

# **How to Respond to the Invitation to Tender Aerial Firefighting Services 2013+**

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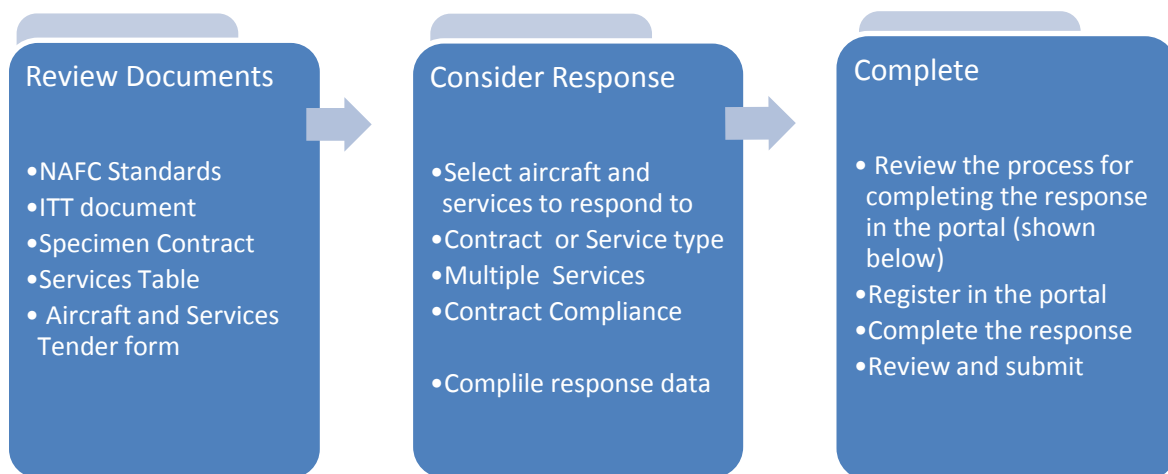
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## HIGH LEVEL PROCESS

### RECOMMENDED TENDERER TASKS

It is recommended that Tenderers apply the suggested process noted below. All documents are available on the [www.nafc.org.au](http://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 2013+

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 2013+

This document is referred to as the ITT.

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## INTRODUCTION

The introduction 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 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 describes the Services required, availability and the contracting conditions and options and a range of requirements around delivery of the Services.

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## PART C – TENDER RESPONSE

Part C 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 tender;

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. Details of firebombing delivery systems and other technical information are requested along with separate narrative documentation to support the technical data;

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

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

## SPECIMEN CONTRACT

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

## AFS 2013+ TABLE OF SERVICES

The Services required for the ITT AFS 2013+ are defined in the document: AFS 2013+ Table of Services. This document is in both a PDF and an 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 and the documents available on [www.nafc.org.au](http://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 construed as the entire task of preparation. Refer to Section 5.1 of the ITT, Terms of Participation.

## SELECT AIRCRAFT & SERVICES

Determine the specific Services to tender for. Refer to the AFS 2013+ 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 2013+ Table of Services, all of Part B of the ITT and the Specimen Contract.

## CONTRACT OR SERVICE TYPE

Determine whether to propose Services for each contract type. Refer to the AFS 2013+ 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 to Section 4 of 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 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 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 the ITT document 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](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 Invitation to Tender will be provided as Addenda to the Invitation to Tender 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 Invitation to Tender.

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

Registration in ITT AFS 2013+ is achieved by using the URL link to the tender portal

<http://360prop3.apetsoftware.com.au/Public/PublicJobs.aspx?Code=nafcatm>



Tenderers can register simply by becoming a user and logging on. There is no other formal registration process. 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 '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

Use the Entity Name - not a person

Asterisk fields are mandatory

A valid email address is essential

## 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.

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, all of which contain response documents. As you go through the tabs each one must be downloaded, completed, saved and uploaded. These 9 documents are exactly the same as 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 AFS ITT 2013+. 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 submit the response in the portal. Whilst completing tabs, keep the Job Info Supporting Documents 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.

<http://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.

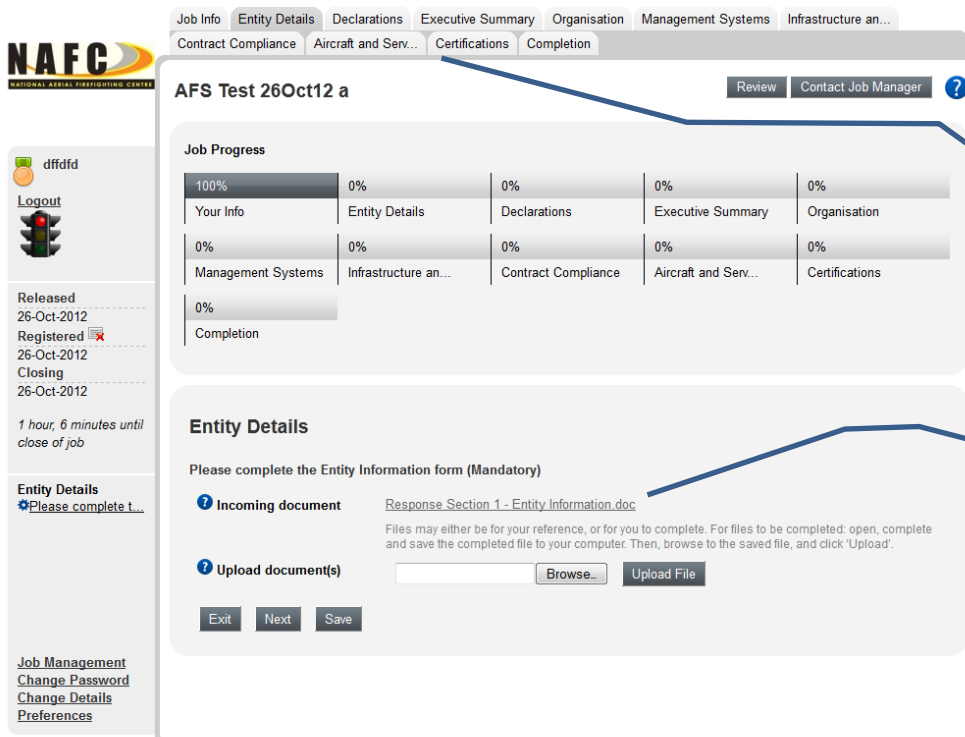
## DOWNLOADING AND UPLOADING

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. 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](#)

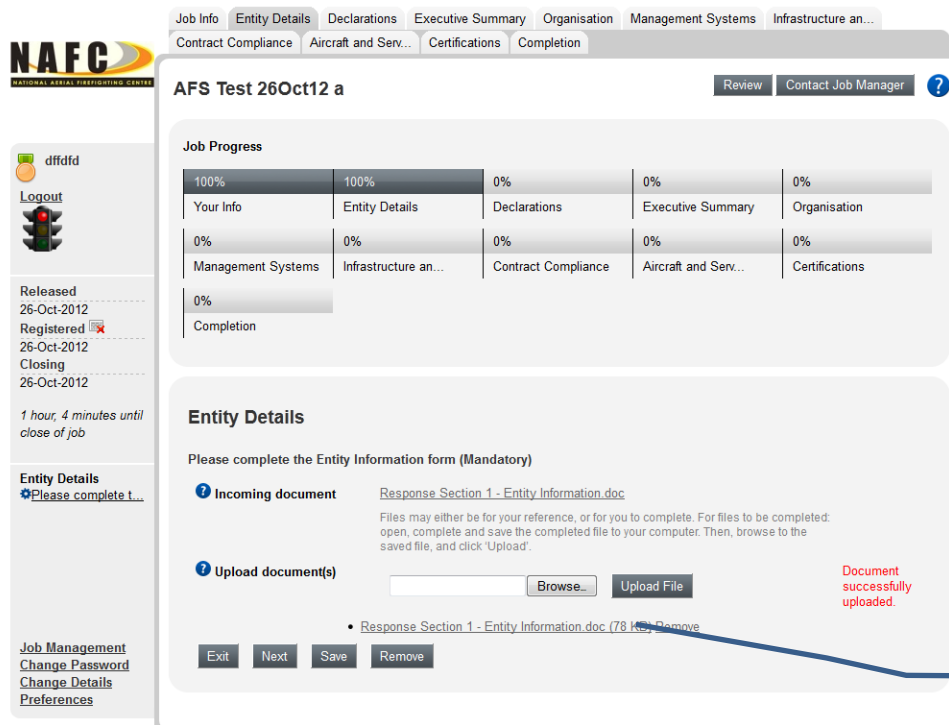
Files may either be for your reference, or for you to complete. For files to be completed: open, complete and save the completed file to your computer. Then, browse to the saved file, and click 'Upload'.

