



Date: 7 August 2009 Pages: 6
Subject: Addendum 1 to the Governance Support Services Period Offer of 18 July 2009

Tenderers are advised of the following:

Clarifications to the RFT

1. On page 8, Clause 5.6(b) is clarified to read, "The response to the Category Specific Criteria must not exceed one (1) page per sub-criterion".
2. On page 15, Attachment 1 – Tenderer Submission Checklist, the Tenderer Submission Checklist is amended at the second item under the heading "Tenderers Declaration" to read, "For electronic lodgement, has one (1) electronic copy of the Tenderer's Declaration been submitted as part of the Technical proposal?"
3. On page 16, Attachment 1 – Tenderer Submission Checklist, the Tenderer Submission Checklist is amended at the eleventh item under the heading "Tender Schedule A" to read as follows:

"Has at least one (1) referee been nominated on the CV and has it been confirmed that they are not:

(a) an employee of, or the holder of a current executive office (or similar position) within the organisation of, or do not have a business in association with the Tenderer or a subsidiary of the Tenderer;

(b) included in the Tender as proposed team members; or

(c) AusAID employees?"
4. The following words are added to the end of clause 2.6, Part 1, "A specified personnel can only be a specified personnel in two tenders in respect of this period offer overall. If a specified personnel appears in more than two tenders in respect of this period offer overall, tenders containing that specified personnel will be regarded as non-conforming."

5. The following words are added to the end of clause 2.4, Part 1, "An individual may be the specified personnel by two different organisations. However, that nomination cannot be in respect of the same selection category."

Questions raised by interested tenderers

6. **Question:** Is public sector procurement an area of specialisation that is sought under this tender?

Answer: No. Refer to clause 2.3 of Part 1.

7. **Question:** Would it be acceptable for an organisation to submit twenty (20) separate tenders for ten (10) people each responding to two (2) separate selection categories? Would all twenty (20) separate tender documents have to relaying the information outlined in clause 5.3 of Part 1?

Answer: Yes and Yes.

8. **Question:** Can you please tell me where I can find the tender documents?

Answer: You can download the request for tender documents from AusTender. The AusTender website is free to register and can be accessed at the following website: www.tenders.gov.au. It is also free to download the tender document. The AusTender website will provide you with all the information you require about how to submit a tender for this panel. You can also register on this website to be informed of all future tenders from AusAID.

9. **Question:** Can I just submit an Expression of Interest to be considered for this panel?

Answer: No. Clause 2.7 states, "Pursuant to clause 2.4 and 2.5, Individuals and organisations must submit separate Tenders for each person and Selection Category".

10. **Question:** I am wondering if there are any eligibility restrictions to be considered for this panel?

Answer: There are no eligibility restrictions for the RFT as the Australian aid program is untied.

11. **Question:** Is it possible for our organisation to apply to become one of the panel members and then put up a range of experts that would be involved in the delivery depending on the focus of the training?

Answer: No. An organisation must nominate a specified person in its Tender.

12. **Question:** Is it theoretically possible for an organisation to submit a total of twenty tenders for this RFT?

Answer: Yes. In accordance with clause 2.4 of Part 1, your organisation could submit a maximum of twenty separate tenders for ten people each responding to 2 separate selection categories, with a maximum of 4 people from your organisation being nominated for any one Selection Category.

13. **Question:** Is it correct that you are inviting governance experts to apply as individuals to be members of the panel and then make themselves available on a call down basis over the next three years?

Answer: Yes, although organisations can also apply and nominate a specified person.

14. **Question:** General Selection Criteria (clause 5.5(i), Part 1) refers to previous experience with AusAID. Would this include experience providing services to AusAID in reviewing AusAID policies, developing guides for AusAID and providing training to AusAID staff in Canberra and overseas?

Answer: Yes.

15. **Question:** AusTender only has 5 windows through which tenders can be uploaded on its page. However, this does not conform to the option for organisations to submit up to 10 separate tenders in accordance with clause 2.4 of the RFT.

Answer: There are only 5 windows through which you can upload tenders on to AusTender. If you intend to submit more than 5 tenders, you will need to submit the first 5, log out and then log back in. You will then be able to submit another 5 tenders. This process will have to be repeated until all of your organisation's tenders have been submitted.

16. **Question:** Will the identified personnel be required to deliver the services under the Period Offer, or will it be possible to replace them with other personnel when necessary and/or appropriate (as noted in ITT Section 2, Part 5, Clause 9.1) and when we are able to examine the specific Task Order issued under the Period Offer are we able to propose a better qualified expert to undertake the work and therefore improve our service delivery to AusAID?

Answer: In accordance with Section 2, Part 5, clause 9.1, subject to AusAID's approval, it may be possible to replace the specified personnel. However, it will not be possible for your organisation to propose a better qualified expert as a result of AusAID's needs in a specific Services Order. It is noted that Tenderers (both individuals and organisations) may not be always able to guarantee the availability of identified personnel through out the duration of the three year contract. However, that panel member will not be used for that Services Order if they are unavailable at the time AusAID requires.

17. **Question:** Can an organisation nominate associate consultants as well as permanent staff?

Answer: The staffing arrangement that your organisation has with its nominated personnel is a matter for your organisation.

18. **Question:** How is it possible to find out which organisations have tendered and/or who has been successful?

Answer: Names of the Individuals and organisations who have been successful will be published on the AusAID website at www.ausaid.gov.au

19. **Question:** How is the Personnel Matrix to be completed by an organisation?

Answer: The Personnel Matrix is to be completed in respect of the organisation overall and will need to be attached to each individual tender document submitted by that organisation. This will be exactly the same for each tender your organisation submits.

20. **Question:** Can you please confirm that the page limits for the Category Specific Selection Criteria are:

1. Public Sector Management – 5 pages
2. Public Financial Management – 3 pages
3. Law and Justice – 3 pages
4. Political Governance – 4 pages
5. Civil Society – 4 pages
6. Anti-corruption – 2 pages

Answer: Yes.

21. **Question:** Can you please confirm that the following mock scenario is correct. In the mock scenario, our organisation proposes to nominate two consultants and one of them will be nominated for two selection categories. As we understand, our organisation will be required submit a total of 3 tender responses of which each will involve two separate parts - technical proposal and financial proposal. So in total 6 separate documents

Submission 1, Part A - Technical Proposal

Mr X, Selection Category A

- Technical Proposal Cover letter
- Tender Declaration
- Submission Checklist
- Personnel Matrix including information on all our organisation's nominated consultants
- Response to General Selection Criteria
- Response to Selection Category A Criteria
- CV

Submission 1, Part B - Financial Proposal

Mr X , Selection Category A

- Financial Proposal Cover letter
- Financial Proposal

Submission 2, Part A - Technical Proposal

Mr X, Selection Category B

- Technical Proposal Cover letter
- Tender Declaration
- Submission Checklist
- Personnel Matrix including information on all our organisation's nominated consultants
- Response to General Selection Criteria
- Response to Selection Category B Criteria
- CV

Submission 2, Part B - Financial Proposal

Mr X, Selection Category B

- Financial Proposal Cover letter
- Financial Proposal

Submission 3, Part A - Technical Proposal**Mr Y, Selection Category D**

- Technical Proposal Cover letter
- Tender Declaration
- Submission Checklist
- Personnel Matrix including information on all our organisation's nominated consultants
- Response to General Selection Criteria
- Response to Selection Category D Criteria
- CV

Submission 3, Part B - Financial Proposal**Mr Y, Selection Category D**

- Financial Proposal Cover letter
- Financial Proposal

Answer: Yes, this mock scenario is correct provided the cover letters do not include any additional information.

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