



Date: 19 February 2010

Pages: Six (6) excluding attachments

Subject: Addendum 2 to the "Australia Indonesia Partnership for Decentralisation (AIPD) – Management Support Team" RFT of 23 January 2010

Tenderers are advised of the following:

Clarifications to the RFT

1. Delete Table 1: Specified Personnel below Clause 6.6 (b) of Part 1 of the RFT and replace with the attached Table 1: Specified Personnel. The new table has an additional column for Referee Contact Details as referred to in Clause 6.2 of Part 1 of the RFT.

Further information about the Services sought through the RFT

2. For further information on the ANTARA Six monthly report as mentioned in Mr Richard Manning's presentation at the Pre-Tender Briefing on 9 February 2010 please go to the website <http://www.antarantt.org/> and click on "Reports and Reviews" in the menu.
3. Position Descriptions for the positions to be novated from ANTARA to the successful Contractor are attached to this Addendum 2.
4. The PowerPoint presentations from the Pre-Tender Briefing held on 9 February 2010 in Jakarta are provided as attachments to this Addendum 2.

Questions raised by interested tenderers

5. **Q:** Will AusAID be providing a template for CVs?

A: No, a template will not be provided. However CVs must conform with the requirements as set out in Clauses 7.16 and 7.17 of Part 5 of the RFT.

6. **Q:** Clause 6.2 of Part 1 of the RFT refers to a "Referees column" in Table 1: Specified Personnel; however there is no such a column. Should we add a column for Referees?

A: Referee details should be provided in Table 1: Specified Personnel of Part 1 of the RFT. A replacement table has been included in this Addendum 2 at Attachment 1.

7. **Q:** Table 1: Specified Personnel of Part 1 of the RFT does not contain a row for “tenders to specify other positions” as is contained in Table 4: Long-term Personnel of Part 1 of the RFT. Can we add “other positions” included in Table 4 at the bottom of Table 1?

A: No. Only the Specified Personnel as identified in the RFT will be considered under Tender Schedule B.

8. **Q:** Please confirm that “other” long-term personnel should be added to Table 4: Long-term Personnel of Part 1 of the RFT in addition to the three Specified Personnel. Please also confirm that these “other” long-term personnel should be costed accordingly in Table 4 as an integral part of the like-for-like price assessment under Tender Schedule C.

A: Yes. Any additional long-term positions deemed necessary should be included in Table 4: Long-term Personnel of Tender Schedule C and will be included in the like-for-like price assessment.

9. **Q:** Will the Management Support Team Contractor be a member of the Program Coordinating Committee (PCC) as detailed in Clauses 4.1 and 4.2 of Part 3 – Draft Scope of Services?

A: No. The Contractor will not be a member of the PCC.

10. **Q:** Will the same principle detailed in Clause 6.3 (a) of Part 4 – Draft Basis of Payment (i.e. economy class airfares for flight legs under 4 hours and business class airfares for flight legs over 4 hours) apply to mobilisation and demobilisation as detailed in Clause 4.4 of Part 4 – Draft Basis of Payment? And would these airfare entitlements also apply to accompanying dependents of long-term personnel?

A: The conditions associated with travel costs for mobilisation, demobilisation and annual leave for personnel and their dependants must be determined by the Tenderer.

Questions raised by interested tenderers at the Pre-tender Briefing on 9 February 2010

Activities

11. **Q:** How many districts will be rolled over from the current ANTARA program to the AIPD?

A: At this stage no districts have been identified for the AIPD. The process of selecting districts for participation in the AIPD will be developed jointly with the successful Contractor and the Program Director.

- 12. Q:** Can we suggest changes to or influence local government regulations through national government?

A: There is scope in the AIPD to propose activities to improve local government regulations and liaison is an important part of the AIPD.

Tenderer's Technical Proposals must address the Selection Criteria and include the requested annexes as specified in Clause 5 of Part 1 of the RFT (refer to Response no.14 regarding alternate tenders).

- 13. Q:** Is it expected that personnel working with Ministries will be located within the Ministry itself or at an offsite location?

A: The intention is that personnel will be imbedded within the Ministry where possible.

Offices

- 14. Q:** Are the locations of the AIPD offices set or can alternative locations be suggested?

A: For the purposes of the Tender the office locations are set as stated in the RFT.

If for financial or strategic reasons alternate locations are proposed by a Tenderer this would constitute an alternative Tender. Alternative Tenders must comply with Clause 3.1 of Part 1 of the RFT. AusAID will consider alternate Tenders in accordance with Clauses 3.2 to 3.4 of Part 1 of the RFT.

- 15. Q:** How will the costs of setting up offices be covered?

A: There are currently four provincial offices being used by the ANTARA program which will be handed over to the successful Contractor, including the assets as listed at Annex 3 of Part 3 – Draft Scope of Services. The proposed new office in Jakarta will be set up by the successful Contractor. These costs will be covered by the Reimbursable Procurement, Operational and Travel Costs in accordance with Clause 6 of Part 4 – Draft Basis of Payment of the RFT.

- 16. Q:** What is the main purpose of the Jakarta Office and the expected staffing requirements?

