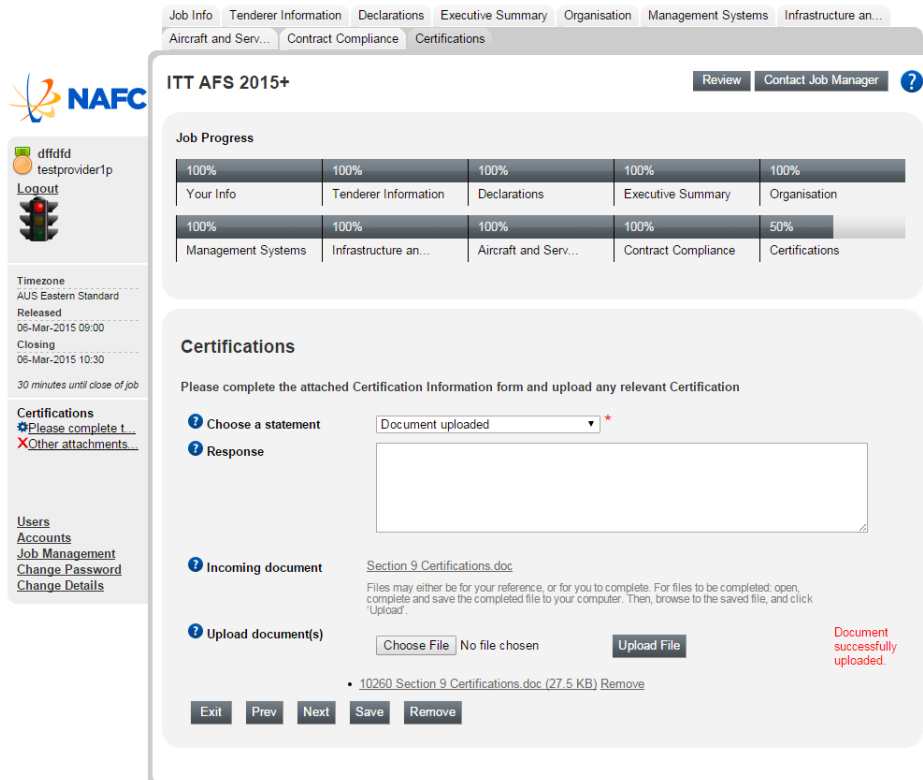
1

This is a 'Download / Complete & Save / Upload' tab for the form requests any supporting Certification that can be provided by Tenderers.

Relevant scanned material may be included in the response.

The requirements for this form can also be viewed in Section 9 of Part C of the ITT.

After uploading, your response should look like this:



The screenshot shows the 'ITT AFS 2015+' web application interface. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure and Services, Aircraft and Services, Contract Compliance, and Certifications. The 'Certifications' tab is active.

On the left sidebar, there is a user profile for 'dffdidd testprovider1p' with a 'Logout' button. Below this, there is a 'Timezone' section showing 'AUS Eastern Standard' and 'Released' on '06-Mar-2015 09:00'. A 'Closing' time of '06-Mar-2015 10:30' is also shown, with a '30 minutes until close of job' warning. The 'Certifications' section has two links: 'Please complete the attached Certification Information form and upload any relevant Certification' (highlighted) and 'Other attachments...'. At the bottom of the sidebar are links for 'Users', 'Accounts', 'Job Management', 'Change Password', and 'Change Details'.

The main content area is titled 'ITT AFS 2015+' and has 'Review' and 'Contact Job Manager' buttons. Below this is a 'Job Progress' table:

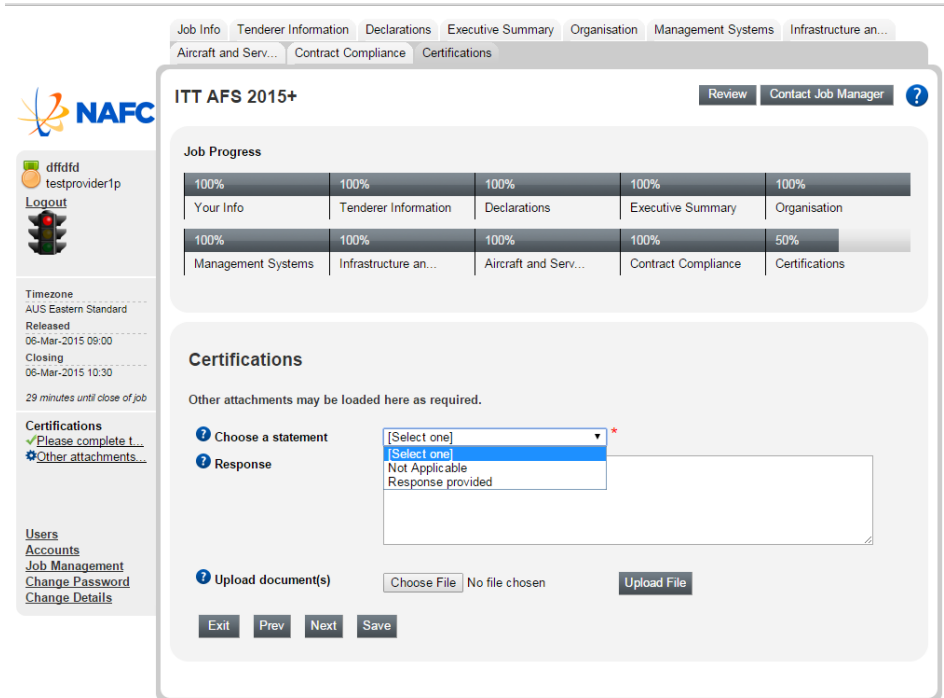
100%	100%	100%	100%	100%
Your Info	Tenderer Information	Declarations	Executive Summary	Organisation
100%	100%	100%	100%	50%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications

