



Date: 1 October 2009

Pages: 8

Subject: Addendum 1 to the "Strongim Pipol Strongim Nesen" RFT of 9 September 2009

Tenderers are advised of the following:

Clarifications to the RFT

1. The Closing Time under Tender Particulars is hereby amended as follows:

Closing Time:

(Clauses 1.11 and 1.15, Part 5)

2.00 pm local time in Canberra
Australian Capital Territory, Australia,
4 November 2009

2. The Page Limits under Tender Particulars are hereby amended as follows:

Page limits:

(Clauses 7.15 and 7.17, Part 5)

Technical proposal - 20 pages plus annexes.
Curriculum Vitae - 3 pages each.
Annex 1 - one (1) A4 page per example
Annex 2 - not required to be submitted
Annex 3 - one (1) A3 page
Annex 4 - five (5) A4 pages
Annex 5 - three (3) A4 pages
Annex 6 – as required
Annex 7 – as required

3. The requirement to submit Annex 2 - Workplan in accordance with Clause 5, Section 1, Part 1 of the RFT is hereby deleted.
4. In Table B, Section 1, Part 1 of the RFT, Tenderers should list the inputs for the Contractor Representative in days rather than months.
5. Clause 17.2 in Section 1, Part 2 of the RFT is hereby amended as follows:

"17.2 The performance security provided must be in the form appearing in Schedule 5 and must be provided at the Contractor's cost, for the maximum aggregate sum of \$2,000,000 and be available for the term of the Contract".

6. The tables for the like-for-like assessment in Tender Schedule C are hereby deleted and replaced with new tables as per Attachment 1 to this Addendum 1.

Questions raised by interested Tenderers at the pre-tender briefing held on 21 September 2009:

1. Both the pre-tender briefing and the RFT emphasise an innovative approach to implementation in SPSN. How should Tenderers balance the requirement to provide innovative and strategic thinking with the requirement to support and facilitate GoPNG led initiatives?

Any innovative approaches proposed by Tenderers should take account of and seek to work in conjunction with appropriate existing GoPNG systems. Innovations should occur with appropriate consultation with all stakeholders and should be designed to influence and strengthen existing PNG systems.

2. At the pre-tender briefing you emphasised that there has been a shift from a 'community development' approach to promoting Democratic Governance. Can you elaborate?

The Democratic Governance Program's approach now emphasises shared governance, in which civil society is required to 'supply' as well as 'demand' good governance, and similarly the state should 'demand' on behalf of the men, women and children it serves, better governance of civil society and the private sector.

3. The PDD makes a number of references to Partnership Principles. Can you provide more details on what is meant by this term?

A partnership can be seen as a special form of collaboration between organisations (such as governments, civil society organisations, the corporate sector, other donors and research institutes). Partnerships are context-specific and can take many forms. However, a partnership approach can be generally defined as one in which partners:

- pursue a shared development objective
- combine resources (which could be money, knowledge, networks, influence, in-kind contributions (such as skills, labour), and
- share the risks and rewards.

Effective partnerships:

- agree on roles, responsibilities and accountabilities.
- establish key guiding principles of cooperation

- identify substantive areas of difference (eg. non-negotiable policies or systems) as early as possible
- involve effective negotiations (to define objectives; roles; responsibilities; accountabilities). Effective negotiations require involving key people who have credibility with partners and who can build effective human relationships.
- establish clear decision-making procedures
- are guided by the principle of mutual benefit,
- encourage respect and transparency, aim to foster opportunities for reflection and learning, and acknowledge mutual responsibility.
- encourage open and effective communication between partners.

4. There is a strong focus on cross-cutting issues in SPSN. Is it possible to get more information on lessons learned from across AusAID's programs?

No. Tenderers should refer to AusAID's policies which address these cross-cutting issues and draw from their own experience and lessons learnt in order to ensure their approach to SPSN maintains an appropriate focus on cross-cutting issues.

5. The PDD strongly emphasises experience in PNG, but does not make reference to international experiences. Why?

Given SPSN's focus on PNG, PNG-specific experiences are particularly relevant. However Tenderers should use those experiences they believe are most relevant to inform their responses to the RFT.

6. Can you provide any details of lessons learned from DGTP in order to inform potential Tenderers' bids?

Yes. A further addendum will be issued shortly.

7. Can you provide further information on DGTP, including details of any existing grants schemes which would be transitioned into SPSN?

