Annexure A – Intention to Respond

Football Australia  
Level 2

SCG, 4 Driver Ave   
Moore Park, Sydney,

NSW, 2021  
[tenders@footballaustralia.com.au](mailto:tender@footballaustralia.com.au)  
www.footballaustralia.com.au

[Date]

**[Recipient’s Name]**  
[Recipient’s Title]  
[Company Name]  
[Company Address]  
[City, State, postcode]

Dear [Recipient’s Name],

**Subject: Intention to Respond to the Airline Services RFP.**

We, [Your Company Name], are pleased to formally express our interest in participating in the Request for Proposal (RFP) process for Airline Services as outlined by Football Australia.

Having thoroughly reviewed the RFP document, we are confident in our ability to meet and exceed the objectives and requirements outlined within the RFP. We believe that our extensive experience in aviation, combined with our commitment to quality, innovation, and customer satisfaction, makes us a strong candidate for this project.

In order to ensure that we can fully assess the requirements and submit a comprehensive proposal,

*[we would appreciate it if you could provide us with a copy of your Non-Disclosure Agreement (NDA). We understand the importance of confidentiality in this process and are happy to review and sign the NDA to safeguard all sensitive information shared during the RFP process. Please see the necessary detail below.]*

*[Entity name and ABN];*

*[Physical address of the company];*

* 1. *[Company authorised representatives x 2]:*
  2. *[Name x 2 of authorised representatives];*
  3. *[Email address x 2 of authorised representatives];*
  4. *[Position x 2 of authorised representatives].*

*or*

*[we have signed a Non-Disclosure Agreement (NDA) with Football Australia, and we request access to the RFP Response Form to assist us in preparing a comprehensive and competitive proposal.]*

Sincerely,

**[Your Name]**  
**[Your Title]**  
**[Your Company Name]**  
**[Your Contact Information]**