



# RFT for the Establishment of a Standing Offer Panel arrangement for the supply and installation of collection storage equipment

## INDUSTRY BRIEFING

RFT 23/0023  
9 May 2023

The National Library of Australia acknowledges Australia's First Nations Peoples—the First Australians—as the Traditional Owners and Custodians of this land and gives respect to the Elders—past and present—and through them to all Australian Aboriginal and Torres Strait Islander people.

# Welcome

## Agenda

- Housekeeping
- Probity
- RFT Overview
- Contact Officer
- Responding to the RFT
- RFT Document Suite
- Questions
- Site visit

## Housekeeping

- Acknowledgement of Country
- Mobile phones off or to silent please
- Bathroom locations
- Evacuation alarms

## Probity

- The Library is adhering to strict probity conditions to ensure a fair, transparent and defensible process
- We've engaged Grosvenor Procurement Advisory as our external probity advisor
- We're happy to take questions during this presentation, but reserve the right to take the question on notice, or choose not to answer
- Questions and answers will be released in writing as addendum following this briefing

## RFT Overview

- Establishing a Panel of providers of:
  - Electric Mobile Storage Systems (Part A)
  - Specialised Manual Assist Mobile Storage Systems (Part B)
  - Storage Equipment which may include cased library shelving, plan file cabinets (of various sizes) and long-span shelving (Part C)
- Tenderers can bid for one, some or all categories
- There is no set number of panel members in total or by category
  - Responses will be ranked based on the Library's assessment of:
    - Technical worth; and
    - Level of risk to Library associated with each Tender.
- As this process is to establish a panel, there are no specific installation configurations or pricing available (configuration details will be provided as part of any subsequent RFQs)

## Contact Officer

- Contact with the Library about this RFT should only be in writing via email to:  
[tenderbox@nla.gov.au](mailto:tenderbox@nla.gov.au)
- Requests for further information are to be received by no later than 5pm on the day that is 5 Business Days prior to the Tender Closing Time
- The Library reserves the right not to respond to queries or, if it responds, to forward the response to all known Tenderers (without attribution to the Tenderer that made the query) and or publish the further information in the same manner as the RFT was published

## Responding to the RFT

- The closing time is **5pm on Thursday 1 June 2023 (EST)**
- We can't accept late tenders
- We can't accept part tenders, but may consider an Alternate tender if you also submit a compliant tender
- Tenders **must** be emailed to:

[tenderbox@nla.gov.au](mailto:tenderbox@nla.gov.au)

## Responding to the RFT

### Conditions of Participation

- Conditions for Participation
  - Solvency
  - No Unpaid Employee Entitlement Claims
  - Compliance with the Workplace Gender Equality Act 2012 (Cth)
- Please ensure you complete and sign Schedule 2 (Form of Offer)
- Please follow the response schedules, including not changing the numbering or sequencing



## RFT Document Suite

- RFT documents are available for download from the NLA website ([www.nla.gov.au/tenders](http://www.nla.gov.au/tenders))
- The documentation includes:
  - RFT 23-0023.docx
  - Statement of Requirement 23-0023.docx
  - Vinyl specifications.doc
  - NLA Contractor Protocols.pdf
  - NLA CADD & BIM Manual v1.pdf
  - Drawing A01 Type\_V1.pdf
  - Drawing A02 Type\_V1.pdf
  - Drawing A03 Type\_V1.pdf
  - Draft Deed of Standing Offer 23-0023.doc

# Questions?

[nla.gov.au](http://nla.gov.au)



## Site Visit

- Level 4 – Manuscripts (Powell Wing)
- Building access
  - Loading dock
  - Lifts
  - Etc
- Questions are only to be asked when the group is together and everyone can hear the question and the answer
- the areas we are visiting are occupied
- don't take photos of people, the collection, or in the SCC
- note that we will not be returning to this theatre so take your belongings now