Australian Government

AusAID

ADDENDUM 3

Date: 06 August 2010 Pages: 12

Subject: Addendum 3 to the “Pacific Horticultural and Agricultural Market Access” RFT of 13 July 2010

Tenderers are advised of the following Amendments to the RFT:

Amendment 1.
Section 1, Part 1, Clause 4.2(c) (page 6) is amended as follows:

Delete sub-paragraph (iv) and replace with:

(iv) Administrative Assistant/Secretary (National)

Amendment 2.
Section 1, Part 1 (page 7) of the RFT is amended as follows:

“ANNEXES” becomes Clause 4.3 “Annexes”.

Amendment 3.
Section 1, Part 1, Clause 4.3 (page 7) of the RFT is amended as follows:

Insert Annex 6 below:

Annex 6 - Conflict of Interest - (no page limit)
Tenderers are required to disclose in this annex any actual or potential conflict of interest as outlined in **Section 2, Part 5, Clause 11**.

Amendment 4.
Delete Section 1, Part 4, Clause 3.5, Table 1 - Milestone Based Payments (page 72) and replace with:

Table 1 - Milestone Based Payments

<table>
<tr><th>No.</th><th>Description</th><th>Due Date</th><th>Verifiable Indicator</th><th>Amount
(% of TMF)</th></tr>
<tr><td>1</td><td>Inception Report (mobilisation)</td><td>1 December 2010</td><td>Contract signed with AusAID, Risk Management Plan, Inception Report and PHAMA Code of Conduct received by AusAID/PCC and accepted by AusAID in writing</td><td>5%</td></tr>
<tr><td>2</td><td>Six (6) Month Strategic Plan to 30 June 2011 (this will be the Annual Strategic Plan going forward)</td><td>31 January 2011</td><td>Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing</td><td>5%</td></tr>
<tr><td>3</td><td>PHAMA Operational Manual</td><td rowspan="5">31 March 2011</td><td rowspan="5">Hardcopy and softcopy of Manual, Handbook, Plans and Strategy received by AusAID/PCC and accepted by AusAID in writing</td><td rowspan="5">5%</td></tr>
<tr><td>4</td><td>Financial Management Handbook</td></tr>
<tr><td>5</td><td>Implementation Plan for MERI Framework (draft MERI Framework will be available to successful bidder)</td></tr>
<tr><td>6</td><td>Risk Management Plan</td></tr>
<tr><td>7</td><td>Communications and Media Strategy</td></tr>
</table>

No.	Description	Due Date	Verifiable Indicator	Amount (% of TMF)
8	Annual Strategic Plan	1 June 2011	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	10%
9	Six (6) Monthly Progress Report	31 July 2011	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	10%
10	Six (6) Monthly Progress Report	31 January 2012	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	15%
11	Annual Strategic Plan	1 June 2012	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	15%
12	Six (6) Monthly Progress Report and Transition Plan (Phase 1 to Phase 2)	31 July 2012	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	10%
13	Six (6) Monthly Progress Report	31 January 2013	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	10%
14	Phase 1 Completion Report (comprising the Quality at Entry and Mid-term review requirements)	30 April 2013	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	10%
15	Annual Strategic Plan	1 June 2013	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	5%

Extension period: Milestone-based payments (subject to change)				
No.	**Description**	**Due Date**	**Verifiable Indicator**	**Amount (AUD)**
1	Six (6) Monthly Progress Report	31 July 2013	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
2	Six (6) Monthly Progress Report	31 January 2014	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
3	Annual Strategic Plan	1 June 2014	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	TBA
4	Six (6) Monthly Progress Report	31 July 2014	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
5	Six (6) Monthly Progress Report	31 January 2015	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA

No.	Description	Due Date	Verifiable Indicator	Amount (AUD)
6	Annual Strategic Plan	1 June 2015	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	TBA
7	Six (6) Monthly Progress Report	31 July 2015	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
8	Six (6) Monthly Progress Report	31 January 2016	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
9	Annual Strategic Plan	1 June 2016	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	TBA
10	Six (6) Monthly Progress Report	31 July 2016	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
11	Six (6) Monthly Progress Report	31 January 2017	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA
12	Phase 2 Completion Report, inclusive of final six (6) monthly report.	1 June 2017	Hardcopy and softcopy of report received by AusAID/PCC and accepted by AusAID in writing	TBA

