Australian Government
AusAID

ADDENDUM 1

Date: 19 March 2010 Pages: 6

Subject: Addendum 1 to the Mama Graon – Vanuatu Land Program Request For Tender of 20 February 2010

Tenderers are advised of the following:

Questions raised by interested tenderers at the pre-tender briefing in the Chief's Nakamal in Port Vila held on 11 March 2010.

1. **Question**: Is the Inception Plan (Annex 3) to cover 3 months or 9 months?

   Answer: 9 months to 31 March 2011.

2. **Question**: Please advise which (if any) of the Specified Personnel are identified as working with children, and will therefore require Police Clearance Certificates as per RFT Part 1, clause 7.6 and Part 5, clause 19.2.

   Answer: No personnel are expected to be working with children at this stage.

3. **Question**: The Fixed Management fee is linked to undefined milestones which are to be determined as part of each Annual Plan. This causes uncertainty and risk for the tenderer who could have to carry overhead costs for an extended period of time. Is it possible to link a portion of the FMF (say 30%) to these variable milestones but fix the rest to quarterly payments based on the submission of the Six Monthly Progress Reports, and a Quarterly Report?

   Answer: No.

4. **Question**: We note that tenderers are required to provide costs for the LTTA – National Staff prior to recruiting advisers for these positions. There is a risk that the staff recruited will be more or less expensive than our bid estimate. Would AusAID consider making these LTTA a reimbursable item with a specified upper limit, similar to the STTA positions? This would reduce the risk to AusAID that the contractor overestimates these costs.

   Answer: Costs provided should be associated with the role not the person.

5. **Question**: We note that tender enquiries can be made up till 31 March 2010. Is it possible to make this date earlier? If we do not receive tender responses till early April this does not give us much time to adjust our proposals.

   Answer: AusAID will check the mail box daily and publish addendum weekly until the final date for publishing addendum on 6 April 2010.

6. **Question**: Is there a page limit on the Inception Plan or Work Plan?

   Answer: The Inception Plan should be presented on A4 and be up to 10 pages. The Work Plan should be presented on one (1) sheet of A3 paper.

7. **Question**: There are 9 vehicles to be procured under the project. Can you advise if these should be 4x4 or 2 wheel drive? Can they be second hand vehicles or must they be new?

   Answer: New vehicles are preferred by Government of Vanuatu (GoV). 4WD will be necessary if vehicles are intended for rural use, but urban-based vehicles will be 2WD.

8. **Question:** The RFT refers to 4 sub-components under Objective B-1 however the ADD only details 3 sub-components. Is the legislative review to be included as part of this project?

   Answer: There should be 3 sub-components under Objective B-1. The legislative review mentioned in the RFT document is not part of the Objective B-1. The review is however being undertaken as a separate project, and draft findings of this review are currently with the GoV for their comment. It is NZAID and the GoV's expectation that the findings of this review and any amendments to the Customary Land Tribunal Act to be used to inform the three sub-components under Objective B-1 once the Mama Graon programme commences.

9. **Question**: The cost table for LTTA International only includes the cost for the Program Director. Do we also need to include a cost for other long term position? i.e. Indigenous Land Specialist or Participatory Land Governance Adviser?

   Answer: Only the Program Director needs to be nominated, however budgeting for all long term positions should be factored into the bid.

10. **Question**: Will there be only one reporting and monitoring mechanism for both AusAID and NZAID.

    Answer: Yes.

11. **Question**: What is the current status of the Land Sector Framework – has it been formally accepted by Gov as a policy document

    Answer: Yes, it was endorsed as a policy document in August 2009.

12. **Question**: Can a local consulting firm submit a tender for a single specific program under Section 3 of the RFT document?

    Answer: No. A tender addressing only one part of the RFT requirement would be non-conforming.

13. **Question**: Can AusAID provide the list of companies who attended the briefing.

    Answer: This information cannot be published as it is considered commercial in confidence and disclosure of information falls under the privacy Act.

