

AusAID Philippines- Australia Human Resource and Organisational Development Facility Tender Briefing

Manila, 17 March 2010

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Structure of the RFT

Section 1

- Part 1 – Project Specific Tender Conditions
- Part 2 - Project Specific Contract Conditions
 - Becomes Part A of the Contract
- Part 3 - Draft Scope of Services
 - Becomes Schedule 1 of the Contract
- Part 4 - Draft Basis of Payment
 - Becomes Schedule 2 of the Contract

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Section 2

- Part 5 - Standard Tender Conditions
 - -containing Tenderer Declaration at Annex B to be submitted with proposals.
- Part 6 - Standard Contract Conditions
 - Becomes Part B of the Contract

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- Tender Endorsement
 - Tender for the Philippines-Australia Human Resource and Organisational Development Facility.
- Tender close
 - 2.00 pm, Wednesday, 7 April 2010.
- Mode of submission
 - Electronically, via AusTender at <http://tenders.gov.au>
 - Hard copy
 - Tender Box
 - Ground Floor, AusAID House
 - 255 London Circuit
 - Canberra ACT 2601

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Electronic Lodgement before Tender Closing Time

- PDF (note file size limit)
- Tenderer Declaration
- Tender Schedule A – Technical Proposal
- Tender Schedule B – Specified Personnel
 - Core Personnel
 - Other Nominated Personnel
- Tender Schedule C - Financial Proposal
- Tender Schedule D - Financial Information
- Terms and conditions relating to the use of Austender are at Part 5, Annex D of the RFT and on the Austender website: <https://www.tenders.gov.au>
- Submissions received by e-mail will be rejected.

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Hard copy before Tender Closing Time

- One Original
 - Tenderer Declaration
 - Technical Proposal (Tender Schedules A and B)
 - Financial Proposal (Tender Schedule C)
- One Original
 - Financial Assessment (Tender Schedule D)
- One CD containing all files as for electronic lodgement.

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Further Information

- **Read all documentation carefully.**
 - Tenderers are encouraged to familiarise themselves with the:
 - AusAID Contracts Charter
<http://www.aisaid.gov.au/business/pdf/charter.pdf>
 - Commonwealth Procurement Guidelines
<http://www.finance.gov.au/publications/fmg-series/procurement-guidelines/index.html>
 - Commonwealth Grants Guidelines
<http://www.finance.gov.au/publications/fmg-series/23-commonwealth-grant-guidelines.html>
- These documents set out the responsibilities of AusAID and the Tenderer.

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Questions on the RFT or the Program

- Must be submitted in writing to:
HRODF@ausaid.gov.au or
fax +612 6206 4885
- Can be submitted anytime prior to close of business (AEST) Wednesday, 24 March 2010.
- Will be answered by issuing an addendum via AusTender before close of business Wednesday 31 March 2010.

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Tender Assessment

- Eligibility – this Tender is untied, meaning there are no restrictions on eligibility to bid.
- Conformity (see Annex C in Part 5)
 - AusAID may seek clarification, but a non-conforming tender will be rejected.
- Assessment and scoring against the Selection Criteria set out in Clause 5 of Part 1 of the RFT.
- Like-for-like financial assessment of proposals assessed as technically suitable.
- Overall score determines the preferred Tenderer.

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Assessment

- Technical assessment = 80% of total score.
- Technical Assessment Panel (TAP) consists of 2-5 voting members (including AusAID staff and external independent consultants).
- TAP members assess and score all bids against the Selection Criteria. Initial scores will indicate which tenderers are assessed as technically suitable and may be invited to interview.
- TAP meeting in Canberra, including interviews. Technical scores may be adjusted, based on interview.
- Financial scores calculated.
- Final scores calculated.

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Assessment Process:

- Check bids for conformity with tender requirements
- Distribute bids to TAP members
- Assess bids against Selection Criteria
- Interview
- Finalise technical scores
- Conduct like for like assessment
- Confirm financial capacity
- Make recommendation to delegate
- Negotiate contract with successful tenderer
- Notify unsuccessful bidders
- Distribute debriefs

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Part 1-Tender Schedule A: Technical Proposal

- Response to Selection Criteria - (max12)
- Annex 1 – Past Experience Form - (max 5)
- Annex 2 – Mobilisation Plan
- Annex 3 – Team Member inputs
- Annex 4 – Risk Management Plan (max 24)
- Annex 5 - Letters of Association and details of proposed sub-contractors
- Annex 6– Commonwealth Government Policies Compliance

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Part 1 - Tender Schedule B: Specified Personnel

- Table of proposed team members:
 - Facility Director
 - Deputy Facility Director
 - Organisational Development Adviser
 - Human Resource Development Adviser
 - Monitoring and Evaluation Manager
- Skills matrix
- CVs for each proposed team member.

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Part 1 - Tender Schedule C: Financial Proposal

- Table 1 – Like-for-Like Assessment
 - Summary of tenderer's financial proposal for the period July 2010 to 30 June 2015
- Table 2 – Profit and Management Fees
- Table 2A – Additional Personnel Costs
- Table 2B – Other Program Administration and Equipment Costs.

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Tender Schedule D: Financial Assessment

- Two options – see Part 1, Clause 8.
- AusAID may contact the nominated company accountant to obtain further information if required.
- Financial information is treated as commercial-in-confidence by AusAID. Distribution is limited to AusAID's Procurement area and the firm contracted to report on the tenderer's financial capacity to implement the contract.

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Feedback on Tenders

- Written debriefs will be available to all tenderers on request, after completion of contract negotiations with the preferred tenderer.
- Debriefs include scores and ranking against the selection criteria.

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Important Dates

24 March	● Final date for questions to AusAID on RFT (14 days before tender close)
31 March	● Final date for AusAID to issue addenda/respond to tenderer questions (7 days before tender close)
7 April	● RFT closing date
Up to 2 days in late May	● TAP meeting and interviews
July	● If delegate approves TAP recommendation, negotiate contract
August	● Contractor mobilisation

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