



ADDENDUM 4

Date: 17 August 2010

Pages: 20

Subject: Addendum 4 to the "Pacific Horticultural and Agricultural Market Access" RFT of 13 July 2010

Attachments to this Addendum:

1. Attachment 1 to Addendum 4 - Industry Briefing Presentation 1;
2. Attachment 2 to Addendum 4 - Industry Briefing Presentation 2; and
3. Attachment 3 to Addendum 4 - Updated Financial Tables.

Tenderers are advised of the following Amendments to the RFT:

Amendment 1.

Delete Section 1, Part 4, Clause 6.5 (page 80) of the RFT and replace with:

- 6.5 The Contractor may vary the sums assigned against individual line items in Table 4, within the overall financial limitation of this payment stream and subject to AusAID's written approval. Changes to the value of individual line items will not require a variation to this Contract.

Amendment 2.

Delete Section 1, Part 1, Clause 6.1(a) (page 11) of the RFT and replace with:

- (a) be in the format of Tables A, B, C1, C2, D and E below;

Amendment 3.

Delete Section 1, Part 1, Table C1 (page 14) of the RFT and replace with: (larger version available in MS Excel format in Attachment 3 to this Addendum 4).

Initial Contract Period (2 years and 7 months)											Option Period (4 years)								Total Cost (AUD)
Name	Monthly Rate	Mobilisation	Inputs for Year 1 (mths)	Year 1 (1 December 2010 to 30 June 2011) (7 months)	Inputs for Year 2 (mths)	Year 2 (1 July 2011 to 30 June 2012) (12 months)	Inputs for Year 3 (mths)	Year 3 (1 July 2012 to 30 June 2013) (12 months)	Demobilisation	Total Cost for Initial Contract Period (AUD)	Inputs for Year 4 (mths)	Year 4 (1 July 2013 to 30 June 2014) (12 months)	Inputs for Year 5 (mths)	Year 5 (1 July 2014 to 30 June 2015) (12 months)	Inputs for Year 6 (mths)	Year 6 (1 July 2015 to 30 June 2016) (12 months)	Inputs for Year 7 (mths)	Year 7 (1 July 2016 to 30 June 2017) (12 months)	
1. Team Leader (International)	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
2. Principal Market Access Specialist (International)	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
3. Quarantine and Biosecurity Specialist (International)	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
4. Administrative Assistant/Secretary (International)	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
5. Procurement and Finance Officer (National)	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
6. National Market Access Coordinator - Fiji (National)	N/A	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
7. National Market Access Coordinator - Samoa (National)	N/A	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
8. National Market Access Coordinator - Tonga (National)	N/A	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
9. National Market Access Coordinator - Vanuatu (National)	N/A	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
10. National Market Access Coordinator - Solomon Islands (National)	N/A	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
TOTAL (AUD)	N/A	N/A	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify

* Possible candidates for the NMAC positions have been defined during the pre-stratup phase, pending confirmation by the Contractor.

Amendment 4.

Delete Section 1, Part 1, Clause 5, Specified Personnel Table (pages 10-11) and replace with:

Position	Name	Total Inputs in person months		Referee Contact Details		Commitments
		Home Base	O/s	#1	#2	
Team Leader (International)	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
Principal Market Access Specialist (International)	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
Quarantine and Biosecurity Specialist (International)	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
Administrative Assistant/Secretary (International)	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
Procurement and Finance Officer (National)	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
National Market Access Coordinator 1 - Fiji (National)	<i>N/A</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
National Market Access Coordinator 2 - Samoa (National)	<i>N/A</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
National Market Access Coordinator 3 - Tonga (National)	<i>N/A</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
National Market Access Coordinator 4 - Vanuatu (National)	<i>N/A</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>
National Market Access Coordinator 5 - Solomon Islands (National)	<i>N/A</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>	<i>specify</i>

Amendment 5.

Delete Section 1, Part 1, Table C2 (page 15) of the RFT and replace with: (larger version available in MS Excel format in Attachment 3 to this Addendum 4).

Position	Monthly Fee			Total Monthly Rate A+B+C Yr 1 (AUD)	Total Monthly Rate Yr 2 (AUD)	Total Monthly Rate Yr 3 (AUD)	Total Monthly Rate Yr 4 (AUD)	Total Monthly Rate Yr 5 (AUD)	Total Monthly Rate Yr 6 (AUD)	Total Monthly Rate Yr 7 (AUD)
	Salary (A)	Allowances (B)	Support Costs (C)							
1 Team Leader (International)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
2 Principal Market Access Specialist (International)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
3 Quarantine and Biosecurity Specialist (International)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
4 Administrative Assistant/Secretary (International)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
5 Procurement and Finance Officer (National)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
6 National Market Access Coordinator - Fiji (National)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
7 National Market Access Coordinator - Samoa (National)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
8 National Market Access Coordinator - Tonga (National)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
9 National Market Access Coordinator - Vanuatu (National)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
10 National Market Access Coordinator - Solomon Islands (National)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>	<i>^ Specify</i>
TOTAL (AUD)	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>

^ an average escalation factor of X (from Table E - Escalation Table) has been applied to the Total Monthly Rate for years 2-7.

