



Date: 24 March 2010

Pages: 4

Subject: Addendum 2 to the **Philippines-Australia Human Resource and Organisational Development Facility** Request for Tender of 20 February 2010.

Tenderers are advised of the following:

Amendments to the RFT:

1. In Table 2 of Tender Schedule C – Fixed Management Fee (Part 1 of the RFT, page 13) in the third line, delete the words “All management and support costs for Facility Personnel” and replace with the words: “All management and support costs for Facility and Administrative Personnel.”

Questions raised by interested Tenderers:

2. **Question:** Who will be the Chair of the Technical Assessment Panel (TAP) for the Philippines Australia Human Resource and Organisational Development Facility (the Facility)?
Answer: An Officer from AusAID Canberra. Tenderers should note that the TAP Chair and TAP Secretary are not voting members of the TAP.
3. **Question:** How will the location of the Contractor's regional office be decided?
Answer: Tenderers are referred to Clause 6.4, Part 3 of the RFT. The location of the field office for the current Program (Philippines Australia Human Resource Development Facility) is Davao City because of the current country strategy's emphasis on Mindanao. However, it is not yet clear whether there will be any regional focus in the new country strategy being developed. The actual location will be dependent on where the concentration of Facility support will be. The location of the regional office will be a matter for contract negotiation.
4. **Question:** Is the existing Facility a continuation of the current Facility?
Answer: No, the Philippines Australia Human Resource and Organisational Development Facility goals and objectives extend the goal and objectives of the Philippines Australia Human Resource Facility. Tenderers are referred to Paragraph 1.5 Goal and Objectives, page ix of the Program Design Document and to the Background contained in Paragraph 1.1 of the Program Design Document.

5. **Question:** In Table 2 – Fixed Management Fee in Tender Schedule C, Part 1 of the RFT, does the reference to “All management and support costs for Facility Personnel” include locally-engaged support staff?
Answer: Tenderers are referred to Clause 7.3 in Part 3 of the RFT (Draft Scope of Services) and to Clause 7 (Tender Schedule C – Financial Proposal) in Part 1 of the RFT which sets out the information to be included by tenderers in their Financial Proposal. Tenderers are required to list their assumptions in the Financial Proposal and are encouraged to elaborate on the details in their technical proposals.
6. **Question:** In Table 2B – All Other Costs not specifically identified as Reimbursable Costs, Part 1 of the RFT requests tenderers to provide any additional Program Administration and Equipment costs associated with delivering the Services set out in Part 3 of the RFT. Annex 3 –Reimbursable Administration, Equipment and Operational Cost in Part 4 of the RFT does not list any costs associated with administration staff. The Program Design Document (page xi) notes that “The Managing Contractor will have approximately 12-14 professional staff as well as a number of administrative staff and short term consultants”. Could AusAID please confirm if the cost of administrative staff will be reimbursable and in addition to all Specified Personnel Costs?
Answer: Tenderers are referred to Clause 7.3(c) and Clause 7.8 in Part 1 of the RFT and Clause 3.2(a) and Clause 7 in Part 4 of the RFT. The cost of administrative staff is not listed as a reimbursable item in Annex 3 of Part 4 as the cost of administrative staff should be included in the Fixed Management Fee. Tenderers are able to include costs for administrative staff in their Fixed Management Fee in any appropriate category of costs listed in Table 2 of Tender Schedule C. Note that tenderers should list their assumptions in calculating the Fixed Management Fee and provide sufficient detail in their technical proposals.
7. **Question:** In the Program Design Document (Paragraph 1.7 Recommended Delivery Modality, page x) there is a statement that “the Facility modality offers the opportunity to have a centre of excellence and focal service point for HR/OD issues”. Does this conflict with the statements made on common branding of scholarships under the Australia Awards?
Answer: There is no conflict between the two statements, since the “centre of excellence” in the Program Design Document refers to the Facility being a centre of Human Resource and Organisational Development best practice as learned via implementation. The statement does not refer to Australian scholarships. Tenderers should note that the Program Design Document for the Philippines-Australia Human Resource and Organisational Development Facility was completed prior to the announcement of the Australia Awards initiative in November 2009. The Guidelines relating to the Australia Awards are being developed and updates will be provided to the successful tenderer.

8. **Question:** Will the successful tenderer be able to seek guidance on the implementation of the new Program from AusAID's Organisational Development specialist?
Answer: Tenderers are referred to Clause 6, Part 1 of the RFT. The successful tenderer for the Facility, as managing contractor will have its own Organisational Development Adviser as part of the Specified Personnel. It is the role of AusAID's Organisational Development specialist to review the outputs of the Managing Contractor for the Facility. The AusAID Organisational Development specialist is a part-time position and the specialist is not expected to engage significantly with the Managing Contractor.
9. **Question:** The Terms of Reference for the position of Facility Director (Annex C, Part 3 of the RFT) include a "working knowledge of Filipino" under the heading Qualifications and Experience. Please explain what this means.
Answer: Tenderers should be able to substantiate any claim that the proposed Facility Director has a working knowledge of the Filipino language (for example via qualifications, being a native speaker or having sufficient in-country experience). Tenderers should note that a "working knowledge of Filipino" is a desirable but not essential requirement for the position. AusAID is unable to comment on what members of the TAP will be seeking. It will be a matter for the TAP members to determine if they agree with the tenderer's claim that the proposed Facility Director has a working knowledge of Filipino.
10. **Question:** When the Tender closing date was set for 7 April 2010, was consideration given to the fact that it falls after the Easter holiday? Can AusAID consider moving the Tender close date to a later date?
Answer: AusAID does not agree to move the date set for the close of the Tender.
11. **Question:** Will questions that have been asked prior to the pre-tender Briefing also be answered as part of the Addendum to the RFT?
Answer: Yes. All questions sent to the contact address prior to 24 March 2010 will be answered by AusAID via an Addendum.
12. **Question:** Does AusAID have an indication of probable dates for interview of the proposed Contractor Representative and Facility Director and where will interviews be held?
Answer: Tenderers are referred to Clause 4.3, Part 1 of the RFT. As indicated at the pre-tender Briefing in Manila on Wednesday 17 March 2010, any interviews of tenderers that are conducted will be held in Canberra. At this stage, it is anticipated that the TAP meeting will be held in mid-late May 2010.

Attachments to the RFT

1. Pre-tender Briefing presentation by AusAID;
2. Pre-tender Briefing by Probity Adviser;

All other information as set out in the RFT dated 20 February 2010 and Addendum 1 of 1 March 2010, remains unchanged.