Pacific Horticultural and Agricultural Market Access (PHAMA) Program

Industry Briefing

Canberra, 04 August 2010

Structure of the RFT

Section 1

- Part 1: Project Specific Tender Conditions
- Part 2: Project Specific Contract Conditions
  (Becomes Part A of the Contract)
- Part 3: Scope of Services
  (Becomes Schedule 1 of the Contract)
- Part 4: Draft Basis of Payment
  (Becomes Schedule 2 of the Contract)

Section 2

- Part 5: Standard Tender Conditions
- Part 6: Standard Contract Conditions
  (Becomes Part B of the Contract)

Mode of submission

Tender close

2:00pm, Tuesday 31 August 2010

- Electronically, via AusTender at http://tenders.gov.au before RFT Closing Time
- Note:
  - PDF (note file size limit: *Part 5, Annex D, Clause 4.2-4.8*)
  - Tenderer Declaration: *Part 5, Annex B*
  - Tenderer's Submission Checklist: *Part 5, Annex C*
  - Tender Schedule A: Technical Proposal
  - Tender Schedule B: Specified Personnel
  - Tender Schedule C: Financial Proposal
  - Tender Schedule D: Financial Assessment

3

•Preference is for electronic lodgement.

•Keep colour to a minimum (especially in cover pages) to reduce file size and avoid transmission problems.

•Refer to Annex "C" – Tenderers Submission Checklist – Part 5

•Documents That Must Be Lodged; IE: Schedule A to Schedule D above; Part 5, Standard Tender Conditions, page 88 of the RFT; Section 1 Part 1, pages 1-18 of the RFT.

•A Financial Assessment will be undertaken for ALL tenderers shortlisted for interview to confirm their viability

- Hard copy, by depositing in the Tender Box before Tender Closing Time at:

AusAID House
Ground Floor, 255 London Circuit
Canberra ACT 2600

- One Original
  - Tenderer Declaration: *Part 5, Annex B*
  - Tenderer's Submission Checklist: *Part 5, Annex C*
  - Tender Schedule A: Technical Proposal
  - Tender Schedule B: Specified Personnel
  - Tender Schedule C: Financial Proposal
  - Tender Schedule D: Financial Assessment

- One CD
  - containing each of the above as separate files.

4

Outlined on top of page 2, Part 1 of the RFT

•The cover pages must include contact details.