Monthly Salary: represents total salary/wages (including leave entitlements and superannuation where appropriate) paid to the individual each month.

Monthly Allowances: represent all allowance entitlements to be paid to the individual each month (this may include such items as living allowance, vehicle allowance, dependent schooling assistance, travel and reunion costs, e

Monthly Support Costs: represent any costs which are not paid directly to the individual as part of their salary/allowances where these are provided by the Tenderer on the individual's behalf.

Do not include GST in any of these amounts.

Tenderers may be asked to provide further breakdowns of these figures during the tender assessment process and later during contract negotiation if they are the preferred Tenderer.

Amendment 6.

Delete Section 1, Part 1, Table D (page 16) of the RFT and replace with: (larger version available in MS Excel format in Attachment 3 to this Addendum 4).

		Initial Contract Period (2 years and 7 months)							Option Period (4 years)							Total Cost (AUD)	
		Daily Rate	Inputs for Year 1 (mths)	Year 1 (1 December 2010 to 30 June 2011) (7 months)	Inputs for Year 2 (mths)	Year 2 (1 July 2011 to 30 June 2012) (12 months)	Inputs for Year 3 (mths)	Year 3 (1 July 2012 to 30 June 2013) (12 months)	Total Cost for Initial Contract Period (AUD)	Inputs for Year 4 (mths)	Year 4 (1 July 2013 to 30 June 2014) (12 months)	Inputs for Year 5 (mths)	Year 5 (1 July 2014 to 30 June 2015) (12 months)	Inputs for Year 6 (mths)	Year 6 (1 July 2015 to 30 June 2016) (12 months)		Inputs for Year 7 (mths)
1	Monitoring and Evaluation Specialist	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
2	Core competency specialist 1	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
3	Core competency specialist 2	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
4	Core competency specialist 3	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
5	Core competency specialist 4	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
6	Core competency specialist 5	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
7	Core competency specialist 6	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
8	Core competency specialist 7	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
9	Core competency specialist 8	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify
10	Reimbursables (lump sum)							Specify									Specify
11	TOTAL	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify	Specify

Amendment 7.

Delete Section 1, Part 4, Clause 4.3 (e) (page 76) of the RFT and replace with:

(e) **Exclusive** of any support costs not specified above.

Amendment 8.

Delete Section 1, Part 4, Clause 8.1 (page 82) of the RFT and replace with:

Clause 8.1 Should AusAID exercise its rights, under **Clause 2.3** of Part 2 - Project Specific Contract Conditions to extend the term of this Contract, the Annual TMF, the LTP Monthly fee rates and STP Daily Fee Rates applying to the Contract extension will be increased in accordance with the Escalation percentage in **Table 5** below.

Table 5 - Escalation Table

	% for Option Period to be applied annually
Total Management Fee (TMF)	TBA
Long Term Personnel (LTP)	TBA
Short Term Personnel (STP)	TBA

Amendment 9.

Delete the row "motorcycles" from Section 1, Part 4, Table 4 (page 81) of the RFT and replace with "Appropriate Transport Costs".

Amendment 10.

Delete Section 1, Part 3, Clause 5.1 (page 50) of the RFT and replace with:

- 5.1 The Contractor shall provide AusAID and the PCC with drafts of the following documents within **four (4) months of the Project Start Date** unless otherwise specified. Where relevant, the documentation will be based on documentation already prepared during the preparatory, pre-implementation phase:
- "PHAMA Operational Manual", including Security and Administration Procedures and PHAMA Code of Conduct (The Contractor is responsible for developing this document);
 - Financial Management Handbook, including the PHAMA Audit Regime (The Contractor is responsible for developing this document);
 - Risk Management Plan (The Contractor is responsible for developing this document);

- (d) Communications and Media Strategy (The Contractor is responsible for developing this document);
- (e) Implementation Plan for the MERI Framework (AusAID is drafting this document and will provide the final document to the successful tenderer); and
- (f) MAWG Operational Charter (AusAID is drafting this document and will provide the final document to the successful tenderer).

Amendment 11.