**Upload document(s)**

Tabs

Incoming Document

Step	In the Portal	On your Local Drive
1	Click on the <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 <b>Browse</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.	



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%	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'.

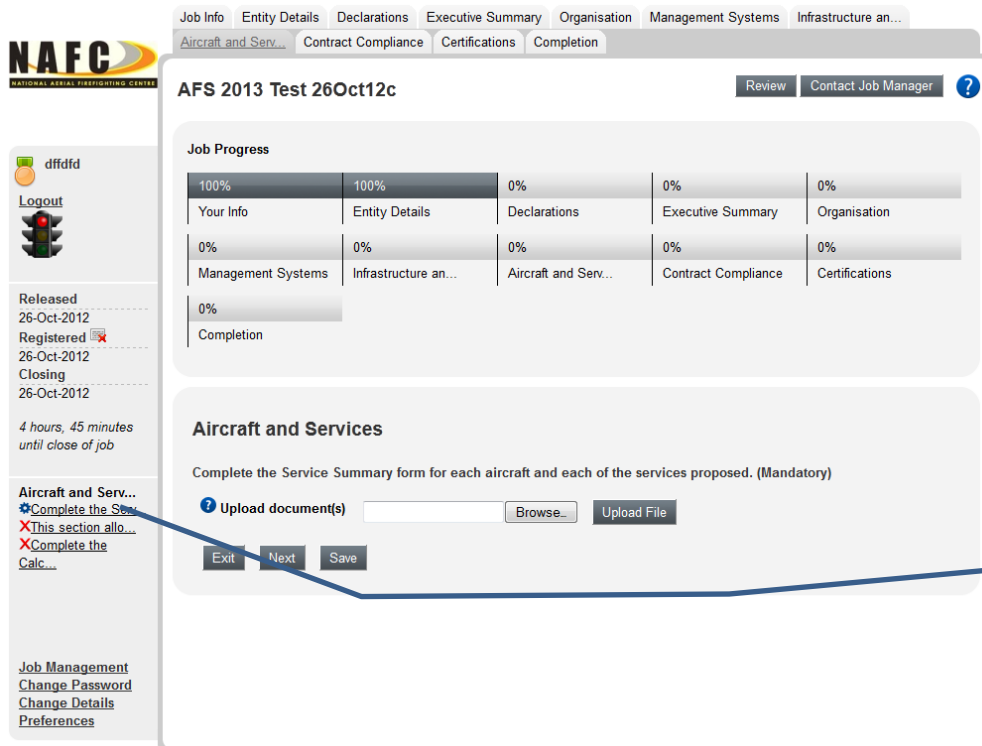
**Upload document(s)**

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

Document successfully uploaded.

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

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

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

Shows questions in the  
Tab

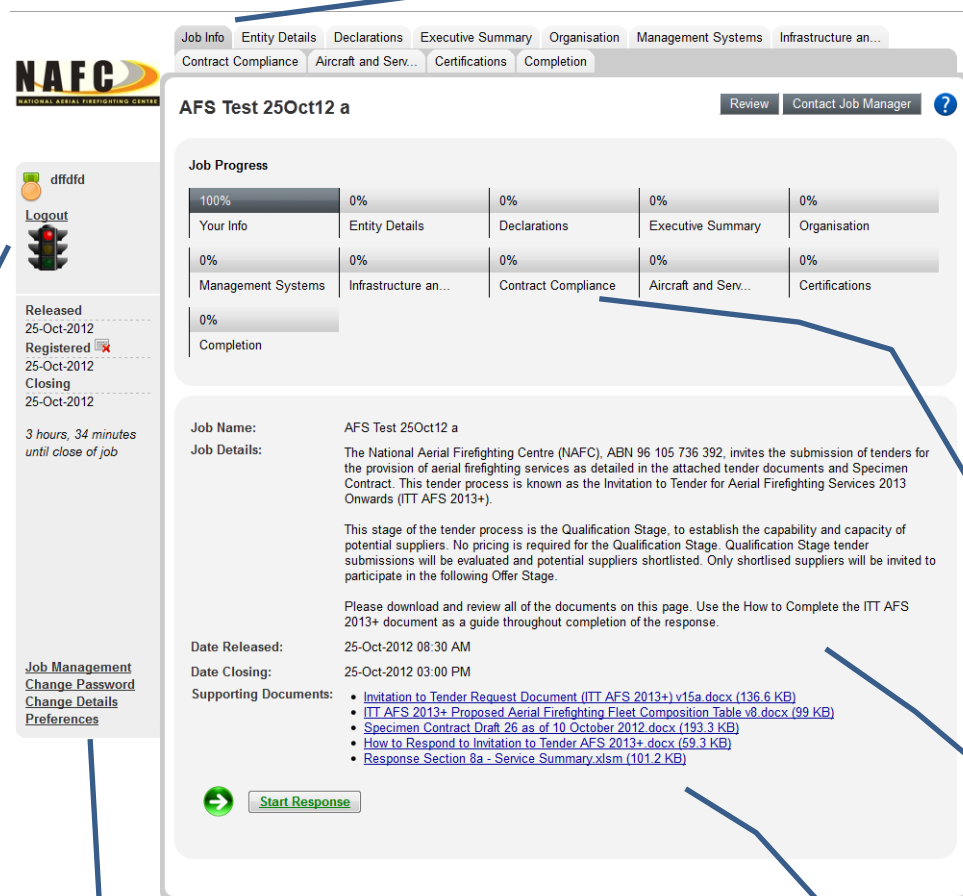
## COMPLETE THE RESPONSE

### 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.



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

**AFS Test 25Oct12 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				

**Job Name:** AFS Test 25Oct12 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:** 25-Oct-2012 08:30 AM  
**Date Closing:** 25-Oct-2012 03:00 PM  
**Supporting Documents:**

- [Invitation to Tender Request Document \(ITT AFS 2013+\) v15a.docx \(136.6 KB\)](#)
- [ITT AFS 2013+ Proposed Aerial Firefighting Fleet Composition Table v8.docx \(99 KB\)](#)
- [Specimen Contract Draft 26 as of 10 October 2012.docx \(193.3 KB\)](#)
- [How to Respond to Invitation to Tender AFS 2013+.docx \(69.3 KB\)](#)
- [Response Section 8a - Service Summary.xlsm \(101.2 KB\)](#)

[Start Response](#)

**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

### Progress Traffic Light

### User Maintenance

Maintain your user details and preferences

### Reference Documents to Download

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

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

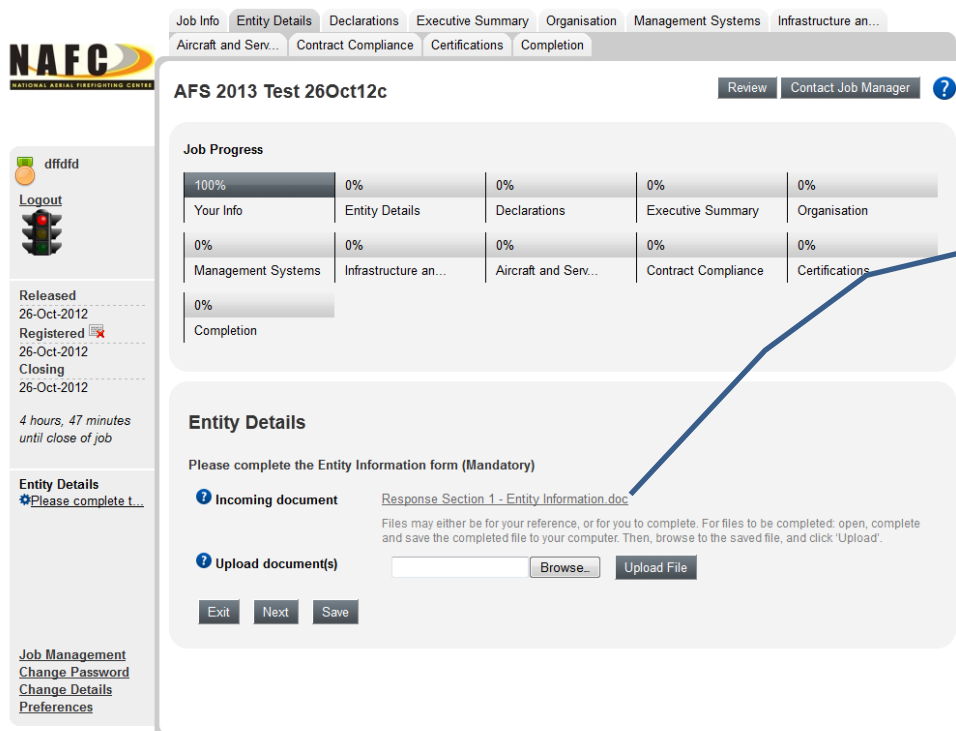
Number of Files to Complete

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.



