Australian Government

AusAID

ADDENDUM 2

Date: 24 February 2010 Pages: 8

Subject: Addendum 2 to the “Tingim Laip Phase 2” RFT of 16 January 2010

Tenderers are advised of the following:

Questions raised by interested tenderers at the pre-tender briefing held on Thursday 11 February 2010:

1. Whose responsibility will it be to form the Steering Committee and when will this occur?

   It will be AusAID’s responsibility to form the Steering Committee. The Contractor selected for TL2 will then be expected to directly facilitate its working as detailed in Clause 3.2 in Section 1, Part 3 of the RFT. AusAID is aiming to establish the Steering Committee as soon as possible after commencement of the Project, but is not able to provide a firm timeline at this stage.

2. Clause 8.2 in Section 1, Part 3 of the RFT states that the Project Manager is to be selected in conjunction with the Steering Committee. If the Steering Committee is not formed prior to the commencement of the Project how will this position be recruited? Will it be possible to recruit a Program Manager in the absence of the Steering Committee?

   Given the central role the Project Manager will play in the implementation of TL2, if the Steering Committee is not established in time the Contractor may recruit the Project Manager in consultation with AusAID.

3. The RFT states that the STAs will be reimbursed quarterly, can this be made monthly to align with the reimbursables for LTA?

   As per Clause 5.2 in Section 1, Part 4 of the RFT, Reimbursable Long Term Personnel Costs will be payable on a quarterly basis in arrears i.e both LTAs and STAs will be payable on this basis. Whilst Clause 5 does refer to a Monthly Professional Fee, Tenderers should note that this Monthly Professional Fee is to accrue during each quarter and will then be paid in arrears.

4. In Question 8, Addendum 1 to the RFT, AusAID stated that the cost of mobilisation and demobilisation flights for specified personnel will be reimbursed. Will there also be an allowance for dependants of specified personnel?

Please refer to the response to Question 8 in Addendum 1. AusAID will not reimburse the cost of flights for dependants. These will need to be incorporated into the Reimbursable Long Term Personnel Costs to be detailed by Tenderers in their response to the RFT (Table D in Tender Schedule C - Financial Proposal).

5. The RFT specifies that there will be $924,000 available for grant funds: is this payable through an imprest account?

   No, there will not be an imprest account for TL2. As per Clause 8.3 in Section 1, Part 4 of the RFT, grant funds will be paid to the Contractor in advance on a quarterly basis on receipt of a correctly formatted invoice indicating the grants to be paid and the amount required in the subsequent quarter.

6. Can AusAID provide an asset register for the existing Tingim Laip Project?

   Please refer to Attachment 1 to this Addendum.

   Tenderers should however note that there is currently no agreement in place for the transition of assets from the existing Tingim Laip Project. Tenderers are to cost the Project on the basis that no assets will be transitioned. In the event that an agreement to transfer assets is concluded, the Contractor for TL2 will be required to accept the transfer of these assets in accordance with Clause 4.2(a) in Section 1, Part 3 of the RFT.

7. Until what month have community site grants been paid to?

   Under Tingim Laip each site is granted approximately PGK8000 per annum in the form of site grants. Of the PGK140,000 allocated for site grants in the period January to June 2010, approximately PGK22,000 has been disbursed to date. Further grants are expected to be disbursed under Tingim Laip prior to transitioning to TL2.

   It is not possible to give a more exact figure at this stage, as provision of grants is subject to acquittal of previous tranches. Tenderers should also note that as per Clause 8.2 in Section 1, Part 4 in the RFT, disbursement of grants in TL2 can only occur subject to acquittal of previous tranches and that they will be required to ensure acquittal of any grants disbursed to sites under Tingim Laip prior to providing further funding under TL2.

8. Till what date will the current provider for Tingim Laip remain in place?

   The existing agreement relating to the Tingim Laip Project is scheduled to end on 30 June 2010. However if a contract for TL2 can be concluded sooner than this, Tingim Laip may be terminated prior to this date.

Tenderers should note that there is also a provision for a Handover Period under Tingim Laip, during which the existing provider for Tingim Laip will work alongside the Contractor for TL2 in order to facilitate transition to TL2. The length of this Handover Period will be dependent upon how soon a Contractor for TL2 can be mobilised.

9. Can you provide further details of which personnel are to be novated and how?

The manner in which personnel are to be transitioned from Tingim Laip to TL2 is detailed in Clause 4.2(b) in Section 1, Part 3 of the RFT. The table below provides a summary of those positions which are currently expected to be filled by personnel from Tingim Laip:

POSITION	**Staff to be transitioned from Tingim Laip to TL2**
TL Field Manager	1
Regional Coordinators	2
Project Officers	8

Note that the above is indicative only, as staffing arrangements are fluid.