Below the table is the 'Certifications' section. It starts with the instruction: 'Please complete the attached Certification Information form and upload any relevant Certification'. There are three main sections:

- Choose a statement:** A dropdown menu showing 'Document uploaded' with a red asterisk.
- Response:** A large text area for the response.
- Incoming document:** A link to 'Section 9 Certifications.doc'. Below this is a note: '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):** A 'Choose File' button, a 'No file chosen' status, and an 'Upload File' button. Below this, a file '10260 Section 9 Certifications.doc (27.5 KB)' is listed with a 'Remove' link. A red message on the right says 'Document successfully uploaded.'

At the bottom of the main content area are buttons for 'Exit', 'Prev', 'Next', 'Save', and 'Remove'.

The final part of Certification is a space where Tenderers can attach any further documents that may be relevant to the response. In the 'Choose a statement' dropdown, you can decide whether to attach any further documents, or not.



The screenshot shows the 'ITT AFS 2015+' web application. The top navigation bar includes links for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, and Certifications. The left sidebar contains the NAFC logo, user information (dffffd testprovider1p), a Logout button, a traffic light icon, and a countdown timer (29 minutes until close of job). Below the timer are links for Users, Accounts, Job Management, Change Password, and Change Details. The main content area is titled 'ITT AFS 2015+' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections. The 'Certifications' section is active, displaying a message 'Other attachments may be loaded here as required.' and a form with a 'Choose a statement' dropdown menu (options: [Select one], [Select one], Not Applicable, Response provided) and a 'Response' text area. Below this is an 'Upload document(s)' section with a 'Choose File' button, 'No file chosen' text, and an 'Upload File' button. At the bottom are 'Exit', 'Prev', 'Next', and 'Save' buttons.

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

**Certifications**

Other attachments may be loaded here as required.

**Choose a statement** [Select one] \*  
 [Select one]  
 Not Applicable  
 Response provided

**Response**

**Upload document(s)** Choose File No file chosen Upload File

Exit Prev Next Save

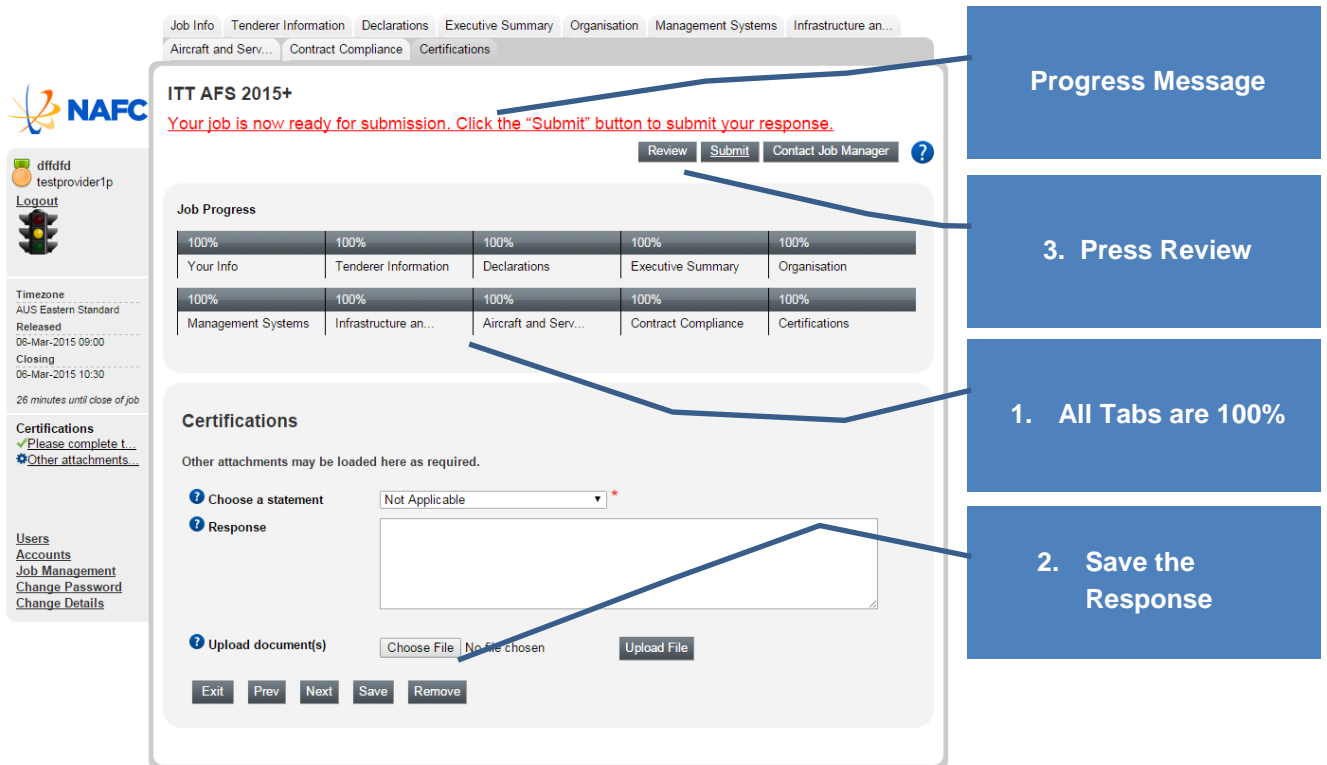
Now, follow the guide to completion and submission of the response.....