The screenshot shows the NAFC web application interface for the AFS 2013 Test 26Oct12c. The top navigation bar includes tabs for Job Info, Entity Details (selected), Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'AFS 2013 Test 26Oct12c' and features a 'Job Progress' table and an 'Entity Details' section.

Job Progress				
100%	0%	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				

**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)**

Click to Download this form



## TAB: DECLARATIONS

Number of Files to Complete

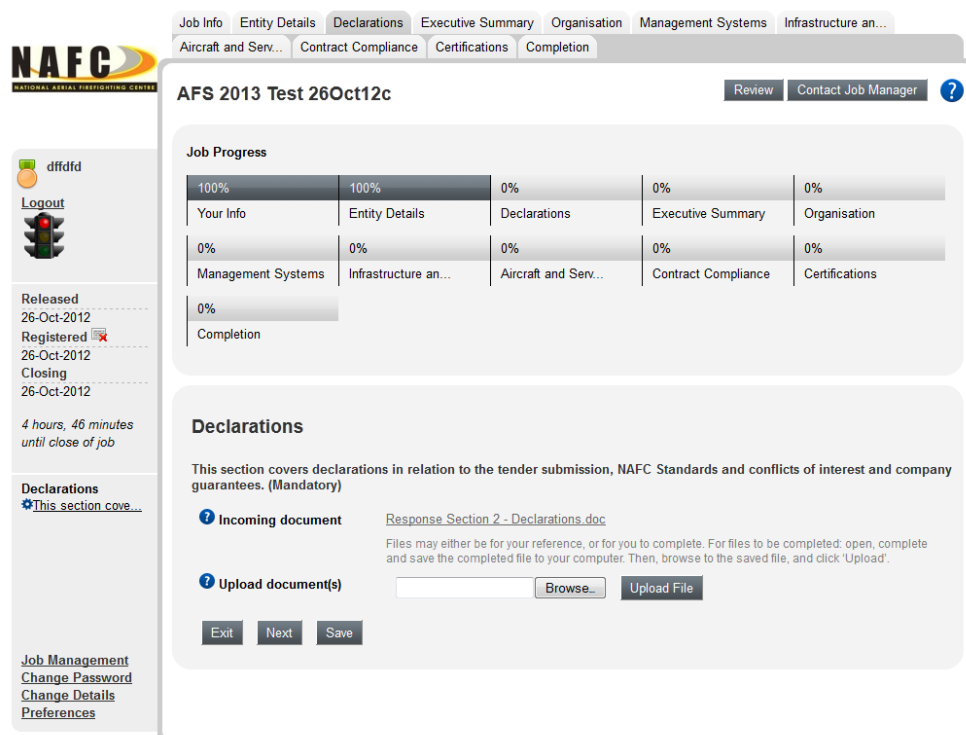
1

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 AFS 2013 Test 26Oct12c web application. The top navigation bar includes tabs for Job Info, Entity Details, Declarations (selected), Executive Summary, Organisation, Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'AFS 2013 Test 26Oct12c' and features a 'Job Progress' section with a table showing completion percentages for various sections. The 'Declarations' section is currently active, displaying instructions and an 'Upload document(s)' form with a 'Browse...' button and an 'Upload File' button. A sidebar on the left contains user information, a traffic light icon, and a list of dates and times for the tender process.

**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				

**Declarations**

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

**Incoming document** [Response 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)**

## TAB: EXECUTIVE SUMMARY

Number of Files to Complete

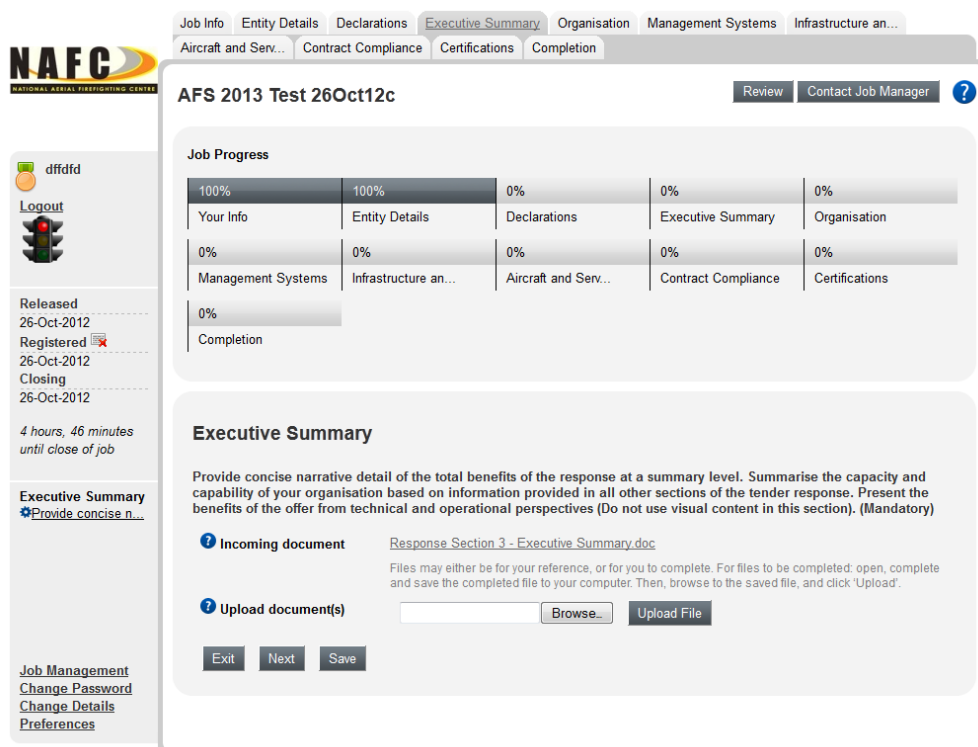
1

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 displays the AFS 2013 Test 26Oct12c web application. The top navigation bar includes tabs for Job Info, Entity Details, Declarations, **Executive Summary**, Organisation, Management Systems, and Infrastructure an... Below this, a secondary bar shows Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'AFS 2013 Test 26Oct12c' and includes a 'Review' button and a 'Contact Job Manager' link. A 'Job Progress' table shows completion percentages for various sections: Your Info (100%), Entity Details (100%), Declarations (0%), Executive Summary (0%), Organisation (0%), Management Systems (0%), Infrastructure an... (0%), Aircraft and Serv... (0%), Contract Compliance (0%), and Certifications (0%). The 'Executive Summary' section is currently active, displaying instructions to provide a concise narrative detail of the total benefits of the response. It includes an 'Incoming document' section with a link to 'Response Section 3 - Executive Summary.doc' and an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. The bottom of the page features a 'Job Management' section with links for Change Password, Change Details, and Preferences.

