



Date: 25 August 2009 Pages: 4
Subject: Addendum 3 to the Governance Support Services Period Offer of 18 July 2009

Tenderers are advised of the following:

Clarifications to the RFT

1. On page 15, Tenderer Submission Checklist, the fifth item under the heading "Tender Schedule A" is amended to be consistent with Section 1, Part 1, Clause 5.2 so that top and bottom margins for the selection criteria responses and annexes must be no less than 3cm.
2. In Section 1, Part 1, Attachment 3, Financial Proposal, the heading in the final column of the table is replaced with "Financial Year 2013-14*".
3. In Section 1, Part 3, clause 1.1, the heading in the final column of the table is replaced with "Financial Year 2013-14*".

Questions raised by interested tenderers

4. **Question:** Section1, Part 1, clause 3.2 of the RFT notes that price information will be assessed by the TAP for all tenderers/personnel ranked as suitable following the technical evaluation, and that a complete value for money assessment will be undertaken on these. This is the most detailed information provided on how AusAID takes financial proposals into consideration. This being the case, could AusAID provide further detail on what factors it takes into account or formulas its uses when undertaking this "complete value for money assessment"?

Answer: The assessment is as outlined in Section1, Part 1, Clause 3.2 of the RFT. This is a value for money assessment. This assessment will be done based on the hourly rate information tendered.
5. **Question:** Our firm is preparing a response to the Dept of Broadband, Communications and the Digital Economy's RFT for Governance Services. Given AusAID's intention to piggy-back off this panel arrangement (see notice below), is it still necessary to submit a response to AusAID's RFT?

Answer: Yes. To be considered for AusAID's Governance Support Services Panel, you will need to lodge a response to AusAID's RFT dated 18 July 2009.

6. **Question:** I will be nominating for two categories in the governance tender. I am part of a consultancy but will be the only nominee. As I read the tender, I should submit two responses (one for each of the two categories). Each response should have a technical proposal and a financial proposal. I will submit electronically. In effect I will submit 4 separate files. I will send in one Tender in two separate files with 1 technical and 1 financial document. In a second Tender, two separate files with 1 technical and 1 financial document. Does that comply?

Answer: Yes.

7. **Question:** Section 1, Part 4, Personnel Matrix - A separate tender must be submitted for each individual, but also asks that organisations submit a personnel matrix covering all individuals it has nominated. Can AusAID please explain further how this works?

Answer: Please refer to the lead words in Attachments 4 and 5 of Section 1, Part 1. For Individuals, Tenderers are to write the name of the nominated personnel for this period offer deed in the name column and indicate a cross (x) underneath each selection category for which they are nominated. For organisations, Tenderers are to write the names of the nominated personnel for this period offer deed in the name column and indicate a cross (x) underneath each selection category for which they are nominated.

8. **Question:** Section 1, Part 3 - Basis of payment, clause 3.6 is blank. Can AusAID please confirm that there is no clause 3.6?

Answer: There is no clause 3.6.

9. **Question:** In Section 1, Part 1, clause 8, are Police Clearances required for all nominated personnel? Shouldn't police clearance only be required for those selected to be on the panel?

Answer: Section 1, Part 1, clause 8.1 provides, "The preferred Tenderer(s) must within 14 days of written notification from AusAID that it has been selected as preferred Tenderer, provide AusAID with originals of Police Clearance Certificates for all personnel nominated in their Tender".

10. **Question:** Section 1, Part 2 - Scope of Services - refers to Contractor Personnel. Is this the same as the Specified Personnel in Section 2, Part 5 of the Period Offer Deed?

Answer: Yes.

11. **Question:** The pro forma “Tenderer Declaration” at clause 3.1 states that, “The Tenderer tenders to provide personnel to perform the Services for the Tender Price set out in the Tender, which is submitted in a separate sealed envelope.” Since we are encouraged to lodge our tenders electronically, is it possible to provide an alternative form of words which recognises that a separate electronic file will be provided?

Answer: The words “which is submitted in a separate sealed envelope” are only applicable to hard copy tender lodgements.

12. **Question:** I am an individual wishing to tender for item F (anti corruption) only. I have in mind joining all the documents into a single file (i.e., declaration, schedule A & B, matrix, checklist etc). Is this ok?

Answer: A tender submitted in this format will be regarded as non-confirming as Section 1, Part 1, clause 4.6 requires the Technical Proposal to be in one separate electronic file and the Financial Proposal to be in one separate electronic file.

13. **Question:** Is it possible for Ms X to be a referee on the CV for Ms Y who is submitting a tender for this Period Offer in Selection Category (A) if Ms X will also be submitting a tender for the same Period Offer but in Selection Category (B) (i.e., they will not be directly competing in the same Selection Category)?

Answer: Yes, provided, in accordance with Section 1, Part 1, clause 5.8(a)(viii), the referee is not employed by the Tenderer where the Tenderer is an Organisation.

14. **Question:** Is it possible for us to submit our financial proposal (for fees only) in GBP?

Answer: No. Section 1, Part 1, clause 6.3(g) requires the Financial Proposal to be expressed in Australian dollars.

15. **Question:** From the RFT Part 1, Section 5, in clause 5.4, it states that the response to the general selection criteria must not exceed 4 pages. Could you please confirm if this is 4 pages for the whole team together or 4 pages per individual?

Answer: In accordance with clause 5.3(d)(i), each Technical Proposal must contain the nominated person’s response to the General Selection Criterion (maximum four (4) pages).

16. **Question:** In the Tenderer Declaration, you request an ABN or ACN. I understand that these are related to Australian Tax and business law. Do you require our organisation, registered in the UK, to supply equivalent authentication?

Answer: Yes. In your organisation's case, a UK company number (or equivalent) would be required. Organisations from countries other than Australia need to include their relevant registration number (if any).

All other information as set out in the RFT dated 18 July 2009 remains unchanged.