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

No.	Description	Due Date	Verifiable Indicator	Amount (% of TMF)
1	Inception Report (mobilisation) and Risk Management Plan	1 December 2010	Contract signed with AusAID, Inception Report and Risk Management Plan received by AusAID/PCC and accepted by AusAID in writing	5%
2	Six (6) Month Strategic Plan to 30 June 2011 (this will be the Annual Strategic Plan going forward)	31 January 2011	Hardcopy and softcopy of Plan received by AusAID/PCC and accepted by AusAID in writing	5%
3	PHAMA Operational Manual	31 March 2011	Hardcopy and softcopy of Manual, Handbook, Code of Conduct and Strategy received by AusAID/PCC and accepted by AusAID in writing	5%
4	Financial Management Handbook			
5	Implementation Plan for MERI Framework (draft MERI Framework will be available to successful bidder)			
6	PHAMA Code of Conduct			
7	Communications and Media Strategy			
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
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 12.

Delete Section 1, Part 4, Clause 5.5 (c) (page 79) and replace with:

(c) ***Inclusive*** of all escalators for the initial contract period; **but**

Post - Industry Briefing Questions from Tenderers:

Questions on financial tables and costings

1. Are the costs included in Section 1, Part 1, Clause 6.3(d) (page 12) and Section 1, Part 1, Table A (page 13) of the RFT the same costs to be included in Section 1, Part 1, Table A, "Reimbursables (Administration, Equipment & Operational Costs)" (page 13) row for the like-for like assessment?

Answer

Yes.

2. Can you clarify:
- a) Do the Short Term Personnel reimbursable "travel costs" referred to in Section 1, Part 4, Clause 5.6 (page 79) of the RFT form row 10 of Table D (page 16)? and
 - b) Do they appear as lump sums in the Year 3 and Year 7 columns in Table A or should they be shown as annual costs for each of Years 1 to 7 for the Table A like-for-like assessment?

Answer

a) Yes.

b) No. Refer to **Amendment 5** above in this Addendum 4 to the RFT.

3. Section 1, Part 1, Table A (page 13) of the RFT requires tenderers to 'Specify' Reimbursables, however there is no corresponding table to detail these costs. We note however that Table 4 in Section 1, Part 4 (page 81) there is headed 'Administration, Equipment and Operational Costs for Initial Period'.
- a) Are tenderers are required to bid on these costs?
 - b) If not part of the tender, can you provide a breakdown so that the cost to finance the project can be calculated?

Answer

a) Yes, refer to Section 1, Part 1, Table A (page 13) of the RFT.

b) See Answer to Question 3(a) above.

4. In Section 1, Part 1, Tables A and C1 (pages 13 and 14) of the RFT:
- a) Do the Long Term Personnel reimbursable lump sum "Mobilisation" costs from Table C1 appear in Year 1 in Table A?
 - b) Do the Long Term Personnel reimbursable lump sum "Demobilisation" costs from Table C1 appear in the Year 3 column in Table A or should they be apportioned as annual costs over Years 1 to 7 for the Table A like-for-like assessment?

Answer

- a) See above **Amendment 3** in this Addendum 4 to the RFT.
- b) See Answer to Question 4(a) above.

5. *Section 1, Part 1, Table B (page 14) asks for the Total Management Fee (TMF) to be expressed as a monthly fee, whereas Table 1 of Section 1, Part 4 (page 72) states that TMF will be paid on a milestone (i.e. not monthly) basis.*
- a) *Will the TMF be paid on a monthly or milestone basis?*
 - b) *Does AusAID require a yearly total management fee, also expressed as an average monthly rate?*

Answer:

- a) The TMF will be paid on a milestone basis.
- b) Yes.

See also **Amendment 5** in Addendum 3 to the RFT issued on 06 August 2010.

6. *In relation to Section 1, Part 1, Table B (page 14), Section 1, Part 4 Clause 2.1 (page 70) and Clause 7 (page 81), what is the maximum Reimbursable Activity Cost amount?*

Answer

AusAID will provide the Reimbursable Activity Costs during contract negotiations. See Answer to Question 2 of Addendum 3 to the RFT issued on 06 August 2010.

7. *Will the Demobilisation costs in the twelfth column in Section 1, Part 1 Table C1 (page 14) and Section 1, Part 4, Table 2 (page 75) shift to Year 7 if the option to extend the Program is exercised by AusAID?*

Answer

Yes.

8. *Section 1, Part 1, Table C1 (page 14) requires Mobilisation and Demobilisation to be listed separately. Should each separate mobilisation and demobilisation include the airfare(s) for personnel and family members, plus an allowance to cover transportation or storage of goods, etc.?*

Answer

Yes.