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

**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). (Mandatory)

**Incoming document** [Response 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

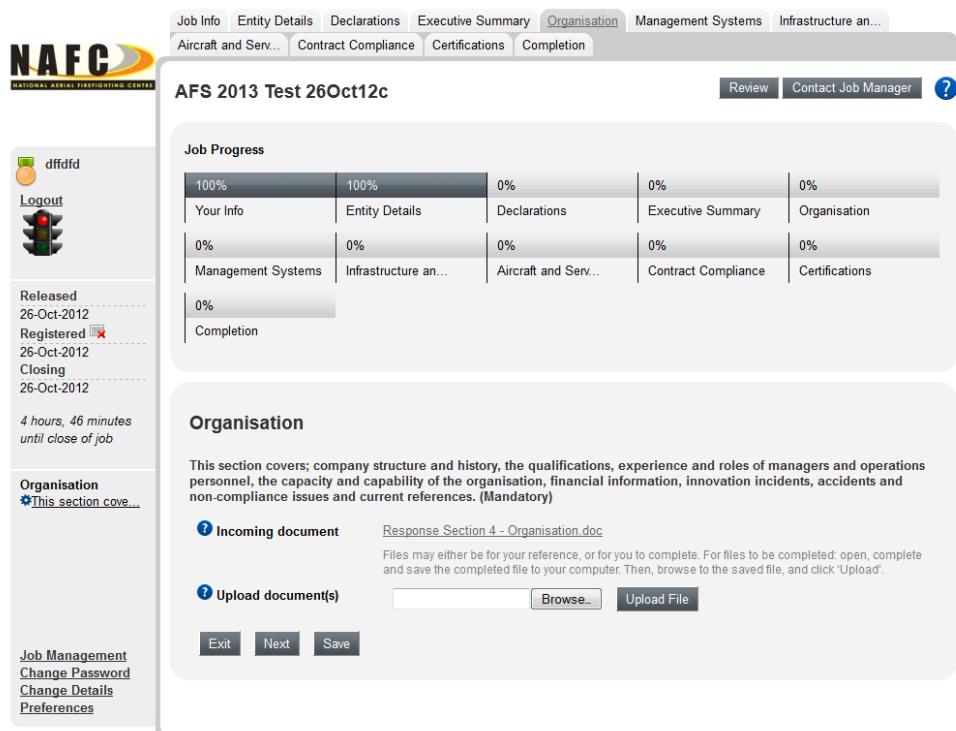
1

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 AFS 2013 Test 26Oct12c web application. The top navigation bar includes tabs for Job Info, Entity Details, Declarations, Executive Summary, Organisation (selected), Management Systems, and Infrastructure an... Below this, a sub-navigation bar shows Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'AFS 2013 Test 26Oct12c' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections: Your Info (100%), Entity Details (100%), Declarations (0%), Executive Summary (0%), Organisation (0%), Management Systems (0%), Infrastructure an... (0%), Aircraft and Serv... (0%), Contract Compliance (0%), Certifications (0%), and Completion (0%). The 'Organisation' section is expanded, showing a description of the section and a list of documents to be completed. The 'Incoming document' section lists 'Response Section 4 - Organisation.doc' and provides instructions for completion. The 'Upload document(s)' section includes a 'Browse...' button and an 'Upload File' button. The bottom of the page has 'Exit', 'Next', and 'Save' buttons.

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				

**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** [Response 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

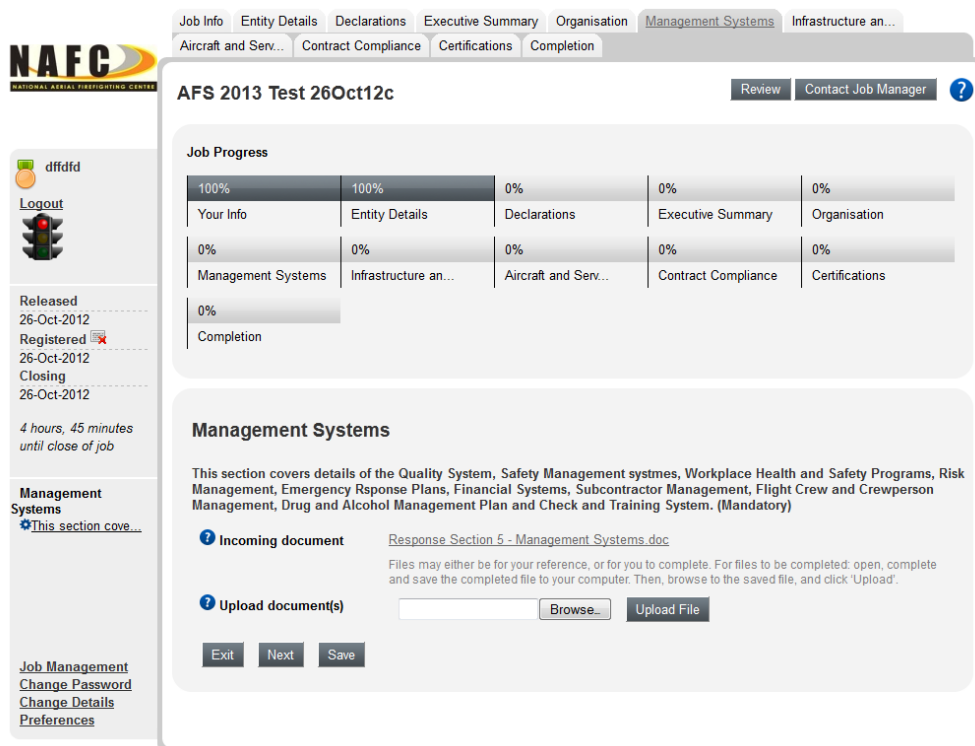
1

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 shows the NAFC AFS 2013 Test 26Oct12c interface. The top navigation bar includes tabs for Job Info, Entity Details, Declarations, Executive Summary, Organisation, Management Systems (selected), and Infrastructure an... Below this, a sub-navigation bar shows Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled 'AFS 2013 Test 26Oct12c' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows completion percentages for various sections. The 'Management Systems' section is highlighted, showing a description of the required information and an 'Incoming document' section with a link to 'Response Section 5 - Management Systems.doc'. Below this, there is an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. At the bottom, there are 'Exit', 'Next', and 'Save' buttons.

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				

**Management Systems**

This section covers details of the Quality System, Safety Management systems, 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** [Response 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

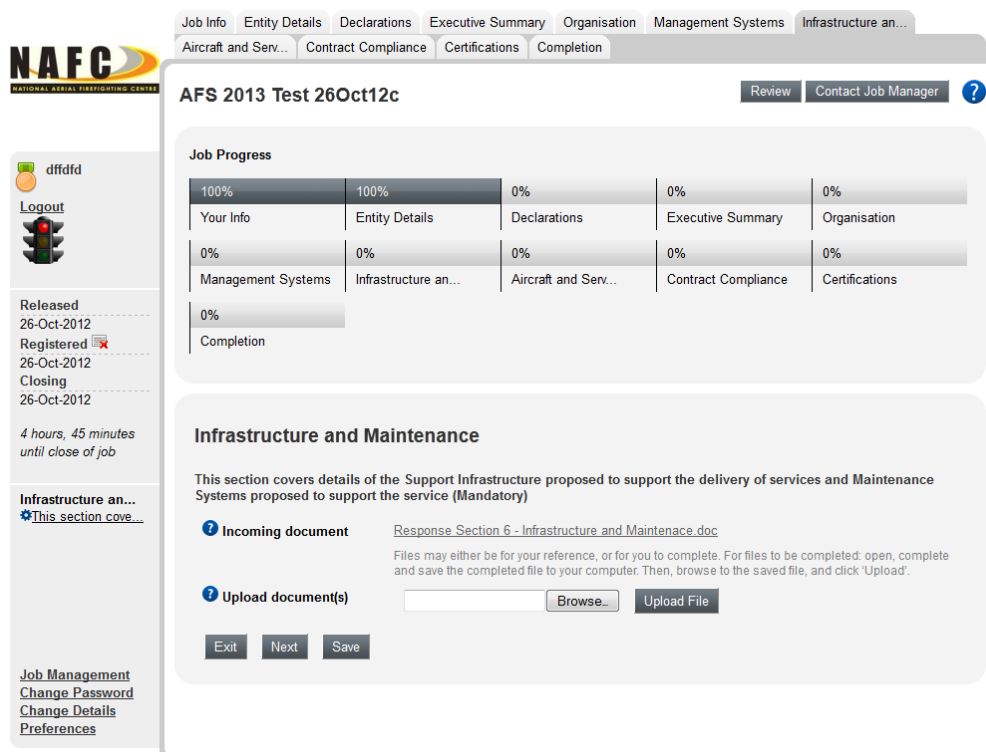
1

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.



The screenshot displays the AFS 2013 Test 26Oct12c web application. The top navigation bar includes tabs for Job Info, Entity Details, Declarations, Executive Summary, Organisation, Management Systems, and Infrastructure and Maintenance Systems. The left sidebar shows the user's name 'dfdfdf', a Logout button, and a progress indicator for the test, which is 4 hours, 45 minutes away from closing. The main content area is titled 'AFS 2013 Test 26Oct12c' and features a 'Job Progress' table. The table shows the progress of various sections: 'Your Info' (100%), 'Entity Details' (100%), 'Declarations' (0%), 'Executive Summary' (0%), 'Organisation' (0%), 'Management Systems' (0%), 'Infrastructure and Maintenance Systems' (0%), 'Aircraft and Service' (0%), 'Contract Compliance' (0%), and 'Certifications' (0%). Below the table, the 'Infrastructure and Maintenance' section is highlighted, indicating it is the current tab. This section contains an 'Incoming document' link to 'Response Section 6 - Infrastructure and Maintenance.doc' and an 'Upload document(s)' section with a 'Browse...' button and an 'Upload File' button. The bottom of the page has 'Exit', 'Next', and 'Save' buttons.