Amendment 5.
Delete Section 1, Part 4, Clause 7.2 excluding the sub-paragraphs (page 81) and replace with:

7.2 These costs will be for activities listed in the Annual Strategic Plans, or Monthly Exception reporting as in **Clause 7.3** below, that are approved through the Program Coordinating Committee, which will include but is not limited to:

Amendment 6.
Delete Section 1, Part 4, Clause 4.3(f) (page 76) and replace with:

(f) ***Inclusive*** of domestic and international travel, accommodation, per diems and local transport costs where required for all PHAMA Long Term Personnel; but

Amendment 7.
Delete Section 1, Part 4, Annex 2 (page 84) and replace with:

Annex 2
Contractor Performance Assessment

AusAID will be directly responsible for carrying out the Contractor Performance Assessment (CPA) at six-monthly intervals, coinciding with submission of the Annual Strategic Plan and the Six-Monthly Progress Report.

AusAID will draw on the reports of the Independent Review Mechanism as well as their own participation in the program, written reports and financial statements, and minutes of the PCC as well as feedback from participating stakeholders (for example MAWGs), in carrying out their assessments.

Each of the CPAs will use an "exception approach" as a means to highlight performance issues and give the Contractor an opportunity to respond and take action. It will be used in conjunction with ongoing communication and dialogue between AusAID and the Contractor on performance issues.

A rating of "Satisfactory" or better is required for each and every criterion:

1. For any criteria where a rating of "Unsatisfactory" is given, the Milestone Payment* will be reduced proportionately (e.g. if 2 out 4 criteria are rated Unsatisfactory, the relevant payment will be reduced by 50%).
2. For any criteria where a rating of "Needs attention" is given, the Milestone Payment* will still be made and the Contractor will have the opportunity to rectify performance or provide a response to the rating.
3. Where the Contractor receives a "Needs attention" rating for the same criteria for three (3) consecutive CPAs, this will be regarded as unsatisfactory. AusAID will reduce the Milestone Payment* on the third assessment in direct proportion to the total number of satisfactory ratings provided (e.g. if 1 out of 4 criteria are rated unsatisfactory, the relevant payment will be reduced by 25%).

As such, the CPA itself is not a verifiable indicator for milestone payments in the traditional sense, but ratings of Satisfactory or higher on each criteria are required for the past two CPA periods in order for a milestone payment* to be made.

*The Milestones referred to here are the six-monthly milestone payments due upon AusAID receipt of six-monthly progress reports and Annual Strategic Plans. The CPA process does not include Milestones 1-7 and 15 of the initial contract period.

Amendment 8.
Delete Section 2, Part 5, Clause 7.4 (page 92) and replace with:

7.4 AusAID may invite a Tenderer (shortlisted or otherwise) to give AusAID a short presentation and be interviewed by the TAP. Specified Personnel, i.e. the Team Leader, Principal Market Access Specialist, Quarantine/Biosecurity Specialist, and one other representative nominated by the Tenderer will be required to attend at the presentation. If Specified Personnel are unable to attend, a teleconference presentation may be arranged. Specified Personnel will be required to answer any questions asked by the TAP. The TAP will be convened in a location to be specified and the costs of the Tenderer's (and its personnel's) attendance must be borne by the Tenderer.

Questions from Tenderers:

1. *The Project Design Document (page 155) states that the Administrative Assistant/Secretary is a National Position, whereas the Project Specific Tender Conditions (Section 1, Part 1, Clause 4.2 (c) (page 6) states that it is an International position. Can you confirm whether the position is National or International?*

<u>Answer:</u>

See above ***Amendment 1*** in this Addendum to the RFT.

2. *Can you provide the budgeted figures for Reimbursable Administration, Equipment and Operational Costs, (Section 1, Part 1, Clause 6.3 (d) (page 12) and Section 1, Part 4, Clause 6.2 (page 80) and Reimbursable Activity Costs (Section 1, Part 1, Clause 6.3 (e) (page 12) and Section 1, Part 4, Clause 7.4 (page 82)?*

Answer:

Bidders need to provide their estimates in formulating their response, refer to Section 1, Part 1, Tables A to E. However, the estimated budget for the Reimbursable Activity Costs for the initial Contract period is approximately AUD5.8 million to June 2013.