Yes. Please refer to the response to **Question 6** above.

8. Can you provide further details on the Management Information System (MIS)?

Yes. Please refer to the response to **Question 6** above.

9. Will any DGTP staff be directly transitioned into SPSN?

No. DGTP staff will not be directly transitioned into SPSN.

10. What are the assets, vehicles, office and accommodation arrangements likely to be transferred from DGTP to SPSN? In order to ensure that Tenderers do not include costings for assets that are not required can you advise the type, number, location and condition of the assets and arrangements?

Tenderers should prepare their submissions on the basis that no assets will be transferred from DGTP to SPSN.

AusAID has requested that Tenderers detail their office set-up costs in their response to the RFT. In the event that assets do become available for transfer into SPSN, AusAID will reduce the price of the Tenderer's bid by an amount equivalent to the cost of the asset which the Tenderer no longer needs to procure.

11. Will there be a handover period between the DGTP program and SPSN?

There will be a four week handover period between SPSN and DGTP. During this time the existing Contractor for DGTP will handover to the new SPSN Contractor.

12. Can you provide an indication of who the 5 new Key Partners detailed in Component 1 of the Scope of Services might be?

No. The partners have not yet been selected and will be selected in accordance with Clause 3.3, Section 1, Part 3 of the RFT.

13. In Component 5 in Section 1, Part 3 of the RFT there is a strong focus on human resource development. How does this relate to existing scholarships schemes and the requirements for program coherence?

Tenderers are required to identify opportunities for collaboration and integration across the aid program in their responses to the RFT.

14. Given SPSN is expected to evolve over time, will multiple contract amendments to the Scope of Services be required?

There are not expected to be any significant changes in the scope of the services to be provided by the Contractor for SPSN.

However, in the event that changes to the Scope of Services are required, then contract amendments may be necessary.

15. Clause 3.6 in Section 1, Part 3 of the RFT states that grants schemes under Component 2 will evolve over time to be more closely integrated with GoPNG systems? Can you elaborate?

Whilst Tenderers should note that the grants scheme aims to be accessible, streamlined and to promote democratic governance principles, Tenderers are required to identify opportunities for integration and strengthening of GoPNG systems in their response to the RFT. Tenderers may wish to refer to existing GoPNG policies in order to inform their responses to the RFT.

16. In Clause 4.2(j)(xii) of Section 1, Part 3 of the RFT states that M&E will align with relevant government agencies' own processes where appropriate. What will the role of the GoPNG be in M&E in this program?

Tenderers are required to identify opportunities for integration and strengthening of GoPNG systems in their response to the RFT.

17. It is clear that the DFCD, DPLGA and DNPM will play significant roles in the implementation of SPSN. Are there any other GoPNG departments which will be involved in SPSN?

Potential roles of GoPNG departments are outlined in the PDD. Tenderers may identify other GoPNG entities which could play a role in the implementation of SPSN in their response to the RFT.

18. Are tenderers to include in-country travel costs between provinces in Tender Schedule C? If they are, in which table should these costs be included?

No. In-country travel costs between provinces will not be included in the like-for-like assessment and should not be included in Tender Schedule C.

Travel costs to and from destinations outside PNG should be included as part of the personnel costs required for the like-for-like assessment and be detailed by Tenderers in Tables B, D and E in Section 1, Part 1 of the RFT.

19. There are a number of costs which AusAID has not requested to be incorporated into the like-for-like assessment. Can AusAID publish its budgeted costs for those aspects of the program which Tenderers are not required to price? Can AusAID provide details of the total available budget for this program?

Tenderers should refer to the indicative budget provided by AusAID at Annex 1 to Section 1, Part 4 of the RFT. No other details of the available budget for this program will be provided.

20. My organisation has a potential partner in PNG who could also be a potential sub-contractor or a grant recipient. If a PNG organisation is

selected as part of the winning bid as an associated partner, does this preclude them from being a sub-contractor or a recipient of grants?

Yes, in most circumstances. However this will be assessed on a case-by-case basis and can be the subject of discussion during contract negotiations.

21. Can you confirm all the positions for which Tenderers are required to nominate personnel?

Please refer to Clause 6, Section 1, Part 1 of the RFT. Tenderers are to nominate personnel for the following positions:

- Contractor Representative
- Program Manager
- M&E Adviser (full-time)
- 8 short term consultants

22. Is the auditor to be nominated as part of the Tender process?

No.