Section	Progress
Your Info	100%
Entity Details	100%
Declarations	0%
Executive Summary	0%
Organisation	0%
Management Systems	0%
Infrastructure and Maintenance Systems	0%
Aircraft and Service	0%
Contract Compliance	0%
Certifications	0%

**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** [Response Section 6 - Infrastructure and 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)**

## TAB: AIRCRAFT AND SERVICES

Number of Files to Complete

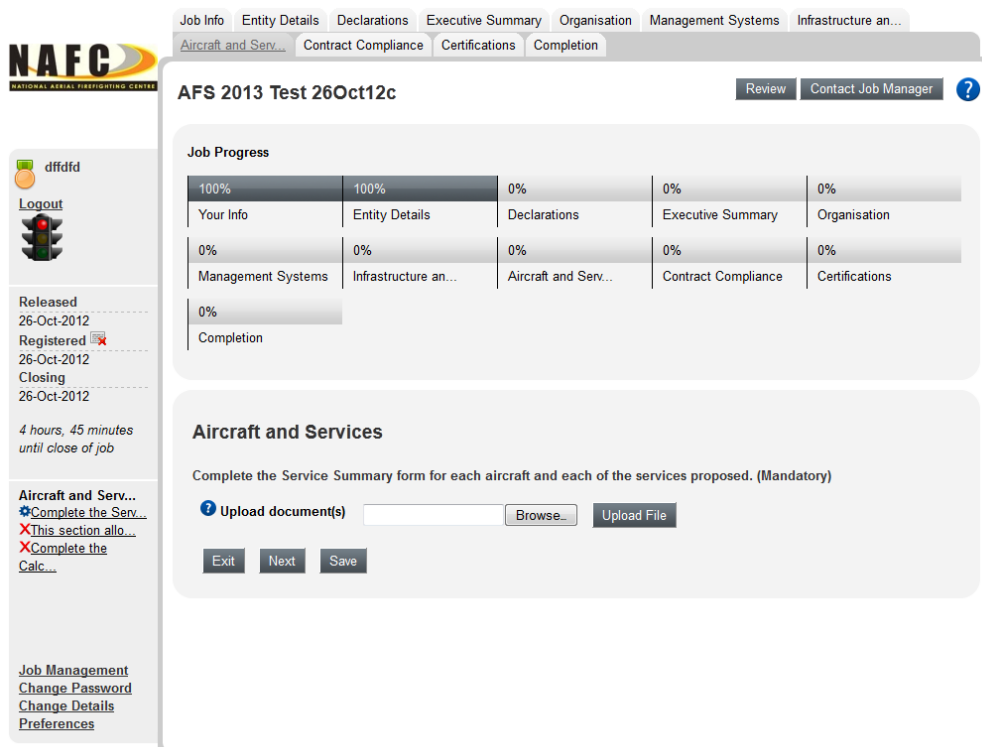
3

This is a 'Download / Complete & Save / Upload' tab. Note that there are 3 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 AFS 2013 Test 26Oct12c web application. The interface includes a top navigation bar with tabs: Job Info, Entity Details, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The 'Aircraft and Serv...' tab is selected. On the left, there is a sidebar with a user profile (dfdfd), a Logout button, and a traffic light icon. Below this, a 'Released' status is shown for 26-Oct-2012, with a 'Registered' status marked as incomplete. A 'Closing' status is also shown for 26-Oct-2012, with a '4 hours, 45 minutes until close of job' timer. The main content area is titled 'AFS 2013 Test 26Oct12c' and includes a 'Job Progress' section with a table showing completion percentages for various sections. The 'Aircraft and Services' section is currently active, displaying instructions to complete the Service Summary form and an 'Upload document(s)' button with a 'Browse...' and 'Upload File' option. At the bottom of the main content area, there are 'Exit', 'Next', and 'Save' buttons.

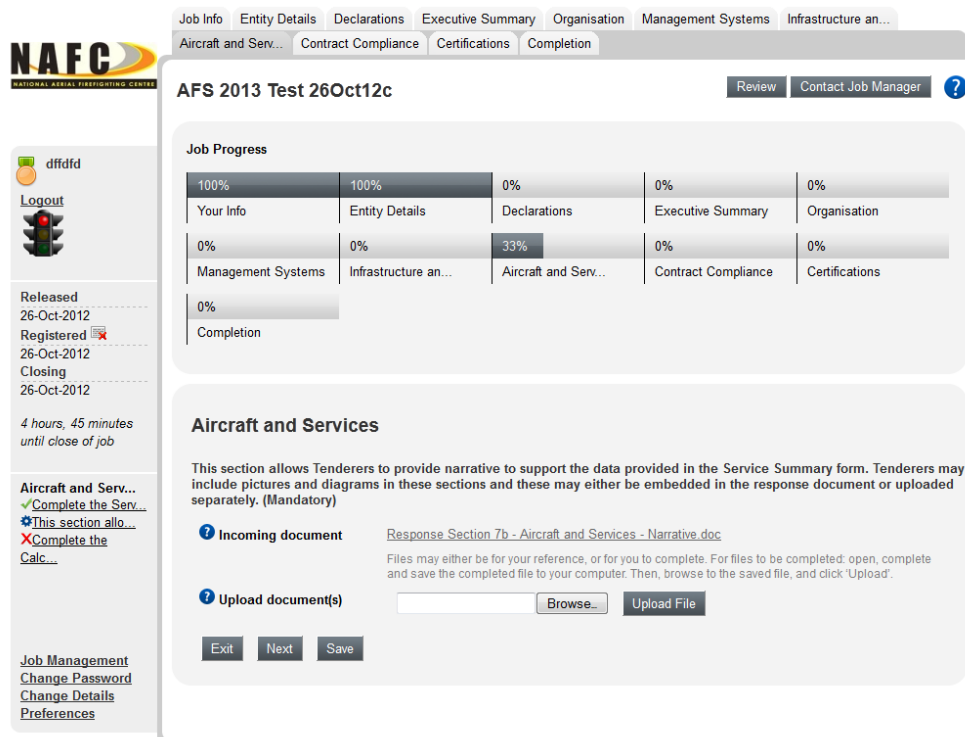
100%	100%	0%	0%	0%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
0%	0%	0%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
0%				
Completion				

**Aircraft and Services**

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

**Upload document(s)**

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.



**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%	33%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
0%	Completion			

**Aircraft and Services**

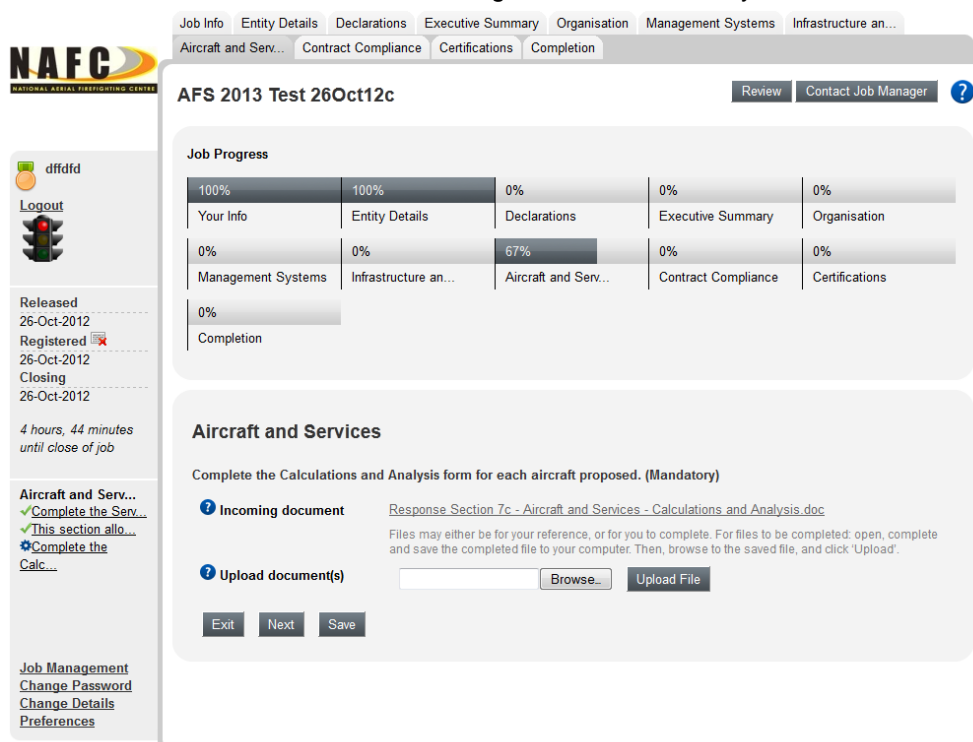
This section allows Tenderers to provide narrative to support the data provided in the Service Summary form. Tenderers may include pictures and diagrams in these sections and these may either be embedded in the response document or uploaded separately. (Mandatory)

**Incoming document** [Response 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]

The third download form, called 'Calculations and Analysis', requires supporting information to the data provided in the 'Aircraft and Services Tender form'. Complete only one form and include all relevant aircraft on the form. Relevant diagrams and tables may be included in the response.



