Australian Government
AusAID

ADDENDUM 6

Date: 27 August 2010 Pages: 4

Subject: Addendum 6 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.
Delete Section 1, Part 4, Table 4 and replace with:

Item	**Financial Limitation (Up to AUD)**
Program Management Office	
Vehicle	TBA
Desktop computer	TBA
Printer	TBA
Software	TBA
Fixed phones and installation	TBA
Photocopier/fax/scanner	TBA
Network installation	TBA
Mobile phones	TBA
Office furniture/misc. fitout	TBA
Project Administration/Project Travel and Equipment Costs (National Secretariats in Fiji, Samoa, Tonga, Solomon Islands and Vanuatu)	TBA
Appropriate transport costs	TBA
Desktop computer	TBA
Printer	TBA
Software	TBA
Photocopier/fax/scanner	TBA
Mobile phones	TBA
Office furniture/misc. equipment	TBA
TOTAL	**TBA**

Amendment 2.
Delete Section 1, Part 1, Table C2 (page 15), Note (below Table C2) on Monthly Allowances and replace with:

> **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 [related to mobilisation and demobilisation] and reunion costs, etc.)

Amendment 3.
Delete Section 1, Part 1, Table C2 (page 15), Note (below Table C2) on Monthly Support Costs and replace with:

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. Refer to Section 1, Part 4, Clause 4.3(3), i.e. ***Amendment 7*** of Addendum 4 to the RFT issued 17 August 2010.

Questions from Tenderers:

1. *Can you confirm:*

a) *Are local office support staff costs included in Section 1, Part 4, Clause 6 (page 80) and Section 1, Part 4, Table 4 (page 81)?*

b) *If not, where are they provided for / costed in Section 1, Part 4?*

Answer

a) Yes. See above ***Amendment 1*** in this Addendum 6 to the RFT.

b) See above ***Amendment 1*** in this Addendum 6 to the RFT.

2. *Section 1, Part 4, Table 4 (page 81) of the RFT indicates that only office set-up costs and not office operational costs will be reimbursed at cost. Does Section 1, Part 4 Clause 6 (page 80)of the RFT and Table 4 include office set-up and program-related office operational costs such as any office rental, utilities and communications (such as internet and landline costs) for only the Project Management Office (PMO) or for the PMO plus the four National Secretariat offices as well, i.e. office set up and office operational costs in all five participating countries?*

Answer

See Answer to Question 1 above.

3. *Addendum 3, Amendment 4, Table 1 (page1) has a milestone "Inception Report (mobilisation)" due date of 1 December 2010. From our interpretation of the other Milestone Due Dates in Table 1 and working backwards from them, are we correct in assuming that the due date for Milestone 1 should be 31 December 2010 and not 1 December 2010.*

Answer

The due date of 1 December 2010 is correct.

4. *Are tenderers required to provide a breakdown of unit rates and quantities for the number and duration of trips estimated for each individual, in order to ensure fair, like-for-like assessment of fee rates?*

Answer

See above ***Amendment 2*** in this Addendum 6 to the RFT.

5. *Should project related travel costs be included as part of the Monthly Allowance or as part of the Monthly Support Cost in Table C2 (page 15)?*

Answer

See above ***Amendment 2*** in this Addendum 6 to the RFT.

6. *If the travel estimated for one team member ends up being required by a different team member, can that budget be reallocated, or if project circumstances change can the unit rates and quantities be renegotiated?*

   Answer
   Consider ***Amendment 2*** above, in this Addendum 6 to the RFT, reallocation will not be required.

7. *The design document recommends provision of medium-term and long-term funding to the SPC for market access support services (p55). AusAID's level of medium-term funding to SPC to support market access activities will influence SPC's absorptive capacity in relation to PHAMA program support. The level of resources provided by the PHAMA program for Years 4 to 7 of the PHAMA program therefore need to match SPC's absorptive capacity. Are you able to provide us with information regarding the proposed level of funding from AusAID to the SPC during the second phase of the PHAMA project? If not, will the assessment of financial proposals will be weighted towards years 1 to 3, rather than on the subsequent years?*

   Answer
   No, like-for-like assessment will be conducted on information provided in financial tables A through to D.

8. *Part 3 Scope of Services, clause 3.2g (page 40) states that contractors are to establish a PMO office to be "physically located within Land Resources Division of SPC".*
   In Annex A, the position description for the National Market Access Coordinators (page 60) states that these positions will be "co-located with a relevant industry or government organisation". Can you advise:
   a) *Whether contractors will be required to pay the counterpart agency for rent, utilities, and security within these offices, and therefore should these amounts be included in the tender?*
   b) *If so, what is the cost that will be charged to the contractor for each office?*
   c) *Will contractors be provided with office furniture and telephone line access in each office, or will we need to purchase these during the project start-up?*

   Answer
   a) This will depend according to the host organisation. Contractors may be required to pay the host organisation for rent, utilities and security. The amounts should be estimated in the tender response.
   b) It is up to Tenderer to estimate these costs.
   c) This will depend according to the host organisation. These costs will need to be factored into the tender response. Refer to Section 1, Part 4, Clause 6 (page 80) of the RFT.

9. *Addendum 4, Amendment 7, Should it be inclusive of supporting costs (as requested in table C2) or exclusive as stated here?*

   Answer
   See above ***Amendment 3*** in this Addendum 6 to the RFT.

10. *Addendum 4, Question on financial tables and costings, Question 2, Answer B - are you referring to Amendment 6 rather than Amendment 5? Please confirm that the reimbursable travelling costs are not included in the like for like assessment.*

Answer
Correct, the response to Question 2(b) of Addendum 4 to the RFT should refer to Amendment 6.

All other information as set out in the RFT dated 13 July, Addendum 1 of 15 July, Addendum 2 of 20 July, Addendum 3 of 06 August, Addendum 4 of 17 August and Addendum 5 of 18 August 2010 remains unchanged.