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# Australia-Africa Partnerships Facility

## Industry Briefing

**Thursday 10 December 2009**

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(Procurement and Agreement Services)



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# Australia-Africa Partnerships Facility

- >The Two Step Tender Process
  - Step 1 - The Capability Statement
  - Short Listing
  - Step 2 - The Request for Tender (RFT)
  - The Interviews
  - Value for Money Assessment



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# Step 1

## Capability Statement



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# Structure

- > Capability Statement:
  - Part 1 – Project Specific Capability Statement Conditions
  - Part 2 – Standard Capability Statement Conditions



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# The Capability Statement Particulars

**RFT Closing Time:** 2:00pm local time Canberra, ACT, Australia, Tuesday 2 February 2010.

**>Mode of Submission:**

Electronically, via AusTender at <https://tenders.gov.au> before RFT Closing Time;

**Or**

Hardcopy, by depositing by hand in the Canberra Tender Box before RFT Closing Time at address below.

Address: Ground Floor, AusAID, 255 London Circuit Canberra ACT 2601 Australia

**The closing date and time will be strictly adhered to.**



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# Submission Requirements

- > For electronic lodgement
  - One (1) electronic copy
    - PDF format – note file size
- > For hard copy lodgement
  - One (1) original and four (4) copies
  - One (1) CD containing PDF files of the hard copy documents



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## Required Submission Information

Include the following:

- > Response to Selection Criteria (Clause 4, Part 1) – 10 pages plus annexes
- > Annex 1 – Past Experience Forms (Clause 5, Part 1) - up to 3 of one page each
- > Financial Assessment Material (Clause 6, Part 1)
- > Annex B – Capability Statement Declaration (Part 2) – must be signed



# Selection Criteria – Step 1

- > 3 broad selection criteria:
  - (A) Strategic understanding of the AAPF 40%
  - (B) Organisational ability to deliver the requirements of the AAPF 40%
  - (C) Understanding of capacity building 20%





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## Clause 6, Part 1: Financial Assessment

- > Two options – see Part 1, Clause 6, page 4 of the Request for RFT Capability Statement
- > Tenderers should be aware that AusAID may contact the nominated company accountant to obtain clarification of bid or further information.
- > AusAID reserves the right to utilise external expertise to analyse financial information.
- > Financial information is treated in-confidence by AusAID.



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## Questions on RFT Capability Statement

- > Questions to be submitted in writing to [AfricaFacility@ausaid.gov.au](mailto:AfricaFacility@ausaid.gov.au) or fax +612 206 4885
- > Can be submitted anytime prior to close of business (AEST) Tuesday 19<sup>th</sup> January 2010.
- > Will be answered by issue of a public addendum to the RFT Capability Statement via AusTender before close of business Monday 25<sup>h</sup> January 2010.



## Assessment – short listing

- > Combines technical assessment with an assessment of Financial Viability
- > Technical Assessment Panel (TAP) consists of three to five members with a combination of skills and experience, and may include senior AusAID staff and external, independent consultants
- > TAP members will assess and rank each tender against the Selection Criteria
- > Short listed organisations will be invited to submit a response to the step 2 RFT



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# Step 2

## Request for Tender



# Structure of RFT

## >Section 1

- Project Specific Tender Conditions
- Project Specific Contract Conditions
- Schedule 1
- Draft Scope of Services
- Schedule 2
- Draft Basis of Payment

## >Section 2

- Standard Tender Conditions
- Standard Contract Conditions



## Closing Time

- > Expected Tender closing Time
  - 2.00 pm, Wednesday 8 April 2010
  
- > Mode of submission:
  - Electronic or Hard Copy



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## Required Submission Information

> Will be indicated in the document but is **expected** to consist of at least the following:

- Technical Proposal (Tender Schedule A)
- Specified personnel (Tender Schedule B)
- Financial Proposal (Tender Schedule C)
- Tenderer's Declaration





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## Tender Schedule A: Technical Proposal