A: It is expected that the Jakarta Office will focus on high level liaison with stakeholders, including senior Government of Indonesia officials and the donor community. While the Program Director and Contractor Representative will be located in the regional offices and their responsibilities will include liaison across a number of provinces, the Jakarta Office will maintain an on the ground presence for ongoing liaison and provide an information conduit to the Program Director. Due to this narrow focus, it is expected that less staff will be required in the Jakarta Office.

Personnel

- 17. Q:** Will the position descriptions of personnel to be novated from the current ANTARA program be provided?

A: Position descriptions for these positions are attached to this Addendum 2.

- 18. Q:** Is there a requirement to nominate personnel from a particular country? Does AusAID have a preference for international consultants or Indonesian nationals with international qualifications?

A: No, there are no requirements or preferences on the nationality of personnel. Tenderers should nominate the person they feel best fulfils the position description as provided at Annex 1 to Part 3 – Draft Scope of Services.

- 19. Q:** There are three specified personnel listed in the RFT, are there expected to be any other long-term personnel included in our bid?

A: Aside from the specified personnel there are a number of positions that will be novated across from the current ANTARA program to the Contractor. Tenderers are also able to identify additional long-term positions required for the successful delivery of the AIPD.

Only the Specified Personnel will be assessed under Tender Schedule B – Specified Personnel. Tenderers should describe the proposed team as a whole in the response to Selection Criteria B – Personnel and any additional long-term positions deemed necessary should be included in the Financial Proposal.

- 20. Q:** Do technical long-term personnel need to be funded from the Technical Personnel Fund?

A: No. Long-term technical personnel required for the implementation of the Program should be listed as Long-term Personnel and included in the Tenderer's Financial Proposal.

The purpose of the Reimbursable Technical Personnel Fund is to provide technical expertise required for the delivery of specific AIPD activities as funded through the Imprest Account.

Selection Criteria

- 21. Q:** Please clarify the third point under Selection Criterion B.

A: Aside from the Specified Personnel which will be assessed against the first two points of this criterion, the Tenderer is also asked to describe the proposed team as a whole, the relationships within the team, and this may include their strategy for recruitment and ability to find the best people for the positions.

- 22. Q:** Does the first point of Selection Criterion C refer solely to the engagement of technical personnel or resources more broadly?

A: This criterion refers to the Tenderer's approach to identifying and engaging all resources necessary to achieve AIPD objectives, not restricted to personnel.

Tender Process

- 23. Q:** Please elaborate on the composition of the Technical Assessment Panel (TAP).

A: The membership of the TAP is not known at this stage and it is AusAID's policy to keep TAP membership confidential. When putting together a TAP AusAID endeavours to have a well balanced panel to ensure independence, and would usually include stakeholder representation from the AusAID program area, the Government of Indonesia, an AusAID advisor where appropriate, and an independent expert.

- 24. Q:** Can companies join to submit a joint proposal?

A: Yes, two or more parties may submit a joint proposal in accordance with Clauses 8 and 9 of Part 5 of the RFT. Tenderers should note that one party must be the lead bidder and contractual arrangements will only be entered into with a single entity.

Please note that AusAID is unable to provide details of other interested tenderers.

- 25. Q:** Can you clarify the requirements of Annex 6 of Part 1 of the RFT?

A: Letters of Association are required to be submitted by any parties involved in submitting a joint bid in accordance with Clause 9.2 of Part 5 of the RFT.

Where it is reasonably known that elements of the delivery of the Services will be undertaken by a sub-contractor, the details of these services and the willingness of the sub-contractor to undertake them should be provided in accordance with Clause 9.4 of Part 5 of the RFT.

Draft Contract

- 26. Q:** The draft contract refers to construction services, what is the extent of the construction and the type of construction expected under the AIPD?

A: Construction is not the main focus of the AIPD, however there may arise an operational need for construction in order to support the core activities.

For example, the current ANTARA program has included construction activities for resource centres that are used by local government as focal points and for knowledge sharing.

27. Q: What is expected in terms of infrastructure?

A: The main focus of the AIPD is to support the Government of Indonesia to better manage their own infrastructure, however if the need arises there may be some construction required to support the achievement of program outcomes.

28. Q: Is it possible for the Unconditional Financial Undertaking to be waived?

A: AusAID's position is that an Unconditional Financial Undertaking will be required of the successful Contractor in accordance with the draft contract.

29. Q: Will the performance assessments be cumulative or assessed annually as well as six-monthly?

A: In regards to the performance based payment regime in the draft Contract these assessments will be conducted six-monthly only. However other performance considerations not attached to the Basis of Payment will be conducted throughout the life of the contract.

Attachments to this Addendum

30. Attachments:

- i). Table 1: Specified Personnel of Part 1 of the RFT
- ii). Position Descriptions for positions to be novated from ANTARA:
 - Assistant Program Director (x3)
 - Communications Officer
- iii). Presentations given at the Pre-Tender Briefing on 9 February 2010:
 - The Indonesia Country Program
 - ANTARA – lessons learned
 - Australia Indonesia Partnership for Decentralisation (AIPD)
 - Partner Government Perspective
 - Tender Process
 - Probity

All other information as set out in the RFT dated 23 January 2010 and Addendum 1 dated 4 February 2010 remains unchanged.