



**TETRA TECH**  
International Development

# **Request for Tender**

## **RFT AM-12002**

**for**

# **Australia Awards Branded Medical Kits\_2025**

**for**

**Australia Awards Papua New Guinea (AAPNG)**

### **Structure of Invitation**

Part A – Procurement Process Guidelines

Part B – Specification

Part C – Draft Contract

Part D – Response

**RFT AM-12002**

**Part A**

**Procurement Process Guidelines**

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## Invitation to Tender

**You are invited to submit a tender for the provision of:**

Australia Awards branded medical kits for nursing and midwifery awardees.

## Principal

### **Tetra Tech International Development Pty Ltd**

ABN 63 007 889 081  
World Park  
33 Richmond Road  
Keswick SA 5035

## Tetra Tech International Development's Requirements

Tetra Tech International Development Pty Ltd (Tetra Tech International Development) is the managing contractor of Australia Awards Papua New Guinea (AAPNG) Program under Contract to the Australian Department of Foreign Affairs and Trade (DFAT). Tetra Tech International Development requires the Provision of procurement and supply of Australia Awards PNG branded medical kits for nursing and midwifery awardees as per the details more fully described in this Request for Tender (RFT) documentation in Part B and schedule 3. The term of the Contract will be approximately 12 months with the potential for an extension for further procurement.

## Important Dates

### Lodgement and Query Dates

<b>Invitation Issue Date</b>	28 October 2024
<b>Last Queries Date</b>	31 October 2024 5:00PM Brisbane Eastern Standard Time
<b>Closing Date and Time</b>	28 November 2024 11:59PM Brisbane Eastern Standard Time

### Indicative Timetable

<b>Completion of evaluation</b>	4 December 2024
<b>Notification to successful Supplier(s)</b>	6 December 2024
<b>Contract executed</b>	13 December 2024
<b>Notification to unsuccessful Supplier(s)</b>	13 December 2024
<b>Contract commencement</b>	14 December 2024

## Offers and Lodgement

<b>Alternative Offers</b>	Alternative Offers may be submitted	<input checked="" type="checkbox"/> No
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### Form of Lodgement

<b>Form of lodgement</b>	<input checked="" type="checkbox"/> electronic
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<b>Internet/electronic lodgement</b>	Lodgement Address	<a href="mailto:tenders@australiaawardspng.org">tenders@australiaawardspng.org</a>
<b>Offer Validity Period</b>		45 days

## Contact Person

<b>Name</b>	David Komba
<b>Position</b>	Manager, Contracts and Procurement
<b>Email</b>	<a href="mailto:tenders@australiaawardspng.org">tenders@australiaawardspng.org</a>

## Evaluation Criteria

<b>Mandatory criteria</b>	<p>The evaluation criteria include, but are not limited to, the following (in no particular order of priority):</p> <ul style="list-style-type: none"> <li>- Prior performance and demonstrated experience</li> <li>- Technical capacity and response to specification</li> <li>- Core personnel - Social inclusion</li> <li>- Innovation and value for money (non-financial)</li> <li>- Price / cost</li> </ul> <p>Tetra Tech International Development will rank Tenderers based on technical and price assessments. An Assessment Panel will assess each submission using the criteria as set out in this RFT (e.g., technical capacity and training experience, response to program specification, innovation, and core personnel).</p> <p>The Technical Proposal will be worth 60% of the total assessment score and will be assessed separately to the Financial Proposal.</p> <p>Following the technical assessment, the Financial Proposal will be assessed using the criteria set out in this RFT. The Financial Proposal will be worth 40% of the total assessment score.</p> <p>The result, together with any other factors relevant to the selection, will be considered by Tetra Tech International Development in deciding on the selection of the preferred Tenderer and/or award of Contract. Tenderers should be aware that DFAT must approve the selection of the successful Tenderer before any contract can be awarded</p>
<b>Weighted criteria</b>	<p>Evaluation Criteria</p> <ul style="list-style-type: none"> <li>A. Organisational capacity and experience, 20%</li> <li>B. Technical approach to specifications, 20%</li> <li>C. Key Personnel proposed, 15%</li> <li>D. Innovation and Value for Money (non-financial - ideas), 5%</li> <li>E. Financial, 40%</li> </ul>