**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%	67%	0%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
0%	Completion			

**Aircraft and Services**

Complete the Calculations and Analysis form for each aircraft proposed. (Mandatory)

**Incoming document** [Response Section 7c - Aircraft and Services - Calculations and Analysis.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]

## TAB: CONTRACT COMPLIANCE

Number of Files to Complete

2

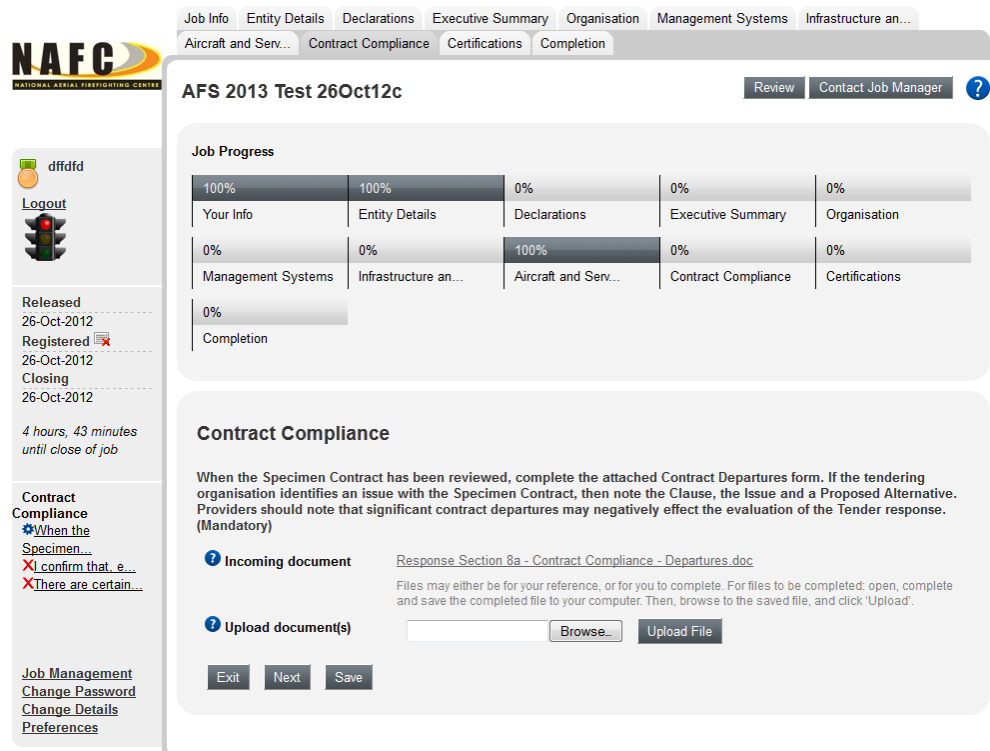
This is a 'Download / Complete & Save / Upload' tab. Note that there are 2 download files in this tab.

The first download 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:

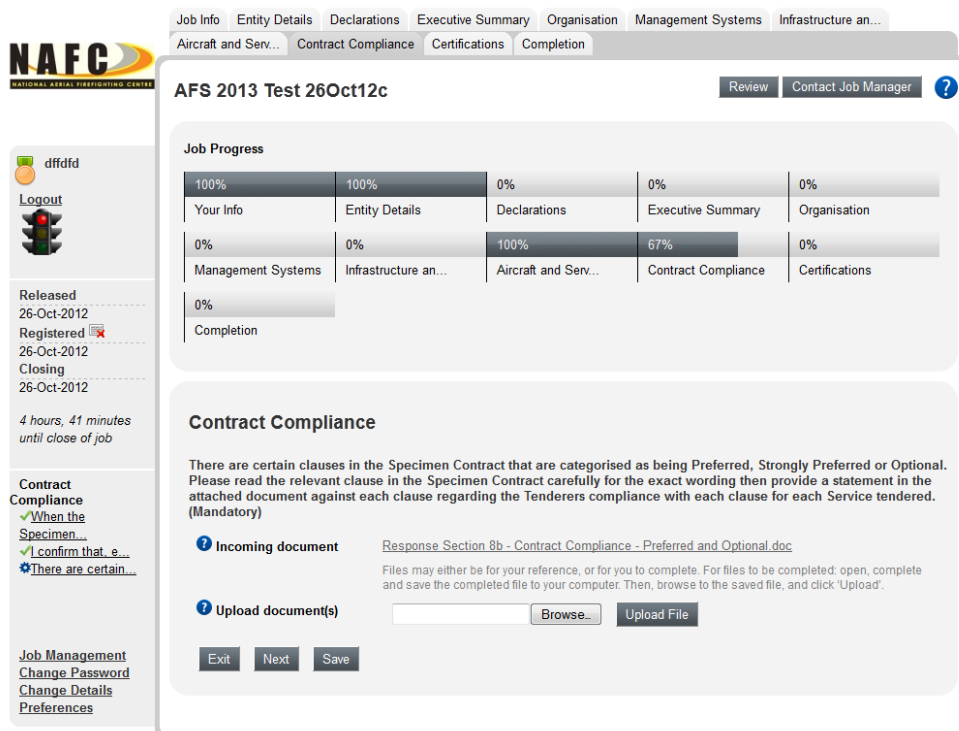
- Carefully examine each clause of the Specimen Contract, including the Schedules;
- Complete the downloaded Contract Departures form, identifying only those clauses and Schedules of the Specimen Contract which are of concern and, if appropriate, propose an alternate drafting of the particular clause(s).
- 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.



The screenshot shows the NAFC portal interface. At the top, there are tabs for 'Job Info', 'Entity Details', 'Declarations', 'Executive Summary', 'Organisation', 'Management Systems', and 'Infrastructure an...'. Below these, there are sub-tabs for 'Aircraft and Serv...', 'Contract Compliance', 'Certifications', and 'Completion'. The main content area is titled 'AFS 2013 Test 26Oct12c' and includes a 'Review' button and a 'Contact Job Manager' button. A 'Job Progress' table shows the completion status of various sections: 'Your Info' (100%), 'Entity Details' (100%), 'Declarations' (0%), 'Executive Summary' (0%), 'Organisation' (0%), 'Management Systems' (0%), 'Infrastructure an...' (0%), 'Aircraft and Serv...' (100%), 'Contract Compliance' (0%), 'Certifications' (0%), and 'Completion' (0%). Below the table, the 'Contract Compliance' section is highlighted. It contains a text box with instructions: 'When the Specimen Contract has been reviewed, complete the attached Contract Departures form. If the tendering organisation identifies an issue with the Specimen Contract, then note the Clause, the Issue and a Proposed Alternative. Providers should note that significant contract departures may negatively effect the evaluation of the Tender response. (Mandatory)'. There are two sections: 'Incoming document' with a link to 'Response Section 8a - Contract Compliance - Departures.doc' and 'Upload document(s)' with a 'Browse...' button and an 'Upload File' button. At the bottom, there are 'Exit', 'Next', and 'Save' buttons. On the left side of the portal, there is a sidebar with a 'Logout' button, a traffic light icon, and a list of dates: 'Released 26-Oct-2012', 'Registered 26-Oct-2012', 'Closing 26-Oct-2012', and '4 hours, 43 minutes until close of job'. Below this, there is a 'Contract Compliance' section with a 'When the Specimen...' link and two red 'X' marks indicating errors: 'X confirm that e...' and 'X There are certain...'. At the bottom of the sidebar, there are links for 'Job Management', 'Change Password', 'Change Details', and 'Preferences'.



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



The screenshot shows the NAFC AFS 2013 Test 26Oct12c web application. The interface includes a top navigation bar with tabs for Job Info, Entity Details, Declarations, Executive Summary, Organisation, Management Systems, Infrastructure an..., Aircraft and Serv..., Contract Compliance, Certifications, and Completion. The main content area is titled "AFS 2013 Test 26Oct12c" and features a "Job Progress" section with a table showing completion percentages for various sections. Below this is the "Contract Compliance" section, which includes instructions and a form for uploading documents.

