Australian Government

AusAID

ADDENDUM 7

Date: 02 September 2010 Pages: 7

Subject: Addendum 7 to the "Pacific Horticultural and Agricultural Market Access" RFT of 13 July 2010

Attachments to this Addendum 7 to the RFT:

Attachment 1 - Updated Financial Tables.

Tenderers are advised of the following Amendments to the RFT:

Amendment 1.

Insert the following note under Section 1, Part 1, Specified Personnel Table (page 10) of the RFT:

> **Note:** If National Market Access Coordinators (NMACs) are not known at this point in time, tenderers will be unable to provide CVs and referee details for these personnel.

Amendment 2.

Delete Section 1, Part 1, Table B, Total Management Fee (in AUD) Table (page 14) of the RFT and replace with:

Table B - Total Mangement Fee (TMF)

	Initial Contract Period (2 years and 7 months)			Option Period (4 years)				
	Year 1 (1 December 2010 to 30 June 2011) (7 months)	**Year 2 (1 July 2011 to 30 June 2012) (12 months)**	**Year 3 (1 July 2012 to 30 June 2013) (12 months)**	**Year 4 (1 July 2013 to 30 June 2014) (12 months)**	**Year 5 (1 July 2014 to 30 June 2015) (12 months)**	**Year 6 (1 July 2015 to 30 June 2016) (12 months)**	**Year 7 (1 July 2016 to 30 June 2017) (12 months)**	**Total Cost (AUD)**
Total Management Fee	7 x monthly fee	12 x monthly fee x escalator	12 x monthly fee x escalator applied to year 2 amount	12 x montly fee x escalator applied to year 3 amount	12 x monthly fee x escalator applied to year 4 amount	12 x monthly fee x escalator applied to year 5 amount	12 x monthly fee x escalator applied to year 6 amount	
	specify	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*
Financing Costs	*specify*	*specify*	*specify*	*specify%*	*specify%*	*specify%*	*specify%*	*specify*
TOTAL	***specify***	***specify***	***specify***	***specify***	***specify***	***specify***	***specify***	***specify***

Note:

Financing Costs are the costs of carrying the reimburseable amount each month. The percentage (%) figure for the Option Period should be based on a projection of the Initial Contract Period. Any assumptions should be noted under the respective table.Tenderers must provide a comprehensive and detailed breakdown of what the Total Management Fee comprises of in their response to the RFT.

(A Larger version of this Table is available in Attachment 1 to this Addendum 7 to the RFT, *Updated Financial Tables.*)

Amendment 3.

Delete Section 1, Part 1, Table A, Like-for-like Assessment (in AUD) Table (page 13) of the RFT and replace with:

Table A - Like-for-like assessment

	Initial Contract Period (2 years and 7 months)			Option Period (4 years)				
	Year 1 (1 December 2010 to 30 June 2011) (7 months)	**Year 2 (1 July 2011 to 30 June 2012) (12 months)**	**Year 3 (1 July 2012 to 30 June 2013) (12 months)**	**Year 4 (1 July 2013 to 30 June 2014) (12 months)**	**Year 5 (1 July 2014 to 30 June 2015) (12 months)**	**Year 6 (1 July 2015 to 30 June 2016) (12 months)**	**Year 7 (1 July 2016 to 30 June 2017) (12 months)**	**Total Cost (AUD)**
Table B (TMF)	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*
Table C (LTP)	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*
Table D (STP)	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*	*specify*
Reimbursables (Administration, Equipment & Operational Costs)	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*
Reimbursable Activity Costs	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*	*TBA*
Total	***specify***	***specify***	***specify***	***specify***	***specify***	***specify***	***specify***	***Total for like-for-like assessment***

(A Larger version of this Table is available in Attachment 1 to this Addendum 7 to the RFT, *Updated Financial Tables.*)

Amendment 4.

Delete Section 1, Part 4, Clause 4.3(f) (page 76) of the RFT and replace with “Not Used”.

Amendment 5.

