



Date: 11 September 2009
attachments)

Pages: 3 (plus

Subject: Addendum 3 to the Cambodia Agricultural Value Chain Program
(CAVAC) Operational Contractor Request for Tender of 15 August 2009.

Tenderers are advised of the following:

Clarifications to the RFT

1. The closing date for the Tender is extended to Thursday 8 October 2009.
In Clause 1 (**Closing Time**), Section 1, Part 1 of the RFT delete the words "Thursday 1 October 2009" and replace with the words "Thursday 8 October 2009".
2. In Clause 1, Section 1, Part 1 of the RFT delete the paragraph **Last date for tenderer enquiries** and replace as follows:
"Last date for tenderer enquiries: 24 September 2009
(Clause 2.2, Part 5) Responses to tenderer enquiries will be issued no later than 1 October 2009."

Further information about the Services sought through the RFT

3. Implementation Guides for the Merit Based Incentive Scheme and Priority Mission Group Scheme are attached to this Addendum, and supplement other information provided with Addendum 2.

Questions raised by interested tenderers

4. **Question:** Has anyone been appointed to the positions outlined in Tender Schedule C Tables 4(a) and 4(b) of Part 1 of the RFT (pages 6-11 of Tender Schedule C as Attached to Addendum 2)? If yes, can AusAID provide bidders with the terms and conditions of the appointment?
Answer: No. No-one has been appointed to the positions., apart from the Deputy Team Leader who will be engaged in accordance with MBPI.
5. **Question:** Has AusAID or any CAVAC team member identified probable candidates for the positions outlined in Tender Schedule C Table 4(a) and 4(b) of Part 1 of the RFT? If yes, have terms and conditions of employment been agreed or discussed? If yes, can AusAID provide bidders with details of the terms and conditions?
Answer: No candidates have been identified for these positions (apart from the Deputy Team Leader).

6. **Question:** Would AusAID have any objection to tenderers starting recruitment prior to completion of the tender process provided it is not attributed to AusAID?

Answer: AusAID has no objection to recruitment for positions to be recruited under International Recruitment, noting that this is a commercial decision of tenderers. However, advertisements for these positions should not be identified with a Government of Australia or AusAID-funded program. With regard to positions recruited under National Recruitment, it is AusAID's strong preference that positions not be advertised until after the Tender process has been completed.

7. **Question:** Given that the Operational Contractor "is to collaborate with ACIAR to ensure that all national staff working on the program are contracted under similar terms and conditions" (p. 105 of the Program Design Document), can AusAID provide bidders with details of the terms and conditions of the national staff employed by ACIAR on CAVAC?

Answer: AusAID will provide the successful tenderer with details of the terms and conditions of the national staff employed by ACIAR on CAVAC prior to Contract signature.

8. **Question:** The Terms of Reference for the Monitoring and Evaluation position are quite detailed and specific. It is difficult to see how the inputs correlate with what is required by the position. Is there scope to increase the inputs if required?

Answer: There may be scope to adjust the inputs of CAVAC Program Personnel if required, provided there is no increase to the total budget for Program Personnel. However, tenderers should assume a two (2) month per year input for the Monitoring and Evaluation Manager.

9. **Question:** The Terms of Reference for the Monitoring and Evaluation position states that the position is based in Phnom Penh, but the inputs are nine (9) months in total (from January 2010-June 2014). Does this person need to be based in Phnom Penh or could they come from outside Cambodia to provide the nine (9) months of input?

Answer: The Monitoring and Evaluation Manager may be based either within or outside Cambodia when not providing these inputs, but must be based in Phnom Penh when providing the inputs.

10. **Question:** In the Team Leader's presentation on the slide (slide 10) that shows the structure of the team, there is a 'dotted box' that has the title ASSISTANT TEAM LEADER(s), yet in none of the tables provided in the RFT is there mention of these positions. Should bidders factor in the cost of recruiting these people at a later stage?

Answer: No. Bidders should not factor in the cost of recruiting these people at a later stage. The Team Leader may request that one or more of the existing Manager positions take on additional responsibilities as Assistant Team Leaders.

Attachments to this Addendum

Attachment 1 –

- Merit Based Performance Incentives Scheme Implementation Guide – June 2009
- Priority Mission Group Scheme Implementation Guide – June 2009

Attachment 2 – Pre-tender briefing presentation by ACIAR.

All other information as set out in the RFT dated 15 August 2009 remains unchanged.