23. How will the unspecified positions be selected?

Please refer to Clause 10.8, Section 1, Part 3 of the RFT.

24. If the JGC is not established, how will jointly recruited personnel be recruited?

GoPNG, AusAID and the Contractor will be responsible for jointly recruiting personnel. Once established the Joint Governing Council may also play a role in endorsing personnel for SPSN.

25. Are personnel nominated by Tenderers for SPSN required to maintain exclusivity ie. are they restricted to participating in only one bid?

No, there is no requirement that personnel participate in only one bid from AusAID's perspective.

26. To what extent do existing work commitments need to be advised?

Tenderers should refer to Clauses 6.3 to 6.5 in Section 1, Part 1 of the RFT. Tenderers are best placed to assess what information should be provided, however as a guide any commitments or potential commitments which could affect personnel's ability to commit to SPSN should be advised.

27. Are the personnel to be nominated by the Tenderer's in the consultant pool STA?

Yes. For the purposes of the RFT the Consultant Pool are considered to be STAs.

28. According to Clause 2.2, Section 1, Part 2 of the RFT the Contractor is to provide services for 4 years and 4 months. Yet the Financial Assessment Tables (in Section 1, Part 1 of the RFT) require Tenderers to cost personnel inputs and associated costs for 12 months in each of 5 years. Can you clarify this?

Any contract concluded as a result of this tender process will conclude no later than 30 June 2014. Whilst AusAID would like any organisation selected as the Contractor for SPSN to mobilise in early 2010, it is not currently possible to determine exactly when this will occur.

The best estimate of the duration of SPSN is 52 months. Please refer to point 6 under Clarifications to the RFT above.

29. There was a strong emphasis on value-for-money in the presentation at the pre-tender briefing. How is this dealt with in the context of a like-for-like assessment?

The financial assessment for this tender will be undertaken strictly in accordance with the formula outlined in Section 1, Part 1 of the RFT. The combination of like-for-like and technical assessments will provide an overall value-for-money assessment.

30. From what date should Annex 5 - Draft Inception Plan begin?

The Draft Inception Plan should begin from the date at which the Contractor is mobilised and cover the first six (6) months of the Contract.

31. In Clause 9.1(c)(xiv) of Section 1, Part 3 of the RFT identifies the Communications Plan as being part of the Operational Manual, however stipulates that the Communications Plan is due six weeks after the beginning of the commencement of SPSN. Which is correct?

Both are correct. The Communications Plan is to be submitted within six (6) weeks of the commencement of SPSN. It will subsequently form part of the Operations Handbook, which will be submitted within three (3) months of the commencement of the Contract.

32. Can Tenderers form consortiums with other organisations in order to participate in bids for SPSN?

Yes.

33. Can you provide details of other organisations that attended the pre-tender briefing?

No.

34. Why does AusAID require both a UFU and a performance guarantee and what is the difference between the two? What value should the performance guarantee have? Why is the performance guarantee required in addition to reduction of fees for non-performance?

The UFU required in Clause 17, Section 1, Part 2 of the RFT is an unconditional undertaking from a financial institution (or similar independent third party) for an amount of money that is available at call by AusAID. The UFU is required by AusAID as a financial guarantee on the funds held in the Imprest Account. It will be discussed with the preferred Tenderer during contract negotiations.

The Performance Guarantee referred to in Clause 18, Section 1, Part 2 of the RFT relates to the possibility that AusAID will require a parent company guarantee from the preferred Tenderer. It will be discussed with the preferred Tenderer during contract negotiations.

The Reduction in Fees for Non-Performance referred to in Clause 16, Section 1, Part 2 of the RFT relates to the Contractor Performance Assessment as outlined in Annex 2 to Section 1, Part 4 of the RFT.

Attachments to this Addendum:

- Tender Schedule C Financial Tables A – I.
- Pre-tender briefings by:
 - Robin Scott-Charlton, Chief-of-Operations, AusAID Port Moresby
 - Kath Taplin, First Secretary, Democratic Governance, AusAID Port Moresby
 - Ms Jennifer Kidu, First Assistant Secretary, Policy and Planning, Department For Community Development
 - Mal Brammer, Probity Adviser
 - Pamela Larkin, TAP Chair

All other information as set out in the RFT dated 9 September 2009 remains unchanged.