10. Can you provide details of the salaries of staff who are to be transitioned from Tingim Laip to TL2?

The total quarterly payroll for the staff who are expected to transition from Tingim Laip to TL2 is approximately A$35,000. The Training Coordinator, M&E Coordinator, Grants Administrator and any additional staff listed in Table B in Annex 1 to Section 1, Part 4 of the RFT but not listed in the response to Question 9 above will need to be recruited by the Contractor after commencement of TL2, but are also expected to be locally engaged staff.

11. Will any support staff (eg. drivers or secretaries) be transitioned from Tingim Laip to TL2?

No. Tenderers will be required to recruit any additional support staff required for the implementation of TL2.

12. The Capacity Building Adviser is listed in the RFT as working for 9 months in Year 1 and 2 months in subsequent years. Is the Capacity Building Adviser to be treated as an LTA for the purposes of the Project?

    The Capacity Building Adviser is to be regarded as an LTA for the purposes of the Project. This position should be fully costed in Table D in Tender Schedule C - Financial Proposal (whilst noting Clause 7.4 in Section 1, Part 4 of the RFT).

13. Is the start date listed in the RFT still realistic?

    The RFT lists an indicative start date of 1 May 2010. Whilst this start date may not be achievable, AusAID is keen to commence TL2 as soon as possible.

14. Can Annexes 4 and 5 as requested in Section 1, Part 1 of the RFT be provided in A3 format rather than A4?

    Yes. Tenderers are to submit Annexes 4 and 5 in A3 rather than A4 format.

15. Who can Tenderers bring to the TAP interview? Can they bring an observer?

    As per Clause 4.2 in Section 1, Part 1 of the RFT, the Finance and Administration Manager, the Development Practitioner – Prevention and one other representative nominated by the Tenderer will be required to attend the TAP interview. The representative to be nominated by the Tenderer will be required to participate in the TAP interview and Tenderers will not be permitted to bring an observer.

16. Do the Reimbursable Operational Costs cover equipment for the field offices?

    Yes.

17. Why has AusAID specified 6 weeks as the maximum leave allowance for personnel rather than 4 weeks?

    AusAID has specified 6 weeks leave as the maximum leave allowance to allow Tenderers some flexibility in recruiting staff. As emphasised in the response to Question 3 in Addendum 1, 6 weeks is the maximum allowable leave period. AusAID will not accept a longer leave allowance for specified personnel under any circumstances and Tenderers are to specify the leave allowances for Specified Personnel in Tender Schedule C- Financial Proposal.

18. In view of Clause 5.4 (e) in Section 1, Part 4 of the RFT which is referred to in Clause 7.6 in Section 1, Part 1 of the RFT could an extra column be added to Table A of Part 1 and Annex 1 of Part 4 in the RFT and inserted as the 9th column for one-off Mobilization and Demobilization Costs?

    No. These costs should be incorporated by Tenderers into the personnel fees to be detailed in Table D of Tender Schedule C – Financial Proposal.

19. Are the costs of in-country travel for the Development Practitioner - Capacity Development reimbursable under Clause 7 in Section 1, Part 4 of the RFT?

    Yes.

Other questions raised by interested Tenderers:

20. Can you confirm Schedule 2: Basis of Payment relates to the first 26 months of the Project, not two years as stated on page 33?

    Yes, the Basis of Payment as detailed in Section 1, Part 4 of the RFT relates to the first 26 months of the Project.

21. Is sick leave to be included in long term personnel costs as outlined in Clause 5.4 of Section 1, Part 4 of the RFT? What are AusAID's standard sick leave requirements?

    Yes, all leave is to be included in Reimbursable Long Term Personnel costs as outlined in Clause 5.4 of Section 1, Part 4 of the RFT. AusAID does not separately provide for sick leave.

22. With regards to Clause 5.4(e) in Section 1, Part 4 of the RFT – mobilization costs excluding international airfares. Does this also mean excluding domestic fights for national advisers?

    Yes.

23. With regards to Clause 7.4(a) in Section 1, Part 4 of the RFT – can we assume the entitled one return flight per year for Long Term Advisers also includes a domestic flight for National Advisers?

    Yes.

24. With regards to the Total Management Fee as detailed in Clause 2.3(a) in Section 1, Part 4 of the RFT, will the "regular quarterly" payments for the management fee be in advance or in arrears?

The “regular quarterly” payments for the Total Management Fee will be made in arrears.