•Page 3, Part 1 of the RFT

•Selection Criteria – Maximum of 3 x A4 pages in total for the 3 criteria

•Past Experience Form - Maximum of 4 examples, each example 1 x A4 page in size

•Risk Management Plan – Maximum 1 x A3 size page

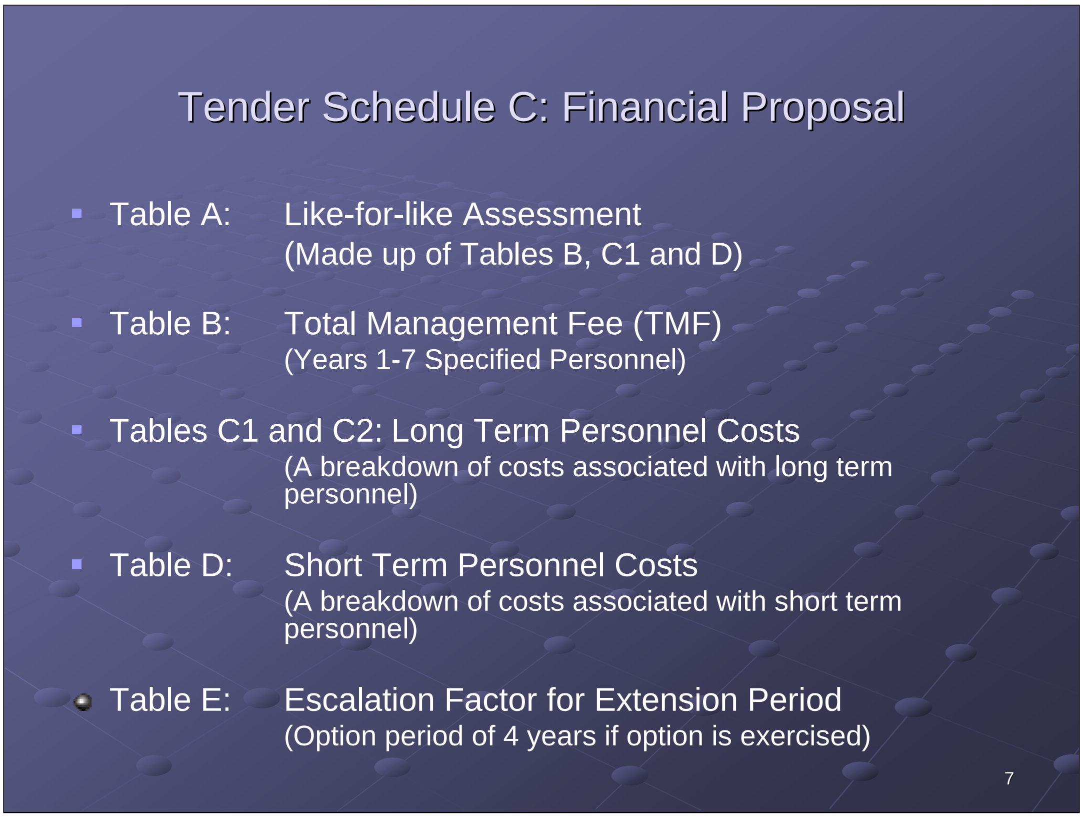
•Draft Inception Plan - Maximum 3 x A4 pages

•Letters of Association - Maximum of 3 x A4 size pages – IF REQUIRED

•Commonwealth Government Policies – No page limit – IF REQUIRED - it is not necessary to submit this annex unless the Tenderer is non-compliant or has or has had issues associated with these policies. The tenderer's declaration will be taken as evidence of compliance with Commonwealth Government Policies.

Tender Schedule B: Specified Personnel

- Specified Personnel
  - Team Leader (International)
  - Principal Market Access Specialist (International)
  - Quarantine and Biosecurity Specialist (International)
  - Administrative Assistant / Secretary (International)
  - Procurement and Finance Officer (National)
  - National Market Access Coordinator 1 - Fiji (National)
  - National Market Access Coordinator 2 - Samoa (National)
  - National Market Access Coordinator 3 - Tonga (National)
  - National Market Access Coordinator 4 - Vanuatu (National)
  - National Market Access Coordinator 5 - Solomon Islands (National)



<u>Clarification</u>

•Preference is for AUD however we will accept rates in another national currency & convert to AUD as at the day the tender closes

(Tuesday 31 August);

•Schedule C "Financial Proposal", Part 1, pages 11 – 16 of the RFT;

•<u>Basis of Payment, Part 4, Page 70 – 86 of the RFT</u>;

•"Like for Like" price assessment;

•Tenderers must include the assumptions they have made regarding escalation factors for TMF and personnel costs. The assumptions (in appropriate terms) will be included in the final contract in Clause 2.3 Option to Extend of Part A of the Contract.

No more than one alternative can be submitted. CHECK IF THIS APPLIES TO PHAMA

Tender Schedule D: Financial Assessment

- Two options: see *Part 1, Clause 6.7*
- AusAID may contact the nominated company accountant to obtain further information if required
- Financial information is treated as commercial-in-confidence by AusAID. Distribution is limited to AusAID's Procurements/Contracts area and the firm contracted to report on the tenderer's financial capacity/viability to implement the contract

9

Individuals in the firm carrying out financial assessment are required to sign deeds of confidentiality.

Questions on RFT for PHAMA

- To be submitted in writing to PHAMA@ausaid.gov.au or fax +61 2 6206 4885
- Must be submitted prior to close of business (AEST) Tuesday, 17 August 2010
- Will be answered by issuing a final Addendum via AusTender before close of business Tuesday, 24 August 2010

10

Reminder of email; fax; closing date for questions on the RFT & date for final addendum.

