



Date: 23 October 2009

Pages: 4

Subject: Addendum 4 to the "Strongim Pipol Strongim Nesen" RFT of 9 September 2009

Tenderers are advised of the following:

Clarifications to the RFT:

1. In addition to the requirement to accept novation of agreements from DGTP as detailed in Attachment 1 to Addendum 3 and Clause 5.2 in Section 1, Part 3 of the RFT, the Contractor for SPSN may be required to manage a small number of ongoing fraud cases relating to grants disbursed under DGTP. The final inclusion of this requirement may be negotiated with the preferred Tenderer.
2. Further to Clarification 2 in Addendum 1 the page limit for Annex 3 - Staffing Schedule and Team Member Inputs (Bar Chart) is hereby amended to two (2) A3 pages.

Questions raised by interested Tenderers:

1. With regards to the selection criteria at 4.2B(b) in Section 1, Part 1 of the RFT and Annex 3 Staffing Schedule and Team Member Inputs – Bar Chart, are Tenderers expected to propose alternatives to the Indicative Staffing Profile and Key Positions provided at Annex 1 to Section 1, Part 3 of the RFT?

Yes, Tenderers are expected to propose alternatives to the SPSN Indicative Staffing Profile.

There are a number of key positions which Tenderers are required to nominate. These are:

- Contractor Representative
- SPSN Program Manager
- Monitoring and Evaluation Adviser (long-term)

Otherwise Tenderers are to nominate those positions they believe necessary to implement the approach outlined in their critique of SPSN.

2. In its response to Questions 6 and 7 in Addendum 1 AusAID indicated that it would shortly provide details of lessons learned and further information on the Democratic Governance Transition Program. Can you please advise when these details will be provided as the submission deadline is fast approaching?

Further information on DGTP is attached to this Addendum.

3. AusAID advised in its response to Question 8 in Addendum 2 that the PNG Democratic Governance Strategy would be provided to Tenderers. Can you please advise when this strategy will be provided so that Tenderers can respond to Selection Criteria B?

The Democratic Governance Strategy 2006 is attached to this Addendum.

4. Can we assume the costs of medical insurance for long term advisers, administrative and local field office staff will be included in their package once recruited?

Yes.

5. In the cost columns in Tables B, C, D and E in Tender Schedule C in Section 1, Part 1 of the RFT does AusAID expect the Tenderer to specify the details of input days/months and daily/monthly rates in writing under each column or just a total figure per position for each year?

Tenderers should specify inputs days/months and daily/monthly rates in writing under each column in Tables B, C, D and E.

6. In its response to Question 18 in Addendum 1 to the RFT, AusAID advised that "Travel costs to and from destinations outside PNG should be... detailed by Tenderers in the tables B, D and E in Section 1, Part 1 of the RFT." Please clarify how AusAID wishes Tenderers to detail in each year costs (i) mobilization/demobilization costs for long term personnel inputs and (ii) travel costs, per diem and accommodation for short term personnel inputs since the costs per year are required to be input as monthly or daily rates?

These costs should be incorporated into the monthly or daily rates for personnel in Tables B, D and E in Section 1, Part 1 of the RFT.

7. With regards to fieldworker and related costs detailed in Annex 1 to Section 1, Part 4: are the field workers in each field office to be engaged as volunteers and only paid the allowances listed in this annex? Or are the fieldworkers to be contracted by the Contractor and paid salaries in addition to the allowances listed in this annex?

The fieldworkers are to be engaged as volunteers for SPSN activities and will be paid allowances for providing services associated with SPSN. Tenderers should note that the budget for fieldworker allowances in Annex 1 to Section 1, Part 4 is indicative only and may be adjusted by the Contractor as appropriate.

8. In its response to Question 9 in Addendum 2, AusAID advised that all field offices are to be costed separately in Tables H and I in Tender Schedule C, Section 1, Part 1 of the RFT. For the Port Moresby field office, which is

to be co-located with the head office, how are Tenderers to separate shared costs and equipment such as rent, utilities, printers, photocopiers and vehicles etc?