- > **Is expected** to consist of the following:
  - Response to Selection Criteria
  - Annex 1 – Past Experience Forms
  - Annex 2 – Staffing Resources Schedule
  - Annex 3 – Mobilisation Plan
  - Annex 4 – Conflict of Interest
  - Annex 5 – Letters of Association
  - Annex 6 – Commonwealth Government Policies Compliance





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## Tender Schedule B: Specified Personnel

- >Proposed team members:
  - Long Term Personnel
  - Short term Personnel



## Tender Schedule C: Financial Proposal

> Is **expected** to include information such as the following:

- Total Management Fee
- Reimbursable Long Term Personnel Costs
- Reimbursable Short Term Personnel Costs
- Breakdown of all Management Costs
- Estimated amount for Reimbursable Administration, Equipment & Operational Costs
- Total Tender Amount
- Adequate Insurance



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## Questions on RFT

- > To be submitted in writing to [AfricaFacility@ausaid.gov.au](mailto:AfricaFacility@ausaid.gov.au) or fax +612 206 4885
- > Can be submitted anytime prior to close of business (AEST) Wednesday 25<sup>th</sup> March 2010.
- > Will be answered by issue of a public addendum to the RFT via AusTender before close of business Wednesday 1<sup>st</sup> April 2010.



## Step 2 - Assessment

- > Combines technical assessment with an assessment of Value for Money
- > Technical Assessment Panel (TAP) consists of three to five members with a combination of skills and experience, and may include senior AusAID staff and external, independent consultants
- > TAP members will assess and rank each tender against the Selection Criteria



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## Assessment Process

- > Check bids for conformance to tender requirements
- > Assess bids against Selection Criteria
- > Interview and confirm technical rankings
- > Review value for money
- > Negotiate contract with successful tenderer
- > Notify unsuccessful bidders



## Value for Money

- > The Financial Management and Accountability (FMA) Act requires AusAID to achieve a value for money outcome.
- > Value for money means “the best available outcome when all relevant costs and benefits over the procurement cycle are considered”
- > Cost is not the sole determining factor in assessing value for money
- > Lowest price is not a reliable indicator of value for money.



## Some considerations when assessing Value for Money

- > Performance history of each tenderer
  - A record of achievement?
  - Able to deliver quality outcomes, on time and on budget?
  - Previous clients satisfied?
- > Flexibility to adapt to change
  - Does your proposal recognise the need for flexibility in the environment in which the activity will be implemented?
  - Does the proposal contain strategies to manage change?





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## Some more considerations when assessing Value for Money

- > Is the proposal balanced in terms of its articulation of inputs, outputs, outcomes, risks, costs, quality and timeliness and overall effectiveness?
- > In your proposal, you should demonstrate to AusAID the value for money merits within the page limit for the technical proposal.





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## Step 1 - Important Dates

|                                                                                                         |                  |
|---------------------------------------------------------------------------------------------------------|------------------|
| Final date for questions to AusAID on RFT<br>(14 days before tender close)                              | 19 January 2010  |
| Final date for AusAID to issue<br>addenda/respond to tenderer questions<br>(7 days before tender close) | 25 January 2010  |
| RFT closing date                                                                                        | 2 February 2010  |
| TAP Short-listing                                                                                       | 25 February 2010 |
| Upon delegate approving the TAP<br>recommendation move to Step 2 of the<br>process.                     | 11 March 2010    |



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## Step 2 - Important Dates

|                                                                                                         |                    |
|---------------------------------------------------------------------------------------------------------|--------------------|
| Open Step 2 - RFT                                                                                       | 11 March 2010      |
| Final date for questions to AusAID on RFT<br>(14 days before tender close)                              | 25 March 2010      |
| Final date for AusAID to issue<br>addenda/respond to tenderer questions<br>(7 days before tender close) | 1 April 2010       |
| RFT closing date                                                                                        | 8 April 2010       |
| TAP Interviews                                                                                          | 28 – 29 April 2010 |
| Upon delegate approving the TAP<br>recommendation negotiate contract                                    | May 2010           |
| Mobilisation                                                                                            | July 2010          |