Assessment Process

- The Technical Assessment will be conducted in line with Standard Tender Conditions, *Section 2, Part 5, Clause 7*
- It is proposed that the Technical Assessment Panel (TAP) will consist of two AusAID staff members, and an external independent consultant
- TAP members assess and score all bids against the tender selection criteria. The highest technical scores will determine which tenderers will be invited to interview
- TAP Meeting, including interviews
- Technical assessment = 85% of total score
- Financial assessment = 15% of total score
- Final scores calculated

11

Amendment to the RFT

•Interviews will be held in September

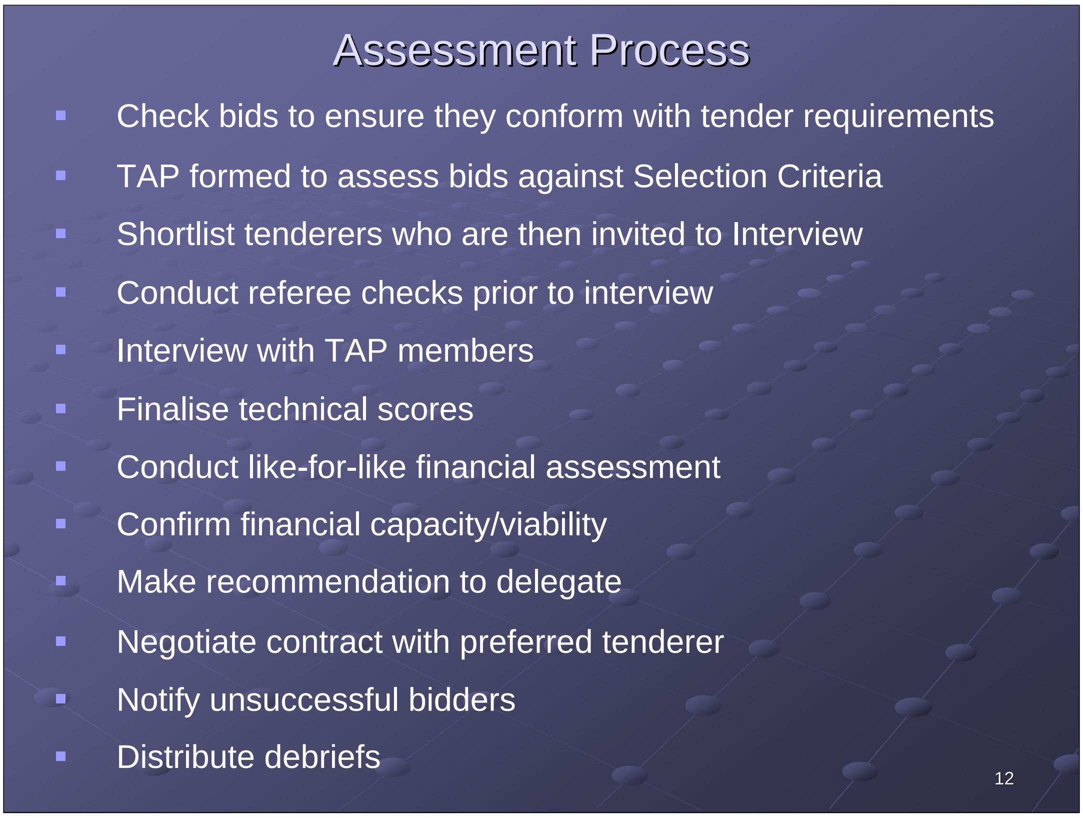
•Selection Criteria - Schedule A, page 5, Part 1 of the RFT

•Scores provided by TAP members to TAP Secretary

•Phone conference with TAP members to discuss the TAP scores & determine who should be shortlisted for interview

•Shortlisted Organisations invited to attend an interview; own cost; (number of personnel allowed to attend?)