Delete Section 1, Part 4, Clause 4.7 and replace with:

4.7 In addition to the items listed under Clause 4.3 above, the following items only will be reimbursed at cost (subject to reasonableness) in arrears up to a maximum of **AUDXXX.**

(a) Airfares reimbursed at economy class for flight legs under four (4) hours and business class for flight legs over four (4) hours. Any travel undertaken at cheaper rates (e.g. discount fares) does not entitle the Contractor to reimbursement of the cost of any higher class of travel. Travel must be via the most direct and cost effective route;

(b) Compulsory Arrival and Departure Taxes, and Travel to and from Airport; reimbursed at cost;

(c) Hotel Accommodation: a pre-agreed amount to be reimbursed at actual cost incurred; and

(d) Travelling Allowance: a pre-agreed daily rate towards the cost of meals and incidentals.

Amendment 6.

Delete Section 1, Part 1, Clause 4.3, Annex 6 (see also ***Amendment 3*** in Addendum 3 to the RFT issued 06 August 2010) and replace with:

Annex 6 - Conflict of Interest and Disclosure of Prior Involvement with the Development of the Program

The Tenderer must indicate:
(a) whether it has any actual or potential conflicts of interest in relation to Section 2, Part 5, Clause 11; and
(b) how they will manage any Conflict of Interest to reduce the conflict.

The Tenderer must indicate:
(a) whether or any person who was involved in the preparation of its Tender or who is named in its Tender has any prior involvement in the development of the Program (e.g. preparation of the Program Design Document); and
(b) what the involvement has been.

Questions from Tenderers:

1. *Amendment 3 in Addendum 4 to the RFT issued 17 August 2010 indicates that tenderers are no longer required to specify the names of National Market Access Coordinators (NMACs), however they still required to provide information on months of inputs and costs. Similarly, Amendment 4 in Addendum 4 to the RFT requires referee details and input commitments for unnamed NMACs.*

These Amendments directly impact on 'Selection Criterion C' of the Technical Proposal (Section 1, Part 1, Clause 4.2 (c) (page 6) of the RFT), which states that "Tenderers are required to nominate personnel for the following positions", for which the five (5) NMACs are listed.

(a) We believe the original RFT requirement for NMACs nomination to be sound and request that AusAID reconsider its advice in Amendment 3 and Amendment 4 in Addendum 4 to the RFT issued 17 August 2010.

(b) Should AusAID reject Question 1(a) above, how will 'Selection Criterion C' (Section 1, Part 1, Clause 4.2 (c) (page 6) of the RFT) be assessed and weighted if NMACs are to be excluded?

<u>Answer</u>
(a) See above ***Amendment 1*** in this Addendum 7 to the RFT.

(b) Identification of the NMAC personnel is not essential to addressing Selection Criteria C.

2. *What is the percentage figure to be inserted in the Financing Fee row of Section 1, Part 1, Table B (page 14) of the RFT based upon?*

<u>Answer</u>
See above ***Amendment 2*** in this Addendum 7 to the RFT.

3. *In relation to Amendment 3 in Addendum 4 to the RFT issued 17 August 2010 and Section 1, Part 1, Table C1 (page 14) of the RFT), why is the Administrative Assistant/Secretary position shown as an "International" position when Amendment*

1 in Addendum 3 to the RFT issued 06 August 2010 specified it as a "National" position? Is this position National or International?

Answer
All references to the Administrative Assistant/Secretary position throughout the RFT document are to be read as a "National" position as per ***Amendment 1*** in Addendum 3 issued 06 August 2010.

4. *In relation to Amendment 3 in Addendum 4 to the RFT issued 17 August 2010 and the Answer to Question 46 in Addendum 4, the new footnote to Section 1, Part 1, Table C1 (page 14) of the RFT states that "Possible candidates for the NMAC positions have been defined during the pre-startup phase, pending confirmation by the Contractor". Are tenderers required to nominate people for these positions in their proposals?*

Answer
See above Answer to Question 1 in this Addendum 7 to the RFT.

5. *In relation to Amendment 3 in Addendum 4 to the RFT issued 17 August 2010, is the right hand column the Total Cost for the four (4) year Option Period or for the Total Cost for the six (6) years and seven (7) months Initial Contract Period plus the Option Period?*

Answer
It is the Total Cost for the Initial Contract Period plus the Option Period.