9. *In relation to Section 1, Part 1, Table C2 (page 15), should tenderers include Annual Leave airfares as part of the Monthly Salary figures (i.e. Leave entitlements) or as part of the Monthly Allowance figure (i.e. travel and reunion cost)?*

Answer

Annual Leave airfares should be included in the "Allowances (B)" Column in Part 1, Section 1, Table C2 (page 15) of the RFT.

10. *Section 1, Part 1, Table C2 (page 15), requires tenderers to list a total figure on the bottom row. Should tenderers provide a total figure, and if so, what total should be inserted?*

Answer

Yes, tenderers should provide a total figure comprising the total cost of Long Term Personnel per month for salary, allowances and support costs. See **Amendment 5** above in this Addendum 4 to the RFT.

11. *Does the first footnote in Section 1, Part 1 Table C2 (page 15) include "Paid Public Holidays"?*

Answer

Yes.

12. *Could all the items in the second footnote of Section 1, Part 1, Table C2 (page 15) on "Monthly Allowances" be added as "inclusions" in Section 1, Part 4, Clause 4.3 (page 76)?*

Answer

Additional information is not required. Table C2 is a further breakdown of the assumed costs mentioned in Section 1, Part 4, Clause 4.3 (page 76) of the RFT.

13. *Could all the items in the third footnote of Section 1, Part 1, Table C2 (page 15) on "Monthly Support Costs" be added as "inclusions" in Section 1, Part 4, Clause 4.3 (page 76)?*

Answer

See Answer to Question 12 above.

14. *Section 1, Part 1, Table D (page 16) requires a daily rate for Short Term Personnel, but requires inputs in months. Should inputs be in number of days, and not in months?*

Answer

No. The inputs should be given in months.

15. *Can you clarify:*

- a) *Is row 10 "Reimbursable (lump sum)" of Section 1, Part 1, Table D (page 16) and Section 1, Part 4, Table 3 (page 78) the "total" of rows 1 to 9 or the total of separate "reimbursables" for each of rows 1 to 9?*
- b) *If this is the Clause 5.6 reimbursable at-cost airfares and related travel cost, hotel accommodation and travelling allowance, should provisions be made in Part 1 Table D and/or Part 4 Table 3 to*

provided an annual provision for this reimbursable cost instead of a total for the initial contract period (Table D and Table 3) plus a total for the option period (Table D)?

Answer

- a) See Answer to Question 2 above and **Amendment 6** above in this Addendum 4 to the RFT.
 - b) See Answer to Question 15(a) above.
- 16.** *Section 1, Part 3, Annex A (pages 55 to 67) indicates that travel within the Pacific will be required for all Long Term personnel.*
- a) *Should a clause for Long Term personnel similar to Section 1, Part 4, Clause 5.6 (page 79) for Short Term personnel be added as a sub-clause to Clause 4 for Long Term personnel in Pacific travel to be reimbursed at cost?*
 - b) *If not, where are these costs provided for in Section 1, Part 4?*
 - c) *Will these costs be provided for under Section 1, Part 4, Clause 7.1 (page 81) as Clause 7 Reimbursable Activity Costs?*
 - d) *Should provision be made in Section 1, Part 1, Tables C1 and C2 (pages 14 to 15) for separate reimbursable in Pacific travel costs for Long Term personnel?*
 - e) *If included, on what basis or assumptions do tenderers estimate and cost reimbursable in Pacific travel for Long Term Personnel?*

Answer

- a) See **Amendment 7** in Addendum 3 to the RFT issued on 06 August 2010.
 - b) See Answer to Question 16(a) above.
 - c) No.
 - d) No.
 - e) Travel should be included in the Long Term Personnel costs.
- 17.** *In relation to Section 1, Part 4, Clause 2 (pages 70 to 71) as in Section 1, Part 1, Table B (page 14) and Section 1, Part 1, Table E (page 16):*
- a) *Should Section 1, Part 4 Clause 4.8 and Clause 5.7 escalator clauses be repeated as a new Clause 2.2 to read “2.2 Should AusAID exercise its rights, under Clause 4 of Part A to extend the term of this Contract, the Total Management Fee for Year 3 of the initial Contract period specified in Table 1 below will be escalated for the Contract extension period at the rates specified in Table 5 below.”?*
 - b) *Should Section 1, Part 4, Table 5 (page 82) have an additional line for “Total Management Fee (TMF)” in line with Section 1, Part 1, Table E (page 16)?*

Answer

- a) See above **Amendment 8** in this Addendum 4 to the RFT.
- b) See Answer to Question 17(a) above.

18. *In relation to Section 1, Part 4, Table 1 (page 73) of the RFT, would AusAID consider adding additional payment milestones between Milestones 14 and 15 (8 months' gap), and Milestones 15 and 16 (6 months' gap), and Milestones 15 and 16 (6 months' gap) to assist the Contractor's cash flow?*

Answer

See above **Amendment 11** in this Addendum 4 to the RFT.