•TAP meeting with “face to face” interviews



•Tender Process when the RFT closes on Tuesday 31 August

•Individual Debrief, covered in clause 16, page 101, part 5 “Standard Tender Conditions” of the RFT

Important Dates

Tuesday 17 August 2010	▪ Final date for questions to AusAID on RFT for PHAMA (14 days before tender closes)
Tuesday 24 August 2010	▪ Final date for AusAID to issue addenda/respond to tenderer questions (7 days before tender closes)
Tuesday 31 August 2010	▪ RFT closing date
September 2010	▪ TAP meeting and interviews
October 2010	▪ If delegate approves TAP recommendation, negotiation of contract
December 2010	▪ Contractor mobilisation

13

Tender Enquiries: Clauses 2.1 to 2.4 in Part 5 on page 90 of the RFT (outline the details regarding submission of enquiries and response times.)

PHAMA
Managing a Good Procurement Process

Elements of Procurement Probity and Ethics

Concepts of Ethics and Probity:

- ethical behaviour
- encompasses the concepts of honesty, integrity, probity, diligence, fairness, trust, respect and consistency
- is critical to government procurement as it involves the expenditure of public money, and is subject to public scrutiny
- supports openness and accountability in procurement processes and gives suppliers confidence in the Government marketplace
- can also reduce the cost of managing risks associated with fraud, theft, corruption and other improper behaviour, and enhance public confidence in public administration

PHAMA
Probity

- Probity is the evidence of ethical behaviour in a particular process
- It is defined as complete and defined integrity, uprightness and honesty
- Contributes to sound procurement processes that accord equal opportunities for all participants
- Probative procurement is one that involves largely common sense, clarity, openness, clear understanding and application equally to all parties to the process
- It is integrated into all procurement planning, and should not be a separate consideration
- Probity excludes suppliers whose practices are objectionable, dishonest, unethical or unsafe

15

PHAMA
Probity Guiding Principles

Guidance to establishing probity in the tendering process is contained in a variety of instruments:

- *Commonwealth Legislation Financial Management and Accountability (FMA) Act*
- *Commonwealth Procurement Guidelines and the Commonwealth Grant Guidelines*
- APS Values in the *Commonwealth Public Service Act*
- Other Commonwealth and AusAID procurement policy and guidelines

16

HINTS FOR NEW PLAYERS

An information session for new tenderers wishing to participate in Australia's overseas aid program

The following hints have been prepared to assist new players

- Take advantage of early warning of tenders on AusAID's website
- AusAID publishes its **Annual Procurement Plan** on Austender (www.tenders.gov.au). It highlights upcoming procurements
- Read how AusAID conducts its business and contracts out on AusAID's website at www.ausaid.gov.au and go to the "Business and Tenders" link

18

- Target specific projects and opportunities where your organisation has expertise
- Understanding AusAID is important. You are always welcome to meet with Country Program Managers and Contracts staff
- Network with other consultants and organisations; consider bidding in association with other companies