6. *In relation to Amendment 7 in Addendum 4 to the RFT issued 17 August 2010, as required in the "Monthly Support Costs" footnote to Section 1, Part 1, Table C2 (page 15) of the RFT, should the new Section 1, Part 4, Clause 4.3(e) amended by Amendment 7 in Addendum 4 to the RFT read: "(e) Inclusive of any support costs not specified above" instead of "Exclusive of - - -"?*

Answer
No.

7. *In relation to Attachment 3 (Updated Financial Tables) to Addendum 4 to the RFT issued 17 August 2010, should Section 1, Part 4, Table 4 include "Samoa" under the table sub-heading 'Project Administration and Equipment Costs' (as per the Answer to Question 6 in Addendum 3 to the RFT issued 06 August 2010) and should "Motorcycles" replaced by "Appropriate Transport Costs" (as per Amendment 9 to Addendum 4 to the RFT issued 17 August 2010)?*

Answer
Yes. See ***Amendment 1*** in Addendum 6 to the RFT issued 27 August 2010.

8. *In relation to Question 1 in Addendum 4 to the RFT issued 17 August 2010, does AusAID's answer in the affirmative relate to costs included in "Section 1, Part 1, Clauses 6.3(d) (page 12) and Section 1, Part 4, Table 4 (page 81)" when compared with the same costs in "Section 1, Part 1, Table A, "Reimbursables (Administration, Equipment & Operational Costs)" (page 13) row for the initial period"?*

Answer
See above ***Amendment 3*** in this Addendum 7 to the RFT.

9. *In relation to Questions 4(a) and 4(b) in Addendum 4 to the RFT issued 17 August 2010, should tenderers interpret AusAID's answers as the lump sum mobilisation and demobilisation costs from Section 1, Part 1, Table C1 (page 14) of the RFT are to be included in/with the Year 1 and Year 3 columns respectively in the "Table C (LTP)" row of Section 1, Part 1, Table A (page 13) of the RFT for the like-for-like price assessment?*

Answer
Yes.

10. *(a) In relation to Questions 16(a) and 16(e) in Addendum 4 to the RFT issued 17 August 2010, as AusAID is unable to provide the basis or assumptions for anticipated in-Pacific travel by Long Term Personnel in response to Question 16(e), do tenderers make their own assumptions on Section 1, Part 4, Clause 4.3(f) (page 76) of the RFT to establish a Long Term Personnel's monthly fee rate inclusive of in-Pacific travel costs for Section 1, Part 1, Tables C1 and C2 (pages 14 to 15) of the RFT for the like-for-like price assessment?*

(b) Do the Long Term Personnel in-Pacific travel costs referred to in question 11(a) above appear in the third, fourth or fifth column of Section 1, Part 1, Table C2 (page 15) of the RFT for Year 1?

Answer

(a) No. AusAID has decided that Project related travel will not be included in the monthly fees for Long Term Personnel. See above ***Amendments 4 and 5*** in this Addendum 7 to the RFT.

(b) See above Answer to Question 10(a) in this Addendum 7 to the RFT.

11. *Are Long Term administration personnel costs to be costed under Section 1, Part 4, Clause 6 (page 80) of the RFT? If not, where are they to be costed in Section 1, Part 4 of the RFT? For example, should they be costed instead under the Total Management Fee and Section 1, Part 4, Clause 2.1(o) (page 71) of the RFT as "other costs not specified as Reimbursable Costs"?*

Answer
Section 1, Part 4, Clause 4 (page 74) of the RFT refers to the Long Term personnel costs to be estimated by the tenderer. These Long Term personnel include an Administrative Assistant/Secretary position and a Procurement/Finance Officer position. Any Long Term personnel not specified in Section 1, Part 4, Clause 4 are to be specified in the Total Management Fee. Also see above ***Amendment 4*** in this Addendum 7 to the RFT.