Costs for both the Port Moresby head office and field office should be combined in Tables F and G in Tender Schedule C in Section 1, Part 1 of the RFT.

9. One of our proposed team members would like to nominate as a referee someone who is currently employed by AusAID but has resigned and departs AusAID on 6 November 2009. Can you advise if this is acceptable?

This is not acceptable. In accordance with Clause 7.19(c) in Section 2, Part 5 of the RFT, Tenderers are not to nominate AusAID employees as referees.

10. What constitutes evidence of 'robustness in the linkages established' between consortium or associate members as per Clause 4.2(C)(b) on page 6 of Section 1, Part 1 of the RFT?

Tenderers should demonstrate the logic and rationale for their decision to form a consortium or association with another party.

11. With regards to Annex 3 Staffing Schedule & Team Member Inputs (Bar Chart), the RFT states that there is a one page A3 limit for this Annex. In its response to Question 5 in Addendum 3 of the RFT, AusAID states "Tenderers are to include all staff they require in order to implement their approach to SPSN in Annex 3 – Staffing Schedule & Team Member Inputs (Bar Chart). This is to be an indicative staffing schedule for the program as a whole and all personnel who would be required to implement the program should be included." Does AusAID want all 130+ staff included in this table, and if so would AusAID consider increasing the page limit allowable for this Annex?

Yes, AusAID wants all staff included in this table. For the revised page limit for Annex 3 – Staffing Schedule & Team Member Inputs (Bar Chart), Tenderers should also refer to Clarification 2 above.

12. Annex 5 – Draft Inception Plan has a limit of 3 A4 pages. Does AusAID have any preference as to how this should be presented eg charts, narrative?

No, AusAID does not have a preference as to how this should be presented.

13. With regards to the Port Moresby office operational costs and Port Moresby office set-up costs – respectively Table F and Table G in Tender Schedule C, Section 1, Part 1 of the RFT: the RFT requires that Tenderers

provide costs for the Program Manager, M&E Adviser and a consultant pool of 8, being a total of 10 personnel. Further the Annex 1 to Section 1, Part 3 of the RFT specifies an indicative full-time staff profile totalling 18 personnel plus 6 support staff. In Table F and Table G in Section 1, Part 1 of the RFT do we provide the “office operational costs” to accommodate 24 full-time staff plus a pool of 8 consultants (STA)? If not this staffing level then what level should be used?

Tenderers should complete these tables to ensure offices are adequately resourced to implement their approach to SPSN ie, this will depend on the Tenderer’s approach to SPSN and the number of staff required to implement it.

14. With regards to field office operational costs and field office set-up costs – respectively Table H and Table I in Section 1, Part 1 of the RFT: Annex 1 to Section 1, Part 1 of the RFT specifies 12 full-time staff per field office. In Table H and Table I in Tender Schedule C in Section 1, Part 1 of the RFT do we provide the “office operational costs” to accommodate 12 full-time staff in each field office? If not this staffing level then what level should be used?

Please refer to Question 13 above.

15. Who will manage (performance, HR) the novated staff described in Clause 5.2(c) in Section 1, Part 3 of the RFT?

The PNG Sports Foundation will be contractually responsible for performance management of novated staff described in Clause 5.2(c) in Section 1, Part 3 of the RFT. The Contractor will be responsible for confirming advisers continued attendance at their position, the logistical and other support requirements (fleet management, mobilisation/demobilisation, and operating budget) and payment.

Attachments to this Addendum:

- PNG Democratic Governance Strategy
- Information on DGTP including:
 - Counselling Standards Best Practice
 - Community Development Worker Accreditation
 - DGTP Grants Demand and Supply Funding Analysis
 - Bogia Ward Planning Pilot

All other information as set out in the RFT dated 9 September 2009, Addendum 1 dated 1 October 2009, Addendum 2 dated 2 October 2009 and Addendum 3 dated 13 October 2009 remains unchanged.