



Date: 29 June 2009

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Subject: Addendum 2 to the Gender Equality Period Offer RFT of 23 May 2009

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Tenderers are advised of the following:

*Questions raised by interested tenderers*

1. Question: When a team is known as 'Specified Personnel' for the contract period, would there be opportunities to substitute an invited consultant for a particular service for AusAID for another team member with equal expertise?

Answer: In accordance with Clause 8 of Part 4, substitution of individual personnel may occur at AusAID's sole agreement. Please note, however, that if approved, this is then a permanent substitution and cannot be just for a particular service or request.

2. Question: Are non-Australian based companies or non-Australian citizens able to bid for all AusAID opportunities?

Answer: Yes. The Australian aid program is untied, so all companies/individuals are eligible to tender for this and all other AusAID activities

3. Question: I have been requested to be on more than one Contractor's proposed expert panel. Are there rules of exclusivity that apply or can I appear on both tenders?

Answer: In accordance with Clause 2.5 of Part 1 to the RFT, you cannot be on more than one tender per panel.

4. Question: Is there any indication as to the minimum or maximum time investment?

Answer: There is no minimum guarantee of work provided under either of these panels.

5. Question: Is it possible for a consortium led by the lead consultant to apply?

Answer: Should you submit a tender as a consortium, AusAID will only contract with the lead entity. Please note that this RFT is seeking the services of individuals to be on the panels.

6. Question: We are hoping to submit a proposal for each of these panels. I was wondering however if you could confirm that we can put the same consultants in for both panels?

Answer: Yes, in accordance with Clause 2.2 of Part 1, Tenders may nominate for either the Gender Equality Support Services Panel OR the Gender Equality Training Panel OR both Panels

7. Question: Ref RFT Part 1, Clause 5.5 Experience Data Sheets and Attachment 3, Part 1: What are the limitations or exclusions regarding the employment of the two 'Nominated Activity Referees' required? For example, is there a stipulation (as per RFT Part 1, Clause 5.6 (viii) CVs) that "Referees may not be employed by AusAID or by the Tenderer"? Are AusAID staff members, current or former Tenderer clients (whether business, other government departments or other donor agencies) all eligible as 'Nominated Activity Referees'?

Answer: The stipulation that referees may not be employed by AusAID applies equally to both CV referees and for Past Experience Forms. If, during the course of the evaluation process, it is determined that AusAID requires additional information from 3rd party referees, AusAID reserves the right to do so.

8. Question: Can an individual apply to serve on these panels?

Answer: Yes, individuals are welcome to apply for these panels.

9. Question: Can AusAID employees tender for this panel?

Answer: No. In accordance with Clause 16.1 of Part 3 current AusAID employees are precluded from tendering for AusAID projects

10. Question: What is meant by a one-step process for selection?

Answer: A one step process means that there is only one advertised business opportunity for participation in this procurement.

11. Question: Would you be able to advise if your Gender Equality Training Panel would be available to consult (including conduct training) for outside agencies?

Answer: For these two panels (for Gender Support Services and for the Gender Equality Training Group) the Period Offer Deed has been developed to allow for AusAID and other Departments and Agencies of the Commonwealth of Australia to utilise the Period Offer and request Services in accordance with the Deed.

In accordance with Clause 5.3 of Part 4, separate arrangements can be made between the Period Offer contractors and third parties.

12. Question: I would like to know whether it is acceptable to annex one or two short samples of my written work to the proposal?

Answer: No. For the technical proposal you can only submit the documents requested in Clause 5 of Part 1 of the Request for Tender.

13. Question: Part 4 – Schedule 5 – Clause 8.2 (page 44) indicates there should be 2 different cost rates; 1 for work conducted in Australia and 1 for work conducted overseas.

Part 1 – Attachment 4 (table 1C) asks for a weekly rate where “the weekly rate will apply to periods of work of five (5) continuous days in the country of residence or periods of work of seven (7) continuous days if working overseas”.

Are nominated individuals required to include an overseas weekly as well as a country of residence weekly rate and if so, where in table 1C of the Financial Proposal is this to be included?

Answer: Schedule 5 of Part 4 is provided as an indication of a standard Services Order template, and has not been adjusted specifically for this RFT. Tenderers are required to provide a single fee rate for hourly, daily and weekly regardless of where the Services are being provided. Table 1C must be completed in accordance with the format provided.

14. Question: What happens if I am nominated as a Specified Personnel on a tender from an organisation, and subsequently leave that organisation, will I be able to transfer my Period Offer services to another organisation or entity?

Answer: No. If you are nominated as part of an Organisation tender submission, the Tenderer is the Organisation, not the individual. If you choose to leave the organisation you may no longer be able to provide services under the Period Offer Deed, and the organisation may seek approval from AusAID to replace you in accordance with Clause 8 of Part 4.

15. Question: What annexes are required to be submitted?

Answer: There are no annexes required to be submitted. Please delete references to annexes at Clause 4.10 and Clause 5.1 (b) of Part 1.

All other information as set out in the RFT dated 23 May 2009 and Addendum 1 dated 28 May 2009 remains unchanged.