14. **Question**: All the long term position descriptions are not included, are the tenderers supposed to define what they are to do, was this the intention?

    Answer: Tenderers are only expected to nominate the specified personnel (i.e. Program Director and GIS Specialist), however we expect costs to be factored in for all other positions. We expect that partners will be involved in the selection of most positions, but this will be subject to their advice once implementation begins. Additional position descriptions will be developed in collaboration with partners once implementation has commenced.

15. **Question**: What is the total program budget in AUD?

    Answer: The AusAID Annual Procurement Plan sets out the indicative value of the activity as $8 – 9M over 4-5 years.

16. **Question**: Should the costs of Contractor's recruitment personnel time be included in the LTTA National monthly rate as a recruitment cost (as per RFT Part 4, clause 3.4 b) or as a high level management and support cost in the management fee (as per RFT Part 4, clause 6.2 b)?

    Answer: Recruitment personnel time should be included in the LTTA costs, see clause 3.4 Part 4 of the RFT.

17. **Question**: RFT Part 4, clause 6.2 (a) requires that the management fee includes "Program office set up and management costs including utilities such as telephone, IT services, water, power and sewerage where these are not provided by the Government of Vanuatu for: (i) Program head office; and (ii) Program offices (if any) required outside the head office such as in other locations in Port Vila and in the provinces;" Can AusAID please advise what exactly will be provided by the GoV so that an accurate costing can be made for additional office space, utilities, etc. required.

    Answer: As per the Tripartite Agreement between the governments of Vanuatu, Australia and New Zealand, the Vanuatu Government (Part C, 17f and 17g) has agreed to:
    a) Provide head office space within the Ministry of Lands including the costs of utilities (water and electricity) for the duration of the program. This office may also serve as an initial space for the Land Sector Framework Coordination Unit;
    b) Collaborate with the Malvatumauri Office to ensure space is provided for a National Kastom Land Office, including the costs of utilities (water and electricity).

18. **Question**: Where do we nominate the costs of maintenance, insurance, registration and any required cartage (eg. to province and island locations) of the 9 vehicles?

    Answer: Table 3: Procurement A - Vehicle

19. **Question**: RFT Part 4, Table D-1 Table of Procurements (for Part B) includes allowances for the following domestic travel costs: Sub Component 1.1: 12 trips, total AUD20,000 and Sub Component 1.3: 18 trips, total AUD15,000 (6 trips per annum). RFT Part 4, clause 4.5 (B) also states that STTA costs are inclusive of "International travel and allowances and Program travel and allowances in Vanuatu as per guidance specified at Clause 5.4 below;".

    a) Please confirm that AUD35,000 is the total amount allocated for provincial travel for all 28 LTTA staff for 3 years.

    b) As the Part B Procurement schedule only refers to 3 years project duration, please advise how provincial travel occurring in the additional 2 years of the project will be funded.

    Answer a) AUD35,000 in the referenced section is for Part B (New Zealand) STTAs and LTTAs. Part B has only 5 LTTAs and these are listed in Part 3 of RFT (page 53).

    b) The New Zealand program (Part B) is for 3 years only, largely because designers thought that this was the time needed to complete implementation. However, this would be subject to the findings of a review towards the end of Year 3. This review will inform whether there's a need for a further phase.

20. **Question**: As per RFT Part 4, clause 3.4 d, LTTA International costs are inclusive of "all mobilisation/demobilisation costs, that is costs incurred at the time of Specified Personnel mobilisation and demobilisation including any necessary, briefings, medical clearances and inoculations, uplift of effects, storage, and passport and visa costs;".

    a) Please confirm that mobilisation and demobilisation airfares for LTTA International personnel are to be included in the monthly fee rates in Table 1, not in Table 5.

    b) Please advise how Tenderer's should cost for potential mobilisation/demobilisation expenses for LTTA National personnel, given it is unknown at this time where staff will be mobilising from.