3. *Clarify:*

a) *How will project-related travel expenses (including domestic and international airfares, accommodation, and living allowance) be reimbursed for Long Term and Short Term Personnel?*

b) *Will this be a 'Reimbursable Administration, Equipment and Operational Cost'?*

Answer:

a) Refer to Section 1, Part 4, Clause 4.3 (f) (page 76) for details on Long Term Personnel project-related travel expenses and for details on Short Term Personnel project-related travel expenses, Clause 5.6 (a) of the same part.

b) No.

4. *Can you confirm that mobilisation and demobilisation costs plus any additional project related travel for Short Term Personnel will be reimbursed at cost according to Basis of Payments (Section 1, Part 4, Clause 5.6 (page 79).*

Answer:

Refer to Section 1, Part 4, Clauses 4 and 5 (pages 74-79).

5. *Project Specific Tender Conditions (Section 1, Part 1, Clause 6.5 (page 12) defines Project Administration and Equipment as: "goods and services, such as office furniture, computers, vehicles, communications, utilities and office rent required by the Contractor for day-to-day administration of the Project". Will rent, utilities, security, logistics and communication expenses (for both the PMO and the five (5) MAWG Secretariat offices) be considered 'Reimbursable Administration, Equipment and Operational Costs'?*

Answer:

Refer to Section 1, Part 4, Clause 2 (page 70).

6. *Section 1, Part 4 'Table 4: Administration, Equipment and Operational Costs (Initial Period)' (page 81), provides for costs associated with the PMO and National Secretariat offices in Fiji, Tonga, Solomon Islands and Vanuatu. Can you please advise whether this will also cover costs for a Secretariat office for Samoa?*

Answer:

This should also cover costs for the National Secretariat in Samoa.

7. *The Scope of Services (Section 1, Part 3, Clause 3.2(e) (page 39) requires the Contractor to establish a pool of 8 Short Term Personnel, whereas the Selection Criteria C (Section 1, Part 1, Clause 4.2(c) (page 6), requires up to 9 Short Term Personnel. Please clarify.*

Answer:

Short Term Personnel (STP) can be made up of up to nine (9) positions. The only compulsory position is the Monitoring and Evaluation Specialist. The other remaining eight (8) positions, will comprise of a “Consultant Pool” and the bids need to specify the core competencies (or mix of skills) that are required for PHAMA.

8. *To calculate cost associated with financing the project, can AusAID advise the breakdown of Milestone payments (i.e. % of TMF payable per milestone).*

Answer:

See above ***Amendment 4*** in this Addendum to the RFT.

9. *Section 1, Part 4, Clause 4.3 (f) (page 76) states that the monthly fee for Long Term personnel is inclusive of "domestic and international travel, accommodation, per diems, and local transport costs where required for all Contractor Head Office personnel".*
Can you please clarify whether travel for Contractor Head Office Personnel should be included here, or in the Total Management Fee (as per Section 1, Part 4, Clause 2.1 (n) (page 71)?

Answer:

See above ***Amendment 5*** in this Addendum to the RFT. Contractor Head Office personnel costs should be included in the TMF as per Section 1, Part 4, Clause 2.1 (f) (page 70).

10. *In order for us to determine our tax obligations and cost in the proposal appropriately, can you please provide a copy of the Development Treaty (if any) for each country PHAMA operates in (Fiji, Solomon Islands, Vanuatu, Tonga, Samoa)?*

Answer:

Please see below the relevant tax-related extracts from the relevant Memoranda of Understanding:

Fiji

Excerpt from Clause 10 - Australian Project Personnel

In order to facilitate the engagement of Australian Project personnel required to implement the Australian contribution, the Republic of Fiji will, in respect of such personnel:

1. grant exemption from income taxes on salaries and allowances;
2. grant exemption upon import or export from duties (inclusive of VAT) on personal and household effects of themselves and their dependents declared at their first entry into Fiji;

Excerpt from Clause 11 - Motor Vehicles for Personal Use

1. Australian personnel assigned to work in Fiji for more than twelve months on an activity under this Memorandum may import, within the six months of first taking up post in Fiji or procure it ex-bonded warehouse, free from import duties (inclusive of VAT), a vehicle that conforms to Fiji’s motor vehicle regulations for personal use and use by dependants and may re-export that vehicle free from the above charges at the conclusion of the assignment.