19. *Why does Section 1, Part 4, Table 2 (page 75) of the RFT have 'TBA' written where the inputs should be, instead of 'Specify' as in Tables A through to E of Section 1, Part 1 (pages 13 to 16)?*

Answer

Tenderers are required to fill in Tables A through to E in Section 1, Part 1, Attachment 1 (pages 13-16). Tables 1 through to 5 in Section 1, Part 4 (pages 72-82) of the RFT, with TBA, are derived from the tenderers' financial proposal and will be finalised during contract negotiations with the preferred tenderer.

20. *In Section 1, Part 4, Clause 4.3(c) (page 76), do the "leave costs such as airfares" include leave airfares for accompanying dependants?*

Answer

No.

21. *Are the "Contractor Head Office personnel" costs covered by Section 1, Part 4, Clause 2.1(n) (page 71)? If so, should Clause 4.3(f) be deleted?*

Answer

Yes. Also refer to **Amendment 6** in Addendum 3 to the RFT issued on 06 August 2010.

22. *Section 1, Part 4, Clause 4.3 (e) (page 76) states that the monthly fee should be inclusive of the escalator, should the fourth column in Section 1, Part 4, Table 2 (page p 75) be titled "Year 1 Monthly Rate" to avoid any confusion over the fact that the monthly rates will be different / escalated for Years 2 and 3 in line with Section 1, Part 1, Table C2 (page 15)?*

Answer

No.

23. *Does Section 1, Part 4, Clause 4.7 (pages 76 to 77) only relate to mobilisation and demobilisation airfares?*

Answer

Yes.

24. *Do the mobilisation and demobilisation airfares in Section 1, Part 4, Clause 4.7 (pages 76 to 77) include associated travel costs for accompanying dependants?*

Answer

Yes.

25. *Besides airfares, does Section 1, Part 4, Clause 4.7 (pages 76 to 77) include; visa costs, compulsory arrival and departure taxes, and travel to and from airports?*

Answer

Yes.

26. *Are “visa” costs included under Section 1, Part 4, Clause 5.6(b) (page 79)?*

Answer

Yes.

27. *Is in-country program-related ground transport/travel for Short Term personnel included in Section 1, Part 4, Clause 5 (page 77 to 79), or is it provided for as an “operational cost” under Section 1, Part 4, Clause 6 and Table 4 (pages 80-81)?
Or will these costs be provided for under Section 1, Part 4, Clause 7.1 (page 81) as a Clause 7 Reimbursable Activity Cost?*

Answer

These costs should be included in Short Term Personnel Costs - Section 1, Part 4, Clause 5.6 (page 79) of the RFT.

28. *In Section 1, Part 4, Clause 5.4 (page 79) Short Term Personnel home-country inputs are based on a 21.67 days per month basis and for in-country inputs based on a 30 days per month basis. Would it be better to show “monthly rates” instead of “daily rates” in Section 1, Part 4, Table 3 (page 78) with the third column titled “Year 1 Monthly Rate” instead of “Year 1 Daily Rate”?*

Answer

Tenderers are required to provide a daily rate and a total of monthly inputs per year, as well as a total cost per year based on the monthly costs. Refer to Section 1, Part 1, Table D (page 16) of the RFT and Answer to Question 19 above in this Addendum 4 to the RFT.

29. *In Section 1, Part 4, Clause 6.5 (page 80) should the reference to Table 3 be to “Table 4” instead?*

Answer

See above **Amendment 1** in this Addendum 4 to the RFT.

30. *Should Project Management Office costs be included in the Total Management Fee or in the Reimbursable Project Administration, Equipment and Operating Costs?*

Answer

Project Management Office costs should be included in the Administration, Equipment and Operational Costs as set out in Section 1, Part 4, Table 4 (page 81) of the RFT.

31. *Does the reimbursable Administration, Equipment and Operational costs cover non specified admin personnel e.g. drivers, office assistants for the NMACs, etc?*

Answer

Refer to Section 1, Part 4, Clause 7.2(d) (page 81) of the RFT.

32. *Table 4 of Section 1, Part 4 of the RFT (page 81) lists motorcycles as a Project Administration and Equipment Cost. In their financial proposal, are tenderers able to allocate these funds to mileage instead of motorcycles?*

Answer

See above **Amendment 9** in this Addendum 4 to the RFT and Section 1, Part 4, Clause 4.3(h). These funds can be allocated to any form of transportation that the tenderer deems appropriate.