**Job Progress**

100%	100%	0%	0%	0%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
0%	0%	100%	67%	0%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
0%				
Completion				

**Contract Compliance**

There are certain clauses in the Specimen Contract that are categorised as being Preferred, Strongly Preferred or Optional. Please read the relevant clause in the Specimen Contract carefully for the exact wording then provide a statement in the attached document against each clause regarding the Tenderers compliance with each clause for each Service tendered. (Mandatory)

**Incoming document** [Response Section 8b - 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)**

## TAB: CERTIFICATIONS

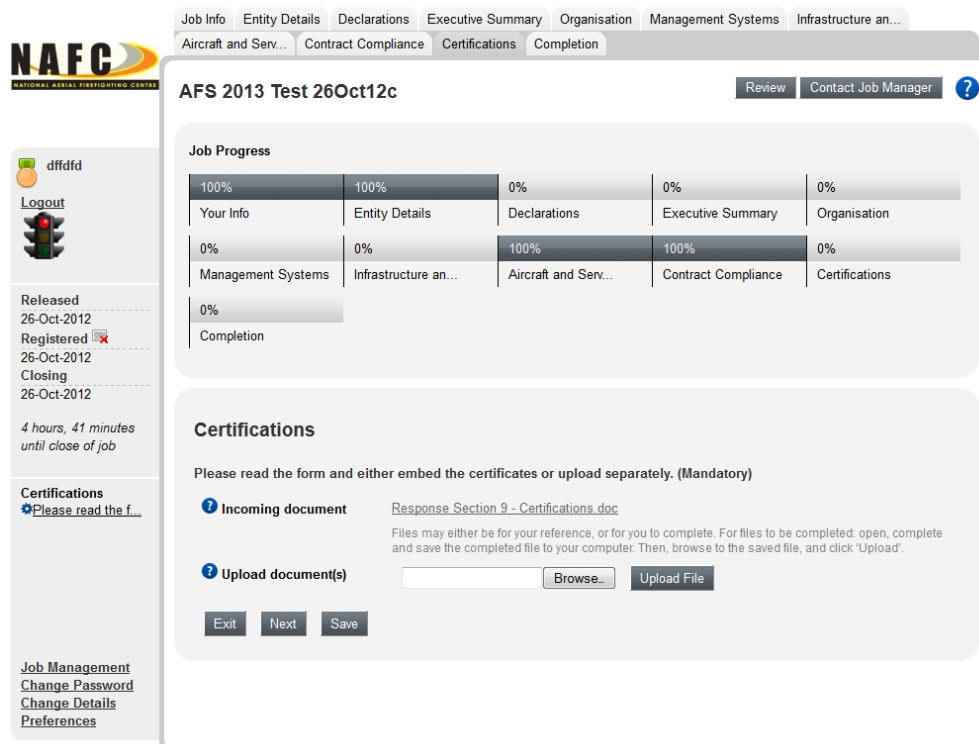
Number of Files to Complete

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 AFS 2013 Test 26Oct12c interface. 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 Certifications tab is active.

**Job Progress**

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

**Certifications**

Please read the form and either embed the certificates or upload separately. (Mandatory)

**Incoming document** [Response Section 9 - Certifications.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)**

**Left Sidebar:**

- Logout
- Released 26-Oct-2012
- Registered 26-Oct-2012
- Closing 26-Oct-2012
- 4 hours, 41 minutes until close of job
- Certifications
- Please read the f...
- Job Management
- Change Password
- Change Details
- Preferences

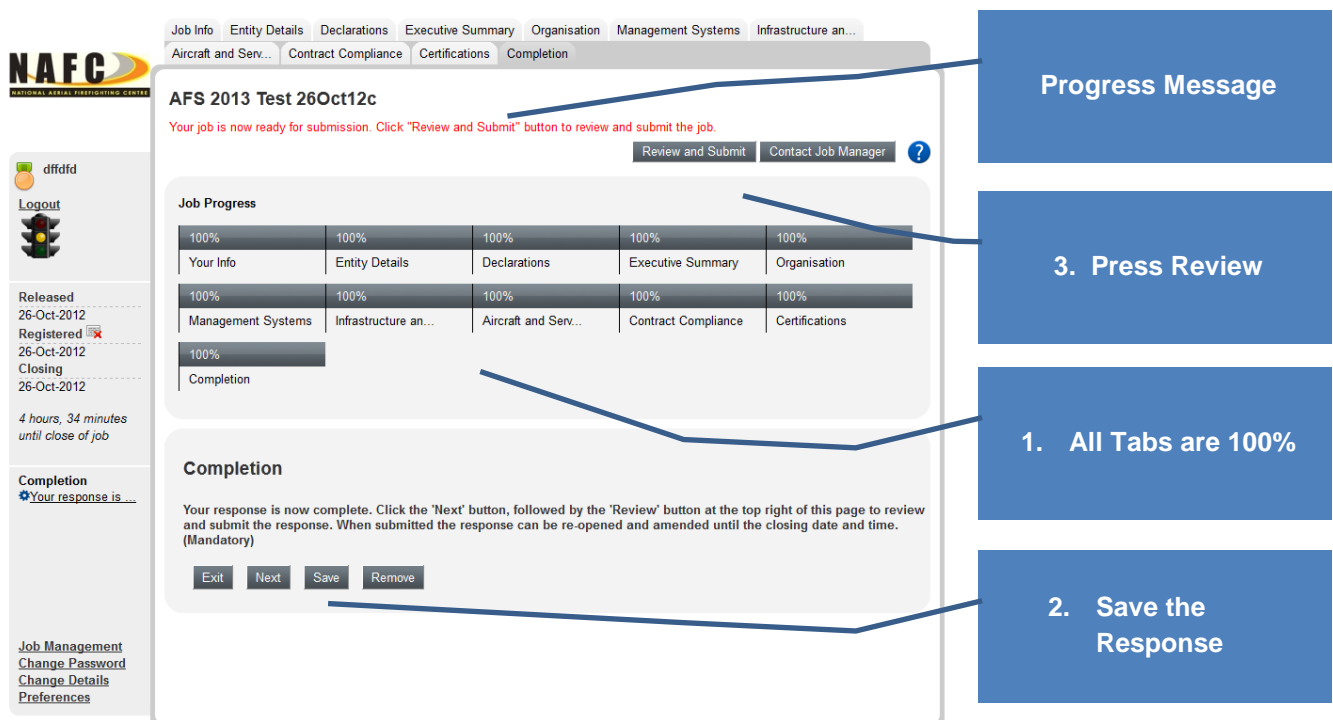
## TAB: COMPLETION

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: 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.

**Progress Message:** A red message states, 'Your job is now ready for submission. Click "Review and Submit" button to review and submit the job.' Below this are buttons for 'Review and Submit' and 'Contact Job Manager'.

**Job Progress:** A table shows the completion status of various tabs:

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

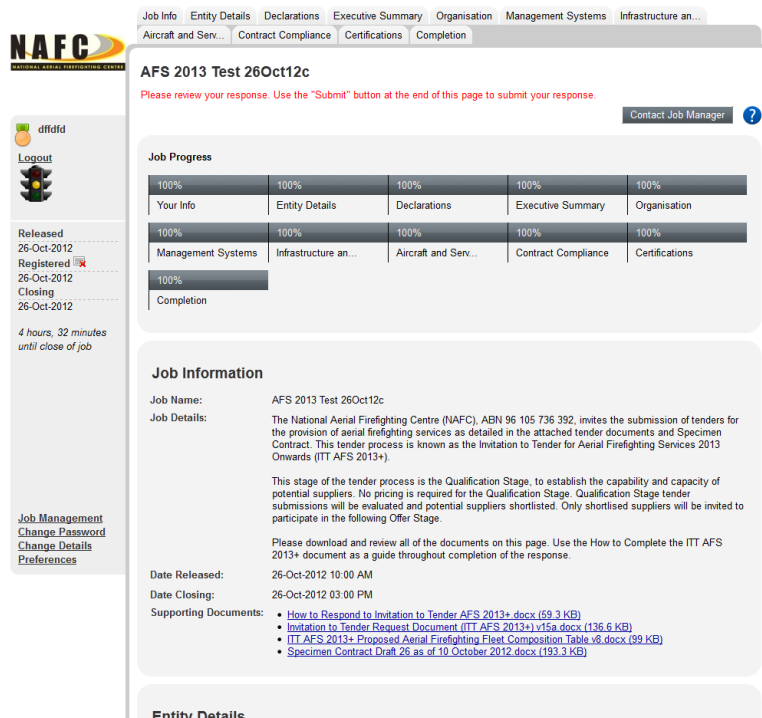
**Completion:** A message states, 'Your response is now complete. Click the "Next" button, followed by the "Review" button at the top right of this page to review and submit the response. When submitted the response can be re-opened and amended until the closing date and time. (Mandatory)'. Below this are buttons for 'Exit', 'Next', 'Save', and 'Remove'.