2. If the vehicle is sold or otherwise disposed of to non-exempt entities or personnel, it shall be subject to duty at the rates and at the value subsisting at the time of disposal in Fiji in accordance with the laws and regulations of the Government of the Republic of Fiji.

Excerpt from Clause 12 - Australian Project Supplies

12.1. In respect of Australian project supplies the Government of the Republic of Fiji will:

a) be responsible for all formalities of clearance including payment of or exemption from import duties, service tax and port tax and other taxes, or charges of a similar nature;

b) facilitate movement of such supplies by providing appropriate customs and wharfage facilities including any necessary storage costs at the first port of discharge of the Australian Project supplies in Fiji; and

c) be responsible for expeditious transport of such supplies from the first port of call of the particular aircraft or vessel in Fiji to the Project site.

12.1. Australian project supplies will be available only for the unrestricted use of the project and will not be withdrawn from that use without the consent of both the Government of Fiji and the Government of Australia. The Australian team leader will exercise administrative control over such supplies for the duration of the Project or such other time as mutually arranged between the Governments. Those items identified for repatriation will not be subject to duties, taxes or levies upon export.

Solomon Islands

Excerpt from Clause 10 - Australian Project Personnel

In order to facilitate the engagement of Australian Project personnel required to implement the Australian contribution, the Government of Solomon Islands will, in respect of such personnel:

1. grant exemption from income taxes on salaries and allowances;
2. grant exemption upon import or export from customs duties, other duties, taxes, levies and other charges of a similar nature on personal and household effects of themselves and their dependents declared at their first entry into Solomon Islands;

Excerpt from Clause 11 - Motor Vehicles for Personal Use

1. Australian personnel assigned to work in Solomon Islands for more than twelve months on an activity under this Memorandum of Understanding may import, within the six months of arrival in Solomon Islands, free from customs duties, other duties, taxes, levies and other charges of a similar nature, a vehicle that conforms to Solomon Islands motor vehicle regulations for personal use and use by dependants and may re-export that vehicle free from the above charges at the conclusion of the assignment.
2. If the vehicle is sold or otherwise disposed of to non-exempt entities or personnel, it shall be subject to normal duties and other charges at the rate in force on the date that the exemption was given and on its entered value at the time of disposal.

Excerpt from Clause 12 - Australian Project Supplies

12.1. In respect of Australian Project Supplies the Government of Solomon Islands will:

a) be responsible for all formalities of clearance including payment of import duties and other taxes;

b) facilitate movement of such supplies by providing appropriate customs and wharfage facilities including any necessary storage costs at the first port of discharge of the Australian Project supplies in Solomon Islands; and

c) provide expeditious transport of such supplies from the first port of call of the particular aircraft or vessel in Solomon Islands to the project site.

12.1. Australian project supplies will be available only for the purposes of the project and will not be withdrawn from that use without the consent of the Australian Coordinating Authority.

Vanuatu

Excerpt from Clause 10 - Australian Project Personnel

In order to facilitate the engagement of Australian Project personnel required to implement the Australian contribution, the Government of Vanuatu will, in respect of such personnel:

a) grant exemption from income taxes on salaries and allowances;

b) grant exemption from (or arrange payment thereof) import and other duties on personal and household effects, with the exception of consumable items;

c) grant exemption from (or arrange payment thereof) import duties on one motor vehicle per employee on condition that it be re-exported or duty paid on it assessed value at the time of sale within Vanuatu;

Excerpt from Clause 11 - Motor Vehicles for Personal Use

11.1 Australian personnel assigned to work in Vanuatu for more than twelve months on an activity under this MOU may import within the six months of arrival in Vanuatu free from import duty, service tax and port tax, other duties, taxes, levies and other charges of a similar nature, a vehicle that conforms to Vanuatu motor vehicle regulations for personal use and use by dependants and may re-export that vehicle free from the above charges at the conclusion of the assignment.

11.2 If the vehicle is sold or otherwise disposed of to non-exempt entities or personnel, it shall be subject to normal duties and other charges at the rate in force on the date that the exemption was given and on its entered value at the time of disposal.

Excerpt from Clause 12 - Australian Project Supplies

12.1. In respect of Australian Project Supplies the Government of Vanuatu will:

a) be responsible for all formalities of clearance including payment of import duties, service tax and port tax, and other taxes or charges of a similar nature;

b) facilitate movement of such supplies by providing appropriate customs and wharfage facilities including any necessary storage costs at the first port of embarkation of the Australian Project supplies in Vanuatu; and

c) provide expeditious transport from the first port of call of the particular aircraft or vessel in Vanuatu to the Project site.