12. *In relation to the Answer to Question 31 in Addendum 4 to the RFT issued 17 August 2010, are long term in-country admin support personnel (admin assistants, driver, cleaners, etc), based in the Program Management Office or National Secretariat Offices to be costed under Section 1, Part 4, Clause 6 (page 80) of the RFT? If not, where are they to be costed in Section 1, Part 4 of the RFT?*

Answer
See above Answer to Question 12 in this Addendum 7 to the RFT.

13. *Is AusAID's answer to Question 50 in Addendum 4 to the RFT issued 17 August 2010 to be interpreted as that Program Design team members are able to be included in a tenderer's proposal as long as they are declared as such in Section 1, Part 1, Clause 4.3, Annex 6 Conflict of Interest disclosure (page 9) of the RFT?*

Answer
Yes.

14. *In relation to Amendment 5 in Addendum 3 to the RFT issued 06 August 2010 which revised Section 1, Part 4, Clause 7.2 (page 81) of the RFT, AusAID refers to "Monthly Exception reporting", yet in AusAID's answer to Question 15 in Addendum 3 to the RFT issued 06 August 2010 specifies "Quarterly Exception Reports". Which is correct, Monthly or Quarterly Exception Reporting?*

Answer
Quarterly.

15. *In relation to Questions 12 and 13 in Addendum 4 to the RFT issued 17 August 2010 can Paid Sick Leave be included as a "Monthly Support Cost" in Table C2?*

Answer
Yes.

16. *In Addendum 4, the response to Question 41 relates to the presentation of Table C1 in the Financial Proposal. It states that "the tables in Section 1, Part 1 (pages 13-16) should be completed by tenderers in a readable font size". When Table C1 is printed from the attachments to the RFT and subsequent Addendum 4, Table C1 is not readable in the current layout. Might we propose an alternative layout so that the table is now readable?*

Answer
Should tenderers wish to submit hard copy tenders, then Table C1 may be printed on A3 size paper, otherwise use the MS Excel spreadsheet provided.

17. *Can we include all program personnel (including short term personnel and contractor personnel) in the skills matrix?*

Answer
No. Section 1, Part 1, Clause 5.1, Tender Schedule B (page 9) of the RFT refers to Specified Personnel, therefore Clause 5.1(b) applies to Specified Personnel only.

18. *In Addendum 6, Amendment 1 you have reissued Table 4 from the Basis of Payments. This lists a number of specific items for procurement. This list is not exhaustive. During contract negotiations will additional items be included in this list as required?*

Answer
Yes, if required.

19. *In which table and which line of the Financial Proposal should the ongoing Operational Costs (e.g. rent, utilities and communications) for the PMO be included?*

Answer

As per Section 1, Part 4, Clause 2.1(b) and (c) (page 70) of the RFT, rent and utilities are part of the TMF and should be included in the relevant financial tables where TMF is required, i.e. Tables A and B (pages 13 and 14 of the RFT). As per Section 1, Part 1, Clause 6 (pages 80-81) of the RFT, some communications costs for the PMO will be reimbursable (see also Section 1, Part 4, Table 4 (page 81) of the RFT.

20. *Refer to Table B - Total Management Fee. In each column you have asked for three numbers to be specified. Can we confirm what you require in each cell from top to bottom:*

a) *Total Management Fee – is this the monthly fee?*

b) *Financing Fee – is this a % for your information? A dollar value of any financing amount would be contained within the monthly TMF in the cell above; and*

c) *Total – Is this the calculation of the number of months multiplied by the monthly fee multiplied by the escalator as applicable?*

Answer

a) Yes, as per the text included in Table B of the RFT (page 14 of the RFT) in the Total Management Fee row.

b) See above ***Amendment 2*** in this Addendum 7 to the RFT.

c) As per ***Amendment 2*** above in this Addendum 7 to the RFT, for the Initial Contract Period, this is the sum of the figures tenderers will specify in the two rows above that row, i.e. the Total Management Fee figure plus the Financing Cost figure. For the Option Period, this is the Total Management Fee figure with the Financing Cost rate applied to it.

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, Addendum 5 of 18 August and Addendum 6 of 27 August 2010 remains unchanged.