33. *In line with Section 1, Part 4, Table 5 (page 82) annual escalator for the Option Period, should Section 1, Part 4, Clause 5.5(c) (page 79) refer to “all escalators for the initial Contract period of the Program” instead?*

Answer

Yes. See above **Amendment 12** in this Addendum 4 to the RFT.

34. *Clause 4.2.2 of the Program Design Document (Page 112) states that “All program funds will flow through an Imprest Account managed by the Contractor on behalf of AusAID. The Secretariat of the Pacific Community (SPC) will be funded six-monthly in advance through this account, in line with projected expenditures in the corresponding Annual Strategic Plan, subject to the satisfactory acquittal of previous advances.” However, the RFT Basis of Payment (Section 1, Part 4, Clause 7.4 (page 82) states that Activity costs will be reimbursed monthly. Which is correct?*

Answer

The RFT takes precedence over the Program Design Document.

35. *Are tenderers required to cost Program Coordinating Committee (PCC) meetings and National Market Access Working Group (NMAWG) regional meetings in their financial proposal?*

Answer

No. Refer to Section 1, Part 4, Clause 7.2 (page 81) of the RFT.

Questions on risk

36. *Can you clarify:*

- a) *Are tenderers required to provide a detailed Risk Management Plan (Section 1, Part 1, Clause 4.3, Annex 2 (page 8)) which addresses all the risks identified in the Program Design Document (page 136) or only those over which the contractor has substantive control?*
- b) *In the same Clause 4.3, what is the difference between possible options for; ameliorating the risk (c) and the approach to be taken to mitigate any impact (e)?*

Answer

- a) Tenderers are to prepare their response in line with the requirements in Section 1, Part 1, Clause 4.3, Annex 2 (page 8) of the RFT.
- b) Clause 4.3(c) of the RFT refers to the impact on the project and possible options to reduce the risk and Clause 4.3(e) refers to the approach to be taken to lessen any impact if the risk occurs.

Questions on Program Design Document (PDD)

37. *Does the RFT take precedence over the Program Design Document?*

Answer

Yes.

38. *The Program Design Document refers to ‘Support services to exporters’ (page 35), stating that “PHAMA will also provide development grants to approved companies seeking to establish new markets for approved products. These grants will cover up to 75% of approved market entry costs including the costs of airfares, accommodation, market research, participation in trade fairs, and organisation of trial shipments, to a maximum of AUD5,000 per company per annum.” There may be instances where a company in one of those countries would be an exporting company, so if exports of different commodities would gravitate to that company, then if you have a handful of commodities going through the one company, it is surprising that the grants will apply per company and not per commodity. Would there be room for negotiation?*

Answer

No. The grants are on a per company basis.

39. *The Program Design Document refers to 'Identification of R&D needs' (page 35), stating "Specific R&D activities to be funded under PHAMA will be identified by the PMO in close consultation with the MAWGs." What time frame should be applied to allow for an audit of R&D needs to be conducted?*

Answer

The successful tenderer will be briefed on Research and Development activities upon completion of contract negotiations. The first identification of Research and Development needs will be part of Milestone 2 (six month strategic Plan) by 31 January 2011 (Section 1, Part 4, Clause 3.5, Table 1, (page 72) of the RFT).

Questions on formatting of responses

40. *Section 1, Part 1, Clause 4.3 (page 8) states that Annex 2 should be one (1) A3 page. Should the page size be A3 or A4? And is it only one (1) page?*

Answer:

Annex 2 should be one (1), A3 page as per the 'Page Limits' on page 3 of the RFT and Section 1, Part 1, Clause 4.3 (page 8).

41. *It is not realistic to produce Table C1 of Section 1, Part 1 (page 14) in size 12 font, what does AusAID suggest?*

Answer

The tables in Section 1, Part 1 (pages 13-16) should be completed by tenderers in a readable font size. The MSExcel document (Attachment 2 - Financial Tables) that was attached to the RFT on 13 July 2010 should be completed by tenderers and form part of their Financial Proposal. Please note that updated Financial Tables have been issued with this Addendum 4. These supersede Attachment 2 - Financial Tables issued with the RFT on 13 July 2010.

42. *Do all the Annexes have to be submitted in size 12 font?*

Answer

Yes.

Questions on personnel

43. *The Program Design Document indicates that the Administrative Assistant/Secretary position is a National position (Summary Staffing Schedule (page 45), however the RFT (Section 1, Part 1, Clause 4.2 (c)*

(iv) (page 6), states that the position is an International position. Which is correct?

Answer

The Personnel in the RFT take precedence over the Personnel listed in the Program Design Document.

44. *Are the five National Market Access Coordinator positions being recruited after the award of the Tender?*

Answer

The timing of recruitment is left to the discretion of the tenderer.

