



Addendum Number 1 – RFT 34-2009

Supplementary Capacity Building Service Panel

Issue Date: 30th November 2009

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.

Questions Raised

Number	Question	AFP Response
1	If a company's security and duty of care policies currently preclude it from operating in a country listed in the Statement of Requirement, is the company still eligible to apply for the Supplementary Capacity Building Service Panel?	The RFT states in Clause 3.2.2 – <i>"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 Tender Schedule H and provide full details of any alternative proposal, including the suggested alternative wording of a clause in the Draft Agreement"</i>. Tenders are evaluated as to the degree of compliance with all clauses of the RFT and the Draft Agreement.
2	The RFT requires delivery of monthly statements. For costing purposes, can AFP provide more information about the scope of what the monthly statements must include? Will monthly statements only be required when tasking notes are in progress or throughout the period of service regardless of level of tasking?	The RFT states in Clause 5.9.3 – <i>"The Key Performance Indicators to be used to assess the format and the quality of both the process of the Services and the various outputs to be delivered include the following:</i> <i>a) Timeliness of deliverables:</i> <i>Achievement of the timeframes as set out in the Official Order and delivery of the monthly statements"</i>. The monthly statement is a financial record required for the duration of authorised Official Orders and must detail charges made, payments received, and any balance owing.
3	Is the Consultancy Rate used in Tender Schedule I to include additional allowances, such as housing and leave allowances, to be paid to consultants for inputs over 6 months?	The RFT states in Annexure B, Schedule I (Note 1) – <i>"Airfares (economy only), taxis, accommodation and meal allowance cost will be negotiated on a project by project basis, all other associated costs in providing the services, including medical services, public liability and professional indemnity are to be included in the proposed management fee"</i>.

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4	The Deed of Standing Offer states that “<i>regular progress meetings at times and locations specified in writing</i>” will be held. For costing purposes, can AFP provide the frequency and most likely location for such meetings?	The RFT states in Attachment A, Draft Agreement, clause 6.2, <i>“The AFP Contract Manager and a representative of the Service Provider must hold regular progress meetings at times and locations specified in writing by the AFP to review or discuss the following matters:</i> <i>(a) the provision of the Services;</i> <i>(b) the performance of subcontractors;</i> <i>(c) the contents and accuracy of invoices and reports;</i> <i>(d) complaints or problems and their resolution;</i> <i>(e) manage and resolve any issues arising from the Service Provider’s or Specified Personnel’s status as an AFP Appointee; and</i> <i>(f) other matters as required”.</i> The requirement, frequency and location of contract management meetings are dependent upon the capacity development project scope of requirement. This information will be provided in the Request For Quotation extended to Panel members as and when capacity development projects commence.

Number	Question	AFP Response
5	Tender Reference: Part 3 Tender Response, Clause 3.5.2 and Annexure C Clause 6. These clauses refer to “tenderer’s partners or associates”. However, it appears that the RFT does not provide anywhere for the tenderer to include evidence of such partnerships or associations. Can the AFP confirm whether or not; a) letters of partnership or association are required (if such arrangements exist), and b) if letters of partnership or association are required, in which tender schedule should they be presented.	The RFT states in clause 2.4.2, <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> The RFT states in clause 2.13.1, <i>“A tender submitted by a consortium may be rejected by the AFP if the Tenderer:</i> <i>(a) does not propose to contract with AFP as one separate legal entity; and</i> <i>(b) has not specified one single point of contact for its consortium”.</i> Tenderers should complete the Cover Sheet at Annexure A, which is to form the first page of the Tenderer's response, as well as the Tender Schedules at Annexure B and the Deed of Declaration, Disclosure and Acknowledgement at Annexure C. The AFP does not require Tenderers to provided evidence of partnerships or associations with the tender documents.
6	Is the AFP seeking a Service Provider capable of providing all of the detailed service requirements? Would the AFP consider a company capable of providing a proportion of the services now with a view to acquiring the full scope of services under a growth strategy over the life of the RFT?	The RFT states in Clause 5.1.8, <i>“The professional services required have been organised into specialist categories (‘Service Groups’). There may be some overlap between categories. Organisations can tender for registration under one or more of Service Groups listed in Clause 5.11.4”.</i>

Number	Question	AFP Response
7	Tender Reference: Part 5 – Statement of Requirement, Clause 5.1.9 notes that Separate tenders for each Services Group are required. If an organisation wishes to tender for the provision of services across all three Service Groups, could they submit one tender in response to the selection criteria, noting that the proposal covers all three Service Groups?	The RFT states in Clause 3.1.2, <i>“Tenderers are required to provide separate tenders for each Service Group”.</i> The requirement for separate tenders has been included to facilitate separate technical and financial evaluation of tenders for each Service Group.
8	Tender Schedule B – Key Personnel , asks for an Organisational Chart showing the structure of the Tenderers team proposed for the provision of services. Could you please clarify the nature of the team that is referred to here? Is it in reference to the option to include further CVs than just the Contract Manager under Key Personnel?	The RFT states in Annexure B, Schedule B, <i>“The Tenderer must also provide an Organisational chart in the Tenderers format (preferably one page only) showing the structure of the Tenderers team proposed for the provision of the Services”.</i> The Organisational Chart should explain the functional relationship of the service providers staff/team who will be directly involved in providing the nominated services on an ongoing bases.

Number	Question	AFP Response
9	Are applicants to consider applying for delivery of services to cover the whole of a Service Group or would it be acceptable to apply for parts thereof?	The RFT states in Clause 5.1.5, <i>“ Under the Panel arrangement a number of Organisations will be selected which are assessed as being capable of being a ‘one-stop shop’ for the sourcing or internally providing, deploying and managing the provision of professional services as required by the AFP from time to time”.</i> The RFT states in Clause 3.2.2 <i>“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 Tender Schedule H and provide full details of any alternative proposal, including the suggested alternative wording of a clause in the Draft Agreement”.</i> Tenders are evaluated as to the degree of compliance with all clauses of the RFT and the Draft Agreement.

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10	In looking at Schedule E - Equal Opportunity for Women - this states <i>“(b) if the EOWW Act applies to the Tenderer, provide a letter or such other evidence confirming that:</i> <i>i) the Tenderer is compliant with the EOWW Act or has been waived from the reporting requirements of the EOWW Act; and</i> <i>ii) the Tenderer’s equal opportunity for women in the workplace program has been submitted to and approved by the Equal Opportunity for Women in the Workplace Agency.”</i> Further down the page it states <i>“The Tenderer confirms that the EOWW Act does not apply to it.</i> Or <i>The EOWW Act applies to the Tenderer and the Tenderer provides with this Tender Schedule I the evidence required under Paragraph (b) above.”</i> Could you please provide additional advice regarding where the AFP would like to see this evidence required under paragraph (b) above, as Schedule I appears to be the Financial Proposal Format	Tender Schedule E – Equal Opportunity For Women, the following paragraph; <i>“(a) confirm, in this Tender Schedule F, that the EOWW Act does not apply to the Tenderer”,</i> should read as follows: <i>“(a) confirm in this <u>Tender Schedule E</u> that the EOWW Act does not apply to the Tenderer”.</i> and paragraph, <i>“The EOWW Act applies to the Tenderer and the Tenderer provides with this Tender Schedule I the evidence required under Paragraph (b) above”,</i> should read as follows: <i>“The EOWW Act applies to the Tenderer and the Tenderer provides with this <u>Tender Schedule H</u> the evidence required under Paragraph (b) above.”</i> The evidence required should be provided in Tender Schedule H – Compliance.