    Answer: (a) Mobilisation and demobilisation airfares for LTTA International personnel are to be included in the monthly fee rates in Table 1.

    (b) It is suggested to budget only for a return airfare for mobilisation and demobilisation expenses for national LTTA personnel. Up to AUD500 per return airfare is reasonable for domestic travel.

21. **Question**: RFT Part 4, clause 5.3 states: "The items listed in Clause 5.4 below for Long Term Technical Assistance Program related international travel will be reimbursed on a quarterly basis."

    a) If mobilisation/demobilisation flights, housing allowance/accommodation, and annual leave travel is included in the LTTA International monthly fee rate and there is a AUD210,000 allowance for International Study Tours and a AUD105,000 allowance for Regional Study Tours allocated in Part A Procurements, please advise what additional program related travel should be costed in Table 5.

b) Please advise whether the 'Break-up cost' column in Table 5 should be sub-totals for each category or a per trip unit cost.

Answer: (a) Table 5 should include additional program related international travel for LTTA personnel (whether nationally or internationally recruited) for relevant activities such as training, regional conferences/workshops, etc. It is expected that study tour costs relate to partner government/Malvatumauri nominated personnel and not to program staff.

(b) The ‘break-up cost’ column should provide per trip unit costs.

22. **Question**: RFT Part 3, clause 6.2 regarding Provincial Kastom Officers states: "The Contractor is to fund all office refurbishment, capital, and operating costs including: (a) Office furniture; (b) Office machines eg photocopier; and (c) Telephone and internet services and equipment.″ Please confirm that Tenderer's are not required to cost these in the financial proposal and that the contract will be amended to cover these costs as determined following a scoping mission during project inception.

    Answer: Total Management Fee, Part 4, Clause 6 please refer to clause 8.11 Part 1 and Table 6 Clause 8.12 ”Summary of project costs”.

23. **Question**: On Page 7 para 6.3 of RFT Part 1 we are asked to provide cvs of HQ based key staff.....At a minimum the CVs for senior management person and personnel responsible for recruitment of project staff. We know that the format of CVs for specified personnel (page 11 RFT part 1) will be 5 pages and comply with requirements of the RFT part 5 page 110 sections 7.16 to 7.21 inclusive. Can we confirm that for the HQ staff that we follow the CV requirements sections 7.16 to 7.17 inclusive and that we do not need to include referees for them as they have already gone through an exhaustive recruitment process to be appointed as our permanent staff?

    Answer: As set out in Clause 6.3 Part 1, AusAID requires CVs, including referees for HQ Staff.

24. **Question**: Can we assume that we only need to include the referee details for the 5 specified personnel in the table requested in section 7 (RFT Part 1) page 10 and 11 and not repeat the information on each individual CV as suggested in Annex C of RFT Part 5 page 126.

    Answer: CVs are required for all nominated long term staff.

****

Additional Requirement

Tenderers are required to complete the following table and submit as Table 7 in Tender Schedule C.

Table 7: Escalators:

Escalator Factor	2012	2013	2014	2015
%	*Specify*	*Specify*	*Specify*	*Specify*

Any escalators, foreign exchange rate variations, or other price risks, must be built into the fixed price proposal but separately disclosed as a **single escalator factor**. AusAID will not consider any "across the board" escalators subsequently applied to any rates or Project costs.

Attachments to this Addendum

- Tender Briefing Presentation – Department of Lands, Government of Vanuatu
- Tender Briefing Presentation –Malvatumauri
- Tender Briefing Presentation –Vanuatu Cultural Centre (In Bislama and English)
- Tender Briefing Presentation – AusAID Australian High Commission Port Vila
- Tender Briefing Presentation – NZAID, Port Vila
- Tender Briefing Presentation – AusAID Procurement and Agreement Services
- Hints for New Players - AusAID Procurement and Agreement Services.

All other information as set out in the RFT dated 20 February 2010 remains unchanged.