## COMPLETION

Number of Files to Complete

0

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



The screenshot shows the 'ITT AFS 2015+' completion screen. The top navigation bar includes tabs for Job Info, Tenderer Information, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, and Certifications. The main content area displays a 'Job Progress' table with 100% completion for all tabs. Below this is the 'Certifications' section, which includes a dropdown for 'Choose a statement' (set to 'Not Applicable'), a text area for 'Response', and an 'Upload document(s)' section with a 'Choose File' button and an 'Upload File' button. The bottom of the screen has navigation buttons: Exit, Prev, Next, Save, and Remove. On the left side, there is a sidebar with the NAFC logo, user information (difdld, testprovider1p), a traffic light icon, and various links like Timezone, Released, Closing, Certifications, and Users.

**Progress Message**

**3. Press Review**

**1. All Tabs are 100%**

**2. Save the Response**

A response is not submitted until all tabs in the response are 100% and the traffic light is green. NAFC recommends you review before pressing 'Submit'.

If you pressed the 'Review' button, 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' notes. 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.

### 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](#)

### 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.

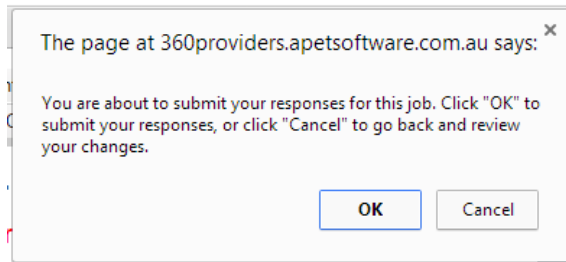
[Cancel](#) [Submit](#)