## Indigenous Procurement Policy

<b>Indigenous Procurement Policy</b>	<p>It is Commonwealth policy and therefore Tetra Tech International Development policy, to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy (see <a href="https://www.dpmc.gov.au">https://www.dpmc.gov.au</a> for further information).</p> <p>Respondents should note that the Indigenous Procurement Policy does not apply to this procurement.</p> <p>However, in completing Part D, Response, Respondents are encouraged to provide information on how their organisation or quote stimulates</p>
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Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Purchases from an Indigenous enterprise may be in the form of engagement of an Indigenous enterprise as a subcontractor, and / or use of Indigenous suppliers in the Respondent's supply chain.

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## **1 Invitation**

### **1.1 Tetra Tech International Development's Requirements**

Tetra Tech International Development invites the Tenderer to make an Offer in accordance with this Invitation for the provision of Tetra Tech International Development's Requirements.

### **1.2 Additions and Amendments**

Tetra Tech International Development may amend or add to the information in this Invitation or the Specifications at any time before the Closing Date and Time and may extend the Closing Date and Time to enable the Tenderer to amend their Offer.

### **1.3 Accuracy of Invitation**

Tetra Tech International Development makes no promise or representation that any factual information supplied in or in connection with this Procurement Process or Invitation is accurate.

Information is provided in good faith and Tetra Tech International Development will not be liable for any omission from this Invitation.

### **1.4 The Use of Invitation**

Without the express prior written consent of Tetra Tech International Development, the Tenderer must not reproduce, re-advertise and/or in any way use the contents of this Invitation either in whole or in part, other than for the purpose of preparing and lodging an Offer.

### **1.5 Procurement Process does not create a Contract**

The Tenderer's participation in this Procurement Process, (including the preparation and lodgement of the Offer), is at the Tenderer's sole risk.

Nothing in this Invitation, the Procurement Process, or the Tenderer's Offer must be construed as creating any binding contract or other legal relationship (express or implied) between the Tenderer and Tetra Tech International Development.

## **2 Structure of Invitation**

This Invitation consists of four parts:

### **Part A Procurement Process Guidelines**

Part A contains general information about the Procurement Process and how the Tenderer can make an Offer.

### **Part B Specification**

Part B sets out Tetra Tech International Development's Requirements in detail.

### **Part C Draft Contract**

Part C contains the proposed terms of the contract that may be entered into between the Tenderer and Tetra Tech International Development if the Tenderer's Offer is successful.

### **Part D Response**

Part D sets out the format and information that the Tenderer is required to provide in the Offer.

The Tenderer must complete all parts of the Part D Response Schedule.

## **3 Communication**

### **3.1 Contact Person**

The Tenderer may only communicate with the Contact Person (listed on the front page of this document) about this Invitation, and that contact must be in writing.

### **3.2 Requests for Clarification**

Up to and including the Last Queries Date, the Tenderer may submit a query or request for further information in writing to the Contact Person.

Tetra Tech International Development does not guarantee that it will respond to any query, particularly queries received after the Last Queries Date.

Tetra Tech International Development reserves the right in its' discretion to inform all other Tenderers of any question or matter any Tenderer may raise and the response given (but may choose not to do so).

Tetra Tech International Development is not obliged to consider any clarification from any Tenderer that it considers to be unsolicited or otherwise impermissible.

Additional information about this Invitation and any Addendum developed will be made available on the tenders' page of the Tetra Tech International Development website:

<https://intdev.tetratechasiapacific.com/work-with-us/tender-opportunities/>

Australian Tenders: <https://www.australiantenders.com.au/>

And AusConnect: <https://ausconnect.dfat.gov.au/>

## **4 The Tender Offer**

### **4.1 Format of Offer**

The Offer must be completed using the Part D Response Schedule, (unless the Tenderer is otherwise directed).