45. *Given that the National Market Access Coordinators positions are contracted to the Program Management Office (PMO), is PMO also responsible for the management of these positions?*

Answer

Yes.

46. *Section 1, Part 3, Footnote 3 (page 37) of the RFT states that “possible candidates for the NMACs positions have been defined during the pre-start-up phase”. Does AusAID already have candidates in mind for these positions?*

Answer

The successful tenderer will be given a list of possible candidates.

47. *Should tenderers provide CVs for the pool of Short Term Personnel?*

Answer

If they are available.

48. *The Program Design Document and the RFT both recognise that a flexible approach is required. If Short Term Personnel outside the prescribed nine (9) Short Term Personnel will be required during the course of the Program, would the successful contractor be able to utilise experts outside of those nine (9)?*

Answer

Yes, through the Reimbursable Activity Costs mechanism. However engagement of technical assistance through this mechanism must comply with Section 1, Part 4, Clause 7.2(d) (page 81) of the RFT.

Questions on Conflicts of Interest

49. *Would there be a conflict of interest issue with having Department of Agriculture, Fisheries and Forestry (DAFF) staff members as referees?*

Answer

When nominating referees, Tenderers will need to make their own assessment of any Conflicts of Interest.

50. *Are the Program Design team members able to participate in bids?*

Answer

Refer to Section 2, Part 5, Clause 11 (page 99) of the RFT and **Amendment 3** in Addendum 3 to the RFT issued on 06 August 2010.

51. *Would there be a conflict of interest in having personnel involved in both AusAID's PHAMA project and ACIAR's PARDI project?*

Answer

Refer to Section 1, Part 1, Clauses 5.3 to 5.5 (page 9) of the RFT.

Questions on missing appendices
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52. *Appendix 5, Attachment 2 is missing from the Program Design Document. Was this an omission and if so, can you make this information available?*

Answer:

This was an intentional omission. AusAID does not believe this document is needed to satisfy the requirements of the RFT. Appendix 5, Attachment 2 of the Program Design Document, will not be released.

53. *Noting that International Trade Centre (ITC) were involved in the Design process, and that Appendix 7 to the Program Design Document has been removed, has any agreement with ITC been discussed in relation to assistance to PHAMA?*

Answer

No.

54. *Appendix 7 'Possible ITC Inputs' and Appendix 5, Attachment 2 'Workshop Summaries' to the Program Design Document have been deleted. Are they available for viewing and if not, can you provide an edited version?*

Answer

See Answers to Questions 52 and 53 above in this Addendum 4 to the RFT.

Questions on PHAMA locations

55. *Section 1, Part 3, Clause 2.1 (a) (page 36) states that the Program Management Office (PMO) will be based in Suva.*

- a) *Is the PMO definitely going to be based in Suva?*
- b) *Is it a strict requirement for the PHAMA Team Leader to also be based in Suva?*

Answer

- a) Yes.
- b) Yes.

56. *Appendix 2 of the Program Design Document (page 63) lists PNG as a country that the PHAMA program will be focusing on. Is this an error? Should 'PNG' be 'Solomon Islands' instead?*

Answer

The RFT takes precedence over the Program Design Document.

General questions

57. *The Selection Criteria indicates that Personnel is weighted at 40% of the technical assessment score (Section 1, Part 1, Clause 4.2 (c) (page 6). Are you able to provide a breakdown of what each position is weighted?*

Answer

No.

58. *Should Section 1, Part 1 Clause 6.1(a) (page 11) refer to "Tables A, B, C1, C2, D and E below" instead?*

Answer

See above **Amendment 2** in this Addendum 4 to the RFT.

59. *Section 1, Part 2 Clause 11.2 (page 28) refers to all applicable taxes being paid by the Contractor "except where the Contract, the Treaty between Australia and the Partner Country or the MOU provides otherwise". Could AusAID please advise what taxes are exempt in both Australia and the five Partner Countries (Fiji, Samoa, Tonga, Vanuatu and Solomon Islands) in the Treaties between Australia and the Partner Countries and the five MOUs for PHAMA, for the:*
- o Contractor;
 - o PHAMA "Foreign" LT and ST Personnel;
 - o PHAMA "National" LT and ST Personnel; and
 - o "National" Locally Engaged Staff (LES)?

Answer

See Answer to Question 10 in Addendum 3 to the RFT issued on 06 August 2010.

60. *The Reporting Requirements listed in Section 1, Part 3, Clause 6.1 (a) through to (f) are not consistent with the reporting requirements listed in Section 1, Part 4, Table 1 (page 72).*

Answer

See **Amendment 4** in Addendum 3 to the RFT issued on 06 August 2010.