Excerpt from Clause 13 - Value Added Tax (VAT)

13.1 Supplies of goods or services made in respect of the project that are made directly to the aid donor, aid organisation or Government of Vanuatu are "zero-rated" under the provisions of clause 7 of the Third Schedule of the Value Added Tax Act of 1998.

Tonga

Excerpt from Clause 25 - Australian Project Personnel

25. For the purposes of the Program, the GOT will, in accordance with Tongan law, facilitate the deployment of Australian Project Personnel by:

a) granting exemption from income taxes on salaries and allowances, with the exemption of any taxes on accommodation, unless an exemption of sales tax has been previously arranged with the GOT;

b) granting exemption from import and other duties on personal and household effects of Australian Project Personnel and their dependants, with the exception of consumable items, such as food and drink;

c) granting exemption from import duties on one motor vehicle per employee provided that it be re-exported on departure of relevant Australian Project Personnel or duty paid on its assessed value at the time of sale or disposal within Tonga;

Excerpt from Clause 26 - Australian Project Supplies

26. In respect of Australian Project Supplies the GOT will, in accordance with Tongan law:

a) exempt from import duties and other taxes, or pay such duties thereon;

b) facilitate movement of such supplies by providing appropriate customs and wharfage facilities including any necessary storage costs at the first port of discharge of the Australian Project supplies in Tonga; and

c) be responsible for all formalities of clearance including payment of or exemption from import duties, service tax and port tax and other taxes, or charges of a similar nature.

Samoa

Excerpt from Clause 10 - Project Personnel

10.1 In order to facilitate the engagement of Australian Project personnel required to implement the Australian contribution Samoa will in respect of such personnel:

10.1.2 Grant exemption from income or other taxes including on salaries and allowances derived from performing activities or programs under this MOU, with the exception:

a) of any taxes on accommodation and taxes on any salaries or allowances paid by the GOS;

b) when the Project Personnel is both a citizen of Samoa and a resident of Samoa prior to being engaged as Project Personnel; and

c) Value Added Goods and Services Tax on any goods and services, including without limitation food and drink, purchased in Samoa for the personal use of Project Personnel;

10.1.3 Grant exemption from import and other duties and taxes on personal and household effects, with the exception of consumable items, such as food and drink;

10.1.4 Grant exemption from import and other duties and taxes on one motor vehicle per Project Personnel on condition that it is re-exported or duty paid on its assessed value at time of sale within Samoa (see also Paragraph 11);

Excerpt from Clause 11 - Motor Vehicles for Personal Use

11.1 Project Personnel assigned to work in Samoa for more than twelve months on an activity under this MOU may import within the six months of arrival in Samoa free from import duty, service tax and port tax, other duties, taxes, levies and other charges of a similar nature, a vehicle that conforms to Samoa motor vehicle regulations for personal use and use by dependants and may re-export that vehicle free from the above charges at the conclusion of the assignment.

11.2 If the vehicle is sold or otherwise disposed of to non-exempt entities or personnel, it will be subject to normal duties, taxes and other charges at the rate in force on the date that the exemption was given and on its entered value at the time of disposal.

11.3 In the event of a fire, theft, damage or destruction, the exemptions under this paragraph may be re-exercised providing the remaining assignment of the Project Personnel is for at least eight (8) months.

Excerpt from Clause 12 - Project Supplies

12.1 In respect of Project supplies the GOS will:

a) be responsible for all formalities of clearance including the payment by GOS of or exemption from import duties, service tax and port tax and other taxes, or charges of a similar nature;

b) be responsible for all local taxes and duties including the Value Added Goods and Services Tax;

c) facilitate movement of such Project supplies by providing appropriate customs and wharfage facilities including exemption from any necessary storage costs at the first port of embarkation of the Australian Project supplies in Samoa; and

d) provide expeditious transport from the first port of call of the particular aircraft or vessel in Samoa to the Project site.