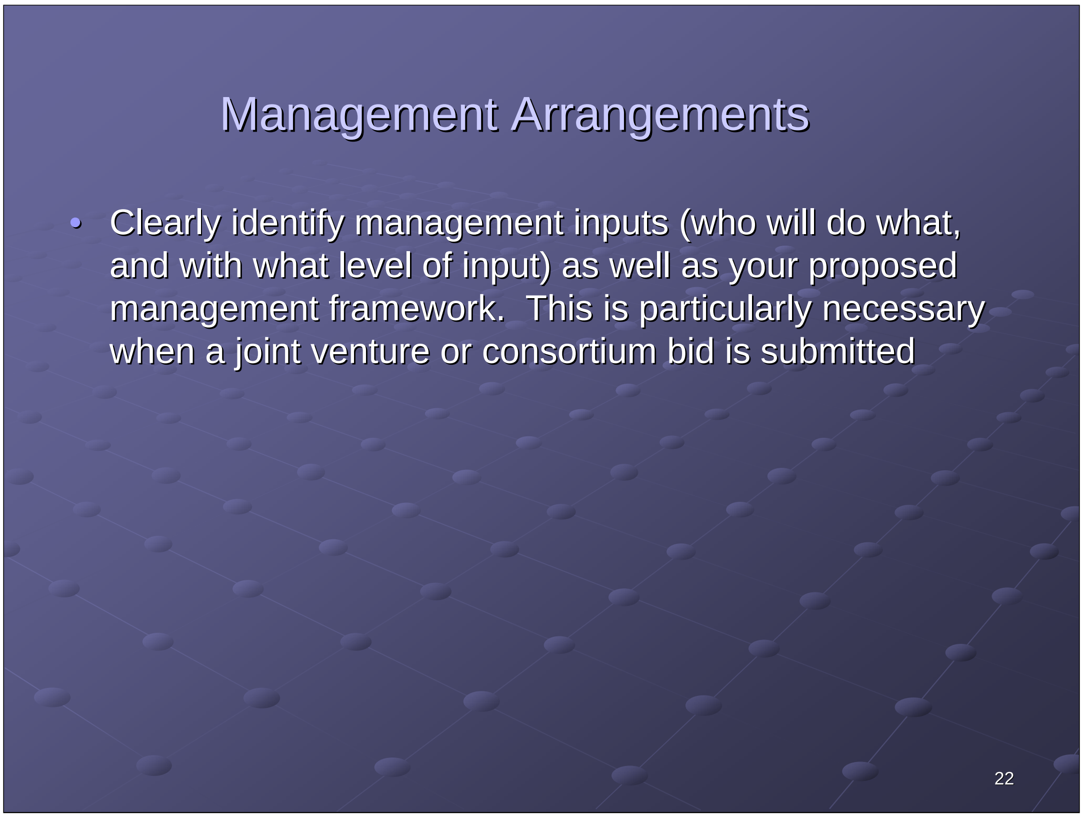
19

- After a tender process (whether successful or not), ask AusAID for a debrief
- Bidding is a highly competitive process and bidders should be prepared for a medium to long term view about doing business with AusAID rather than expecting to win vast amounts of work in the short term
- Liaise with Managing Contractors who have been awarded AusAID contracts before

20

Hints on Proposal Writing

- Directly address the selection criteria and substantiate your claims strongly
  - Note weightings attached to selection criteria, and ensure that the emphasis in your submission reflects the weightings on the selection criteria
- Read the documentation carefully to ensure your bid meets all requirements
- If you are unsure of something, ask questions. Contact details are supplied in each request for tender


Management Arrangements
• Clearly identify management inputs (who will do what, and with what level of input) as well as your proposed management framework. This is particularly necessary when a joint venture or consortium bid is submitted
22

Approach and Methodology

- Bidders need to demonstrate original thought and say what they bring to the project that contributes to success. Do not just repeat what AusAID has already provided in the tender document or the design document
- Bidders need to show that they understand what the activity is about
- Specifically identify project risks and how you propose to manage them

23

- If bidders are considering an alternative methodology they must submit a conforming bid in the first instance and include the alternative approach as a separate annex. Bidders must win the project on the conforming tender in the first instance before an alternative can be considered

24

Key Personnel

- Provide CVs for all Key Personnel nominated. The CVs should be focused towards skills required and clearly outline the duration and extent of the nominee's involvement in activities
- Provide referees who can comment on the nominee's experience and their claims against the selection criteria. AusAID can identify and contact referees of its choosing if it considers that it is not getting a complete picture

25

Pricing of Bids

- Prices submitted with bids must reflect the whole of life costs of undertaking the activity
- AusAID is not interested in proposals from bidders that do not adequately resource the task

26

Quality Control

- Check your bid before you submit it - an independent review to assist in editorial and logical consistency is recommended
- Don't make claims that cannot be substantiated
- Check that your bid is formatted according to the instructions in the RFT
- Leave enough time before the tender closing time to do your quality control

27

If invited to interview …

- Bidders may be invited to meet with the Technical Assessment Panel to make a brief presentation and/or for interview
  - The TAP process allows bidders to send an observer to the interview

- AusAID recommends the following:
  - Keep the presentation focused and within the allocated time limit
  - Ensure the team is fully informed about the proposal
  - Be prepared to respond to any questions about claims made in the proposal

28

- Ensure the presentation is engaging and relevant. Your presentation is one of several that the assessment panel will see
  - Elaborate on what is in your bid
  - There is no need to repeat or recap on your proposal
- Avoid complicated diagrams
- Let team members answer questions posed to them