25. With regards to the Reimbursable Long Term Personnel Costs as detailed in Clause 5.2 in Section 1, Part 4 of the RFT, the Basis of Payment indicates that the long term personnel will be reimbursed based on an all-inclusive Monthly Professional Fee detailed in Tables A and B in Annex 1 in Section 1, Part 4 of the RFT. There does not appear to be a monthly professional fee included in this table. Will this fee be the amount per year divided by the number of months per year, thereby calculating a new monthly fee each year (noting that each year the costs are escalated)?

    There are no fees included in Tables A or B in Annex 1 to Section 1, Part 4 of the RFT because these costs are not yet known.

    The costs in Table A in Annex 1 to Section 1, Part 4 of the RFT will be determined during the tender process. Tenderers are to provide costs for these positions in Table D in Tender Schedule C – Financial Proposal. The costs will then be inserted in Table A in Annex 1 to Section 1, Part 4 of the RFT.

    The costs in Table B in Annex 1 to Section 1, Part 4 of the RFT will also be reimbursed, however these costs will not be determined as part of the tender process as they relate to positions which are either to be novated from Tingim Laip or to be recruited after commencement of the Contract.

    As outlined in Clause 5.2 in Section 1, Part 4 of the RFT, Reimbursable Long Term Personnel Costs will be paid on a quarterly basis in arrears. The costs will be calculated for each staff member by multiplying the months worked during the previous quarter by the monthly pay rate for each staff member.

26. There seems to be a contradiction between the first sentence in Clause 5.2 in Section 1, Part 4 of the RFT, where the Reimbursable Long Term Personnel Costs will be paid on a monthly fee determined at the beginning of the contract and the second sentence where the payment will be based on “actual” costs to the Contractor. The amounts included in the schedules for Long Term Personnel are inclusive of a budgeted escalator (as per Clause 5.4 (f)). If the budgeted escalator is incorporated to calculate the monthly professional fee, then this will not meet the contractual requirement to charge AusAID at “actuals”. Could you please clarify the basis of payment for the Long Term Personnel Positions?

    Please refer to the response to Question 25 above for details on how Reimbursable Long Term Personnel Costs will be calculated and paid.

The Reimbursable Long Term Personnel Costs will be “actual” in the sense that that they are exclusive of any profit, overheads, administration or management fee.

27. On page 11 of Section 1, Part 1 of the RFT the Headings for Years 3 and 4 in Table A, state the same date. Can we assume that Year 4 is from 1 July 2013 to 30 June 2014? Can we assume the same for Table F on page 14 in Section 1, Part 1 of the RFT?

    Confirm. In both instances Year 4 is from 1 July 2013 to 30 June 2014.

28. As per Clause 5.1 in Section 1, Part 4 of the RFT, the Contractor is to provide a Reimbursable Long Term Personnel Cost as per Table A and B of Annex 1 to Section 1, Part 4 of the RFT. As Table D in Section 1, Part 1 of the RFT does not include the novated positions specified in Table B of Annex 1 to Section 1, Part 4 of the RFT can it be assumed then that the cost for these positions does not have to be included in the total cost estimate for Reimbursable Long Term Personnel Costs?

    Confirm. Tenderers are not expected to price those positions identified in Table B of Annex 1 to Section 1, Part 4 of the RFT. These positions will either be novated from Tingim Laip or recruited subsequent to commencement of TL2.

29. As per Annex 2 of Section 1, Part 4 of the RFT, $411,420 is allocated to Field Office Costs. Can it be assumed that these costs are associated with the running of the current field offices and the set up and running costs of the proposed 5 additional field offices are to be included in the Variable Management Fee?

    No. The $411,420 is intended to cover the running of existing field offices as well as the establishment and operation of additional field offices. Tenderers should also note the response to Question 7 in Addendum 1, which indicates that the figures for each of the categories in Annex 2 to Section 1, Part 4 are indicative only and are intended to provide Tenderers with an indication of the funds available for implementation of the Project.

    As per Clause 4.3 in Section 1, Part 4 of the RFT, the Variable Management Fee covers only management costs i.e. those costs associated with additional field offices which are specified as payable for existing field offices in Clause 3.2(a) – (n) in Section 1, Part 4 of the RFT.

All other information as set out in the RFT dated 16 January 2010 and Addendum 1 dated 3 February 2010 remains unchanged.

Attachments to this Addendum:

Attachment 1 – Indicative Asset Register for Tingim Laip
Attachment 2 - Pre-tender briefing presentation by Pamela Larkin, TAP Chair
Attachment 3 - Pre-tender briefing by Irene Wettenhall and Steven Deklin, Program Managers