Two files uploaded by mistake

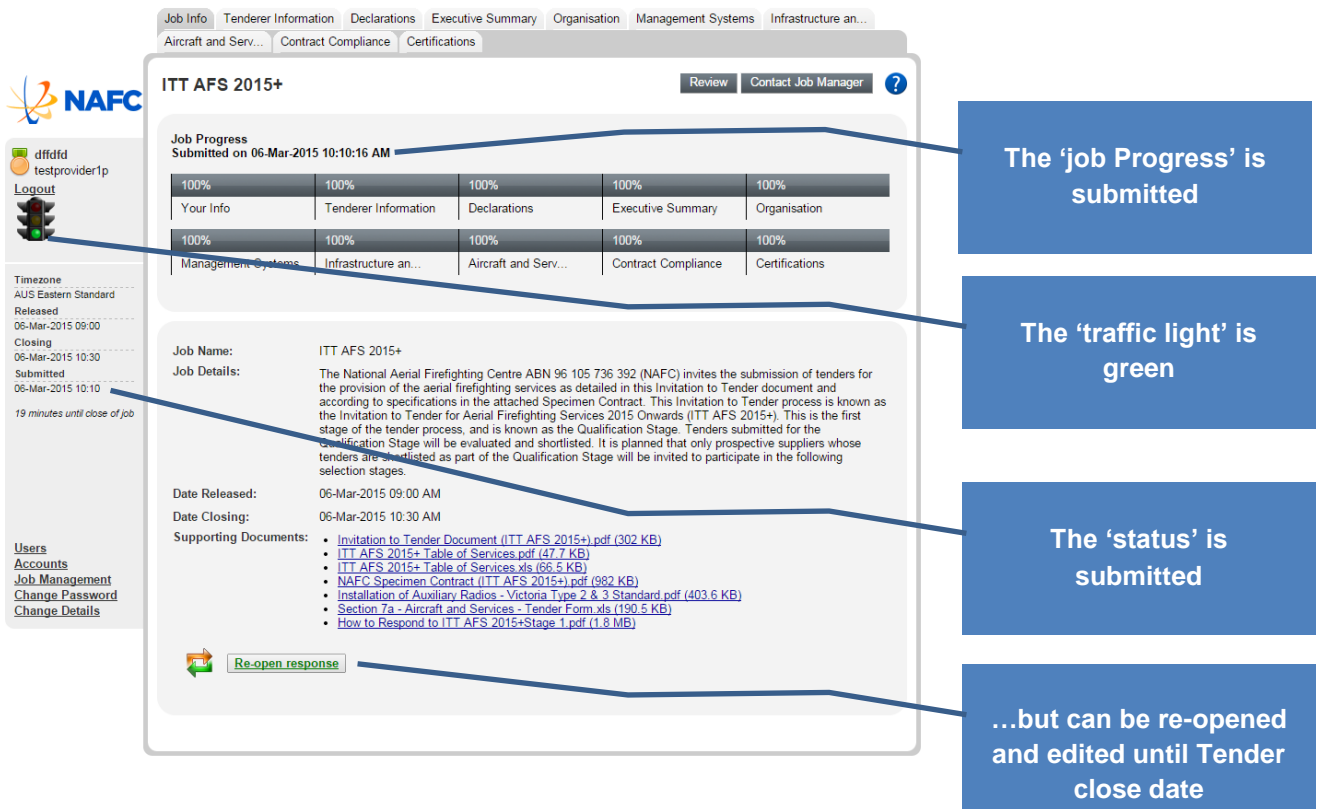
Status Note and Option to Edit

Cancel review or Submit

After checking all the sections, press the 'Submit' button.



If you press 'OK' The response is now complete. Once submitted, the following page will now appear and you will get a confirmation email.



**Job Progress**  
Submitted on 06-Mar-2015 10:10:16 AM

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

**Job Name:** ITT AFS 2015+  
**Job Details:** The National Aerial Firefighting Centre ABN 96 105 736 392 (NAFC) invites the submission of tenders for the provision of the aerial firefighting services as detailed in this Invitation to Tender document and according to specifications in the attached Specimen Contract. This invitation to tender process is known as the Invitation to Tender for Aerial Firefighting Services 2015 Onwards (ITT AFS 2015+). This is the first stage of the tender process, and is known as the Qualification Stage. Tenders submitted for the Qualification Stage will be evaluated and shortlisted. It is planned that only prospective suppliers whose tenders are shortlisted as part of the Qualification Stage will be invited to participate in the following selection stages.

**Date Released:** 06-Mar-2015 09:00 AM  
**Date Closing:** 06-Mar-2015 10:30 AM

**Supporting Documents:**

- [Invitation to Tender Document \(ITT AFS 2015+\) pdf \(302 KB\)](#)
- [ITT AFS 2015+ Table of Services pdf \(47.7 KB\)](#)
- [ITT AFS 2015+ Table of Services xls \(66.5 KB\)](#)
- [NAFC Specimen Contract \(ITT AFS 2015+\) pdf \(982 KB\)](#)
- [Installation of Auxiliary Radios - Victoria Type 2 & 3 Standard pdf \(403.6 KB\)](#)
- [Section 7a - Aircraft and Services - Tender Form xls \(150.5 KB\)](#)
- [How to Respond to ITT AFS 2015+ Stage 1 pdf \(1.8 MB\)](#)

**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.

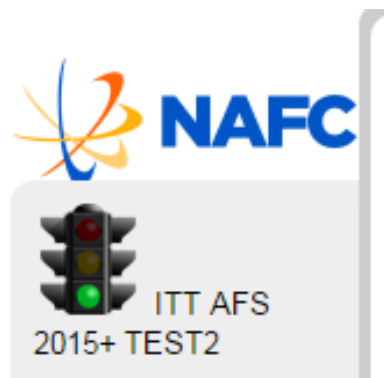
Tenderers may re-open, amend and re-submit the response right up to closing time/date. If the Submit button is not visible, it means that you have not completed the response or have not viewed all of the messages on the 'Job Info' tab.

## RE-OPENING AND RE-SUBMITTING A RESPONSE

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

**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.**

**\One Final Check.....**



## HAVE YOU GOT THE GREEN LIGHT?

**Yes = Response is submitted**

**Red or Amber = Response is not submitted**