11. *Section 1, Part 4, Annex 2 (page 84), 'Contractor Performance Assessment' states: "AusAID will be directly responsible for carrying out the Contractor Performance Assessment which will be used as the basis for the Six Monthly Milestone Payment".*

a) *Clarify whether the performance assessment will occur concurrently with the "Six (6) Monthly Progress Reports" (Section 1, Part 3, Clause 6.1(b) (page 50)?*

b) *Will the results of the Contractor Performance Assessment be an additional verifiable indicator for milestone payments?*

c) *Is it correct to assume this rating only applies to these six monthly reports and does not apply to the other milestones listed in (p.72) Part 4 Basis of Payment Table 1 which will be paid more frequently than six months?*

<u>Answer:</u>

a) Contractor Performance Assessments will occur every six (6) months, and will not be a verifiable indicator for each milestone payment. Refer to points 1 to 3 of ***Amendment 7*** above in this Addendum to the RFT for details on the treatment of levels of performance.

b) No.

c) See above ***Amendment 7*** in this Addendum to the RFT.

12. *Section 1, Part 1, Clause 3.2 (page 4) states: "The following personnel will be required to attend: the Team Leader, Principal Market Access Specialist, Quarantine/ Biosecurity Specialist, and one other representative nominated by the Tenderer." Whereas Section 2, Part 5, Clause 7.4 (page 92) states: "...Specified Personnel, such as the Finance and Administration Manager and the Development Practitioner - Prevention, will be required to attend at the presentation..." What personnel are required to attend the TAP interview?*

<u>Answer:</u>

The Personnel in Section 1, Part 1, Clause 3.2 (page 4) are required to attend. See also ***Amendment 8*** above in this Addendum to the RFT.

13. *With reference to the Standard Tender Conditions (Section 2, Part 5, clause 7.4 (page 92), please advise the anticipated location and timing of the TAP interview.*

<u>Answer:</u>

See above ***Amendment 8*** in this Addendum to the RFT. The date and location of the TAP will be at the delegate's discretion. Shortlisted tenderers will be given sufficient notice of the date and location.

14. *Clarify the following:*

a) *Basis of Payments, (p.70) (Part 4, Cl.1.2a) - TMF is in accordance with clauses 2 and 3 only, not clause 5;*

b) *Basis of Payments, (p.81) (Part 4, Cl.7.2) - Should refer to "...Monthly Exception Reporting as in Clause 7.3." NOT clause 8.3.*

<u>Answer:</u>

a) Correct, remove reference to Clause 5.

b) See above ***Amendment 6*** in this Addendum to the RFT. Part 4, Clause 7.2 should refer to Part 4, Clause 7.3 not Clause 8.3.

15. *Section 1, Part 4, Clauses 7.2 and 7.3 (page 81) refer to ‘Monthly Exception reports’, whereas Section 1, Part 3, Clause 6.1(c) and Section 1, Part 3, Table 2 (page 52) refer to ‘Quarterly Exception reports’. Please clarify whether exception reporting will be monthly or quarterly.*

Answer:

Quarterly.

16. *With reference to ‘Table 1: Milestone Based Payments’ (Section 1, Part 4 (page 72). Can you please clarify the following:*

a) *Milestones 1 and 7 are both requiring a Risk Management Plan;*

b) *Milestones 2 and 8 are both requiring a Communications Strategy;*

c) *Milestone 12 requires a 'Draft Handover Plan 'and Milestone 17 requires a 'Transition Plan (Phase 1 to Phase 2)'. Please advise whether the 'Transition Plan' is the finalised 'Handover Plan'.*

Answer:

See above ***Amendment 4*** in this Addendum to the RFT.

17. *We assume Section 2, Part 5, 7.4 (Page 92) is incorrect. The personnel to attend the TAP are given in Section 1, Part 1, 3.2 (Page 4). Can you also please advise where the TAP will be convened?*

Answer:

See above responses to Questions 12 and 13 and ***Amendment 8*** in this Addendum to the RFT.

18. *Can CVs be included for the nine nominated short term personnel as per Section 1, Part 1, Clause 5 (page 9)?*

Answer:

Yes.

19. *Is it correct that the Solomon Island’s Secretariat Office will be based in Port Vila as specified on Page 97 of the Program Design Document?*

Answer:

No. The Solomon Islands’ secretariat will be based in the Solomon Islands as per Section 1, Part 3, Clause 7.2 (d) (page 53) of the RFT. The RFT takes precedence over the Program Design Document.

All other information as set out in the RFT dated 13 July 2010, Addendum 1 dated 15 July 2010, and Addendum 2 dated 20 July 2010, remains unchanged.