**Annotations:** Blue lines connect the following text boxes to the screenshot:

- Progress Message:** Points to the red submission message.
- 3. Press Review:** Points to the 'Review and Submit' button.
- 1. All Tabs are 100%:** Points to the 'Completion' tab in the navigation bar.
- 2. Save the Response:** Points to the 'Save' button.

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.



**AFS 2013 Test 26Oct12c**  
Please review your response. Use the "Submit" button at the end of this page to submit your response.

**Job Progress**

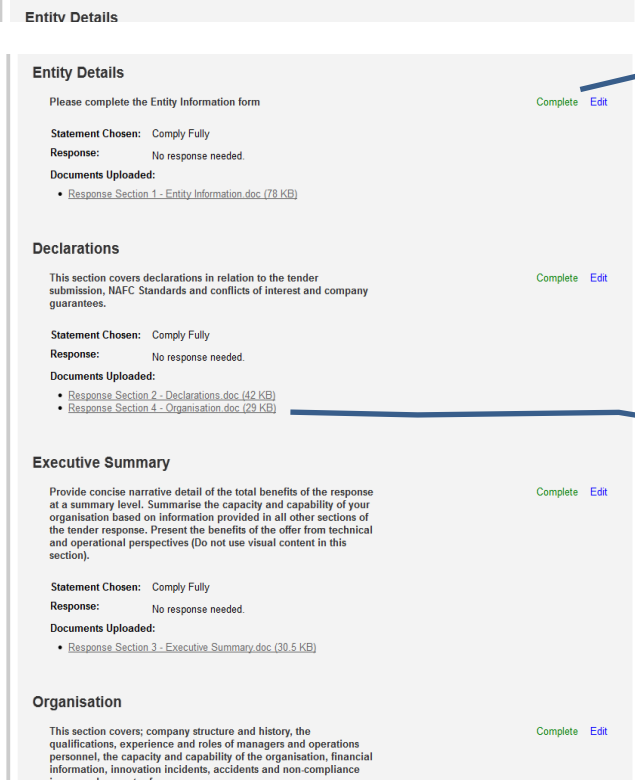
100%	100%	100%	100%	100%
Your Info	Entity Details	Declarations	Executive Summary	Organisation
100%	100%	100%	100%	100%
Management Systems	Infrastructure an...	Aircraft and Serv...	Contract Compliance	Certifications
100%				
Completion				

**Job Information**

**Job Name:** AFS 2013 Test 26Oct12c  
**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:** 26-Oct-2012 10:00 AM  
**Date Closing:** 26-Oct-2012 03:00 PM  
**Supporting Documents:**

- [How to Respond to Invitation to Tender AFS 2013+.docx \(59.3 KB\)](#)
- [Invitation to Tender Request Document \(ITT AFS 2013+\) v15a.docx \(136.6 KB\)](#)
- [ITT AFS 2013+ Proposed Aerial Firefighting Fleet Composition Table v6.docx \(99 KB\)](#)
- [Specimen Contract Draft 26 as of 10 October 2012.docx \(193.3 KB\)](#)



**Entity Details**

Please complete the Entity Information form

**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.

**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).

**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.

Status Note and Option to Edit

Two files uploaded



**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**

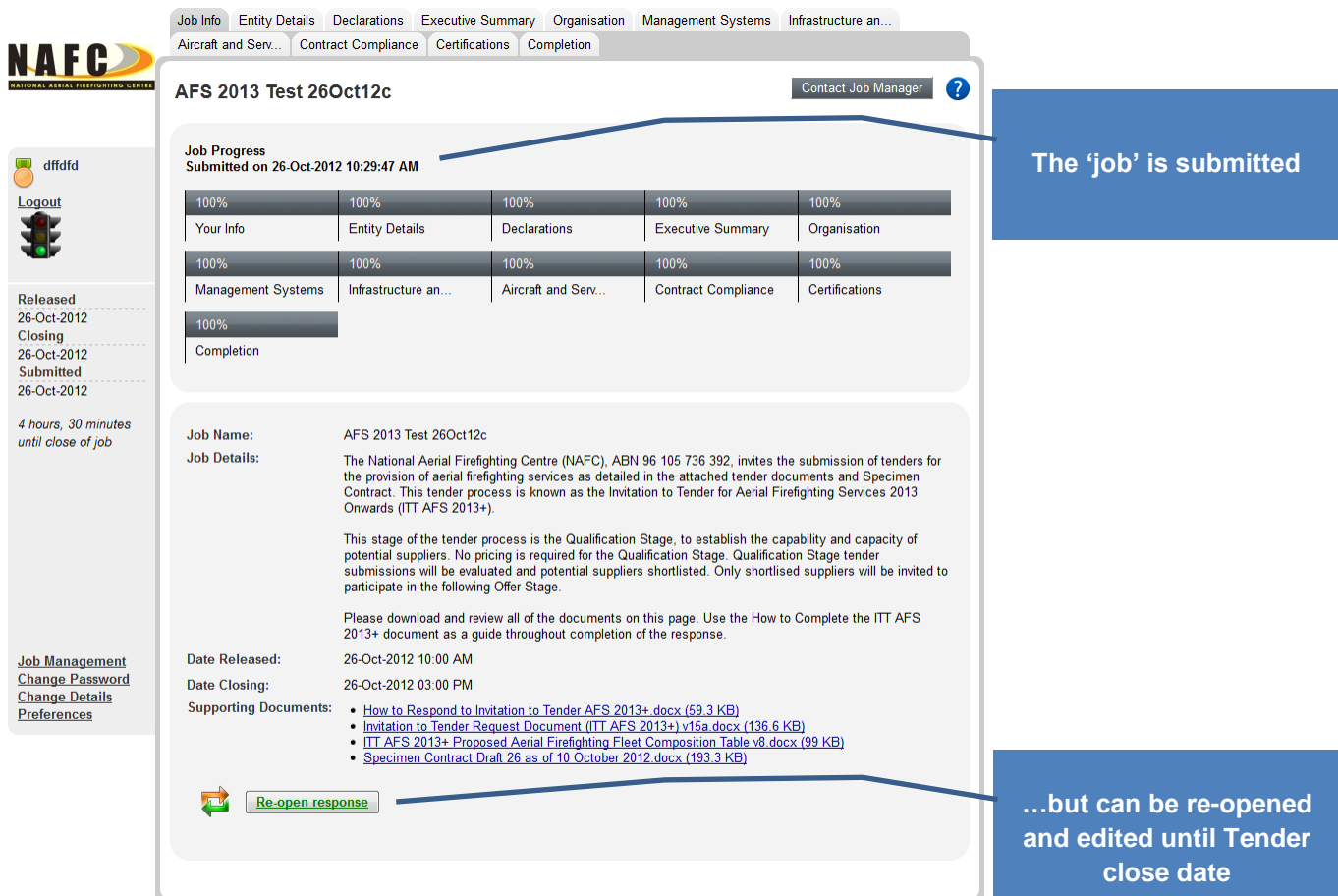
Your response is now complete. Click the 'Next' button, followed by the 'Review' button at the top right of this page to review and submit the response. When submitted the response can be re-opened and amended until the closing date and time. [Complete](#) [Edit](#)

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. The following page will now appear:



**AFS 2013 Test 26Oct12c** [Contact Job Manager](#) [?](#)

**Job Progress**  
Submitted on 26-Oct-2012 10:29:47 AM

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

**Job Name:** AFS 2013 Test 26Oct12c

**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.

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**Date Released:** 26-Oct-2012 10:00 AM  
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**Supporting Documents:**

- [How to Respond to Invitation to Tender AFS 2013+ .docx \(59.3 KB\)](#)
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- [ITT AFS 2013+ Proposed Aerial Firefighting Fleet Composition Table v8.docx \(99 KB\)](#)
- [Specimen Contract Draft 26 as of 10 October 2012.docx \(193.3 KB\)](#)

[Re-open response](#)

The 'job' is submitted

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

The response is complete.