The Offer must:

- a) be in English
- b) be endorsed by an appropriately authorised officer with any alterations or prices clearly and legibly stated and any alterations initialled
- c) quote prices in <AUD> that are tax exclusive and, in relation to tax, must state where the tax is applicable and show that amount separately
- d) stipulate fixed prices (unless otherwise specifically required or indicated)
- e) be concise and only provide what is sufficient to present a complete and effective response.

Tetra Tech International Development may disregard any content in an Offer that is illegible.

### **4.2 Conforming Offer**

The Tenderer must submit a Conforming Offer to be considered.

A Conforming Offer means an Offer by the Supplier that includes all requested information, is received by the Closing Date and Time, is open for the minimum validity period and satisfies all Mandatory Criteria

### **4.3 Alternative Offers**

The Tenderer may also submit an additional Alternative Offer if this option is specified in the Reference Schedule.

Where the Tenderer proposes an Alternative Offer, the Tenderer must:

- a) first submit a Conforming Offer



- b) identify, in detail, the proposed alternative approach or solution
- c) specify how the Alternative Offer differs from the Conforming Offer (including the effect(s) on any pricing)
- d) state the reasons for each instance of change
- e) clearly demonstrate how the Alternative Offer is beneficial to Tetra Tech International Development.

#### **4.4 Cost of Preparing the Offer**

The Tenderer is solely responsible for the cost of preparing and submitting the Offer(s) and all other costs arising from the Tenderer's participation in the Procurement Process.

### **5 Lodging an Offer**

The Closing Date and Time for lodging the Offer(s) is nominated in the Reference Schedule. Tetra Tech International Development may extend the Closing Date and Time in its absolute discretion.

#### **5.1 Email**

If the Tenderer is lodging an Offer via email, the Tenderer must satisfy the requirements for email lodgement specified in the Reference Schedule.

The Tenderer must virus check any Offer (including all constituent files and/or documents) before lodging via email.

The Tenderer is encouraged to lodge the Offer at least two hours before the Closing Date and Time.

Where an Offer is lodged via email, each lodgement will be regarded as full and complete. If the Tenderer needs to modify a single document or a group of documents, the Tenderer will need to submit all documents again.

Offer(s) lodged via email cannot exceed 10MB.

#### **5.2 Late Offers**

If an Offer is lodged after the Closing Date and Time, it may be ineligible for consideration unless:

- a) Tetra Tech International Development determines in its sole discretion that Tetra Tech International Development has caused or contributed to the failure to lodge by the Closing Date and Time; or
- b) Tetra Tech International Development decides that exceptional circumstances exist which warrant consideration of the late Offer and that acceptance of the late Offer does not compromise the integrity of the Procurement Process.
- c) Tetra Tech International Development in its sole and absolute discretion reserves the right to take into account a late tender.

#### **5.3 Validity**

By lodging an Offer the Tenderer agrees that the Offer will remain open for acceptance by Tetra Tech International Development for the validity period specified in the Reference Schedule.

#### **5.4 Tetra Tech International Development's Use of The Tenderer's Offer Materials**

Upon lodgement, all of the Tenderer's Offer Materials will become the property of Tetra Tech International Development.

Intellectual Property owned by the Tenderer or any third parties forming part of the Offer Materials will not pass to Tetra Tech International Development with the physical property comprising the Offer Materials. However, the Tenderer acknowledges and agrees that the Tenderer has the authority to grant to Tetra Tech International Development an irrevocable, royalty free licence to use, reproduce and circulate any copyright material contained in the Offer to the extent necessary to conduct the Evaluation and in the preparation of any resultant contract.

## **6 Consortia and Sub-Contracting**

### **6.1 Consortia**

If the Tenderer is a member of a consortium then the Offer must stipulate which part(s) of Tetra Tech International Development's Requirements that each entity comprising the consortium would provide and how the entities would relate with each other to ensure full provision of Tetra Tech International Development's Requirements. All consortium members that are not natural persons are to provide details relating to their legal nature and any relevant corporate structure.

Tetra Tech International Development will treat the Tenderer as the preferred contact person for any consortium Offer.

### **6