61. *Section 1, Part 4, Clause 7.1 (page 81) states: "AusAID shall reimburse the Contractor up to a maximum of AUDTBA for Activities associated with Components 1-3 not captured under Clauses 2-6."*
- a) *Will AusAID contract the Secretariat of the Pacific Community (SPC) separately for Component 4 activity and operational costs?*
 - b) *If not, will the Contractor be required to sub-contract Component 4 to SPC?*

Answer

- a) Yes. AusAID has entered into an agreement with SPC to manage Component 4.
 - b) See Answer to Question 61(a) above.
62. *It is suggested that an additional line for "Total Management Fee (TMF)" be added to Section 1, Part 4, Table 5 (page 82) in line with Section 1, Part 1 Table E (page 16).*

Answer

See above **Amendment 8** in this Addendum 4 to the RFT.

63. *Is there an indication of budget?*

Answer

See Answer to Question 2 in Addendum 3 to the RFT issued on 06 August 2010.

64. *Has a final decision been made on who the members of the MAWG are or will be?*

Answer

A final decision has not been made on members of the MAWGs.

65. *Trade finance has not been mentioned in the RFT or the Program Design Document. A lot of exporters are going to have to organise trade finance. They are going to have to be aware of processes and legal requirements for both the country that they are exporting from and the country that they are exporting to, therefore there is a big training requirement. Should this be considered or negotiated in our tender response?*

Answer

A key feature of the PHAMA program is that it is highly focused on addressing *regulatory* aspects of market access. Issues such as trade

finance may be addressed through other programs of support, particularly private sector development initiatives.

66. *What will be the location of the TAP?*

Answer

See Answer to Question 13 of Addendum 3 to the RFT issued on 06 August 2010.

67. *When will the final MERI framework be released?*

Answer

The final MERI Framework will be released in the final Addendum, which will be issued 7 days prior to the tender closing date.

68. *What impact will a potential change of government have on the implementation of PHAMA?*

Answer

Refer to Addendum 2 to the RFT issued on 20 July 2010.

69. *What are the linkages or differences between MDF and PHAMA?*

Answer

The PHAMA program is driven by the horticultural industry and government working together to identify and prioritise market access issues, implement import requirements and conduct research and development to gain, maintain and improve market access.

The Market Development Facility (MDF) is a multi-country program that uses holistic market and supply chain based approaches to improve employment and incomes for poor men and women in both rural and urban areas. To these ends, focus is on rural livelihoods, rather than a commodity and export focus of PHAMA.

Questions on Addendum 3

70. *Can you clarify:*

- a) *Addendum 3: Amendment 4, Table 1 - Milestone Based Payments, Item No. 1 lists Inception Report (mobilisation) but the RFT does not provide details of the required content for this report. Could AusAID provide this?*
- b) *In the same line item, the verifiable indicators lists the Risk Management Plan and PHAMA Code of Conduct, but line items 3 and 6 of the same table and page 50 of the Scope of Services list these as due within three (3) months of project start date. Which is correct?*

Answer

- a) Refer to Section 1, Part 1, Annex 3 - Draft Inception Plan (page 8) of the RFT.

- b) Refer to **Amendments 10 and 11** above in this Addendum 4 to the RFT.

71. *In Addendum 3 issued on 06 August 2010, Amendment 4, Table 1, line items 3-7 are listed as due on 31 March 2011. If program start date is taken to be 1 December 2010 (as per Table 1) this is four (4) months after the start date, not three (3) as per the Scope of Services 'Program Documents' (p.50). Are these documents due three or four months after program start date?*

Answer

See **Amendments 10 and 11** above in this Addendum 4 to the RFT.

72. *There is a potential for delays in receiving working visas for international staff:*
- a) *Is AusAID willing to shift its centre of operations during this period should the approval of working visas be delayed?*
 - b) *Current working visas for International team members based in Fiji, will be rescinded as soon as they resign from their current positions. Is AusAID willing to be flexible in the location of initial work, given this potential for delay?*

Answer

- a) This will be negotiated between AusAID and the preferred tenderer.
- b) This will be negotiated between AusAID and the preferred tenderer.

73. *Should travel expenses directly related to project activities be included as a part of fees for Long Term and Short Term Personnel?*

Answer

Refer to **Amendment 6** in Addendum 3 issued on 06 August 2010 for Long Term Personnel, and refer to Section 1, Part 4, Clause 5.6 (page 79) of the RFT for Short Term Personnel.

All other information as set out in the RFT dated 13 July 2010, Addendum 1 dated 15 July 2010, Addendum 2 dated 20 July 2010, and Addendum 3 dated 06 August 2010 remains unchanged.