



## **Addendum Number 2 – RFT 34-2009**

Supplementary Capacity Building Service Panel

Issue Date: 2 December 2009

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This Addendum Number 1 to **RFT 34- 2009** is issued in accordance with **clause 1.6.2** of the RFT and incorporates the following questions raised by potential tenderers and the AFP's answers.

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## Questions Raised

| Number | Question                                                                                                                                                                                          | AFP Response                                                                                                                                                                                                                                                                                                                      |
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| 1      | <p>Reference the RFT, <b>Annexure B, Tender Schedule I – Financial Proposal Format</b>.</p> <p>Is it permissible to express the management fees per adviser as, fee per Day, Week and Months?</p> | <p>The RFT, <b>Annexure B, Tender Schedule I – Financial Proposal Format</b>, does not specify a specific formula or format for the provision of the Consultancy Rate and Management Fee information.</p> <p>Tenderers must decide how best to submit their fee for service information, recommending their preferred option.</p> |

| Number | Question                                                                                                                                                                                                                                                                                                                                                         | AFP Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 2      | <p>Could you clarify whether in the two CVs additional to that of the Contract Manager, AFP wants to see evidence of the administrative/ management capacity of the Tenderer to deliver "one-stop shop services", i.e. sourcing, deploying, and managing :or the Tenderer's technical capacity in the professional services that may be required by the AFP.</p> | <p>The RFT states in <b>Annexure B, Tender Schedule B – Key Personnel</b>;</p> <p><i>"The Tenderer is requested to provide signed curriculum vitae (CV) for the nominated Contract Manager to fill the role as required in <b>clause 3.4</b>. Tenderers may choose to provide a CV for up to an additional two key personnel who would be involved in the delivery of the services. Where this option is adopted, <u>provide a very brief description of their position and respective role in the delivery of the services</u>".</i></p> <p>The RFT states in <b>Annexure B, Tender Schedule C – Demonstrated Experience</b>;</p> <p><i>"Demonstrated experience in providing similar or relevant services in Australia and/or international development context</i></p> <p><u><i>Tenderers should provide information on when they have provided relevant similar services. This should include information on the countries in which the services have been provided, the range of professional fields covered and description of outcomes of the services.</i></u></p> <p><i>The responses from Tenderers must include the following information:</i></p> <p><i>a) Project name and/or Client;</i></p> <p><i>b) Approximate value and duration of the contract (including start and end dates);</i></p> <p><i>c) Country/ies and location within country in which services were delivered;</i></p> <p><i>d) Description of the services provided and the context in which they were provided. Include examples of any problems experienced during the provision of the services and solutions implemented to resolve those problems; and</i></p> <p><i>e) a referee from the client in relation to the services provided including day-time contact details (email address and phone numbers)".</i></p> <p>Page 3 of 7</p> |

| Number | Question                                                             | AFP Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| 3      | Can the Contract Manager also be one of the Tenderers key personnel? | <p>The RFT states in <b>clause 3.4.3</b>;</p> <p><i>“Tenderers are required to provide detailed information about the Contract Manager, including curriculum vitae for that person”.</i></p> <p>The RFT states in <b>Annexure B, Tender Schedule B – Key Personnel</b>;</p> <p><i>“The Tenderer is requested to provide a signed curriculum vitae (CV) for the nominated Contract Manager to fill the role as required in <b>clause 3.4</b>. Tenderers may choose to provide a CV for up to an additional two key personnel who would be involved in the delivery of the services. Where this option is adopted, provide a very brief description of their position and respective role in the delivery of the services.</i></p> <p><i>Curricula vitae must include:</i></p> <p><i>a) name and current contact details (email address sand telephone numbers);</i></p> <p><i>b) nationality and if relevant, permanent resident status;</i></p> <p><i>c) professional development and qualifications, including institutions and date of award;</i></p> <p><i>d) relevant employment history including commencement and termination dates;</i></p> <p><i>e) details of recent and relevant work in roles similar to those proposed under this RFT; and</i></p> <p><i>f) name of at least two (2) referees (including day-time contact telephone numbers, current email address, firm and position held), who are able to comment on the work claimed by the nominated person. Referees may not be employed by the AFP or by the Tenderer. The AFP reserves the right to check with nominated and independent referees”.</i></p> <p>Tenderers can nominate key personnel to act as Contract Manger.</p> |

| Number | Question                                                                                                                                                    | AFP Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 4      | Is it possible for one individual to appear on two separate responses?                                                                                      | <p>The RFT states in <b>clause 2.4.2</b>;</p> <p><i>"For the purpose of this RFT, Tenderers must be an "Organisation" which is an incorporated entity, partnership, government agency or institution. Individuals and sole traders are ineligible to tender under this RFT".</i></p> <p>The tender does not restrict individuals from entering into employment arrangements with one or more companies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5      | Could you please clarify the limitation of Additional Services that can be offered under <b>Annexure B, Tender Schedule I – Financial Proposal Format</b> ? | <p>The RFT states in <b>Annexure B, Tender Schedule I – Financial Proposal Format</b>.</p> <p><i>"In calculating daily fee rates, Tenderers should be aware that the AFP calculates a single daily fee rate based on an eight hour working day. Any additional work undertaken within a 24 hour period cannot be claimed. For international travel, the daily fee rate will apply from the scheduled departure time of overseas travel via international transport.</i></p> <p><i>The information should include:</i></p> <ol style="list-style-type: none"> <li><i>1. Consultancy Rates and Management Fees for the nominated professional service as specified in the Schedule of Fees Table below.</i></li> <li><i>2. Proposed method for increase in price during the term of the Contract.</i></li> <li><i>3. Fees for <u>Additional Services</u>".</i></li> </ol> <p>The additional services must be directly related to the scope of services as stated in the RFT <b>Parts 1 and 5</b>.</p> |

| Number | Question                                                                                | AFP Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 6      | Will Tenderer's personnel have access to any insurance coverage via the AFP mechanisms? | <p>The RFT states in <b>clause 5.11.3</b>;</p> <p><u>"Panel member/s will be responsible for:</u></p> <p><i>a) Managing, and all related administration involved in, the establishment and maintenance of a database of experts from which to draw upon;</i></p> <p><i>b) Providing details of up to three nominees capable of providing the requested professional services within the time and in the country requested by the AFP. Details will usually include curricula vitae and fixed price quotes for each nominee, the fixed price quotes will be in accordance with the Agreement based on information provided in <b>Tender Schedule I</b>;</i></p> <p><i>c) If an Official Order is received, manage the delivery of requested professional services. This will include arranging logistics if travel is required, necessary health checks, <u>insurances</u>, accommodation and providing quality control of any reports and performance management to ensure that the professional services to the standards required; and</i></p> <p><i>d) Liaising with the AFP Representative/s, as appropriate to ensure that the performance of all requested tasks conform to the relevant AFP Program objectives, operational policies and quality standards".</i></p> |

| Number | Question                                                                                                                                                                                                                              | AFP Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| 7      | Professional indemnity and public liability in a number of countries (specifically Afghanistan) is non-existent and should not be a requirement given the current working arrangements in those countries. Please clarify this point. | <p>The RFT states in <b>clause 5.11.1</b>;</p> <p><i>"The AFP is establishing a panel of Organisations which will identify, engage, deploy and manage specialist expertise and provide other forms of specialist support to assist the AFP in the delivery of police capacity building services <u>primarily, though not exclusively, in the Pacific</u>".</i></p> <p>The RFT states in <b>clause 3.2.2</b>;</p> <p><i>"Tenderers are evaluated as to the degree of compliance with all clauses of this RFT and the Draft Agreement. <u>Where a Tenderer does not comply with a particular clause of the RFT or Draft Agreement, the Tenderer must state the extent of non-compliance in <b>Tender Schedule H</b> and provide full details of any alternative proposal, including the suggested alternative wording of a clause in the Draft Agreement.</u> The AFP may, in its discretion, reject the suggested alternative wording of a clause in the Draft Agreement provided by the Tenderer. The AFP reserves the right to contract with the successful Tenderer on the terms and conditions of the Draft Agreement in its original form.</i></p> |
| 8      | Is it an expectation that the Tenderer will currently have the insurance?                                                                                                                                                             | <p>The RFT states in <b>Annexure B, Tender Schedule D</b>;</p> <p><i>"To assist the AFP in evaluating its Tender, the <u>Tenderer is requested to provide details of the insurances which it has or will put in place for the purposes of meeting the requirements of the Draft Agreement</u>".</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9      | Is there an expectation that the Tenderer will need to provide all security measures including things such as protective vehicles etc?                                                                                                | <p>The RFT <b>Part 1</b> and <b>5</b> covering the scope of the required services does not reference/include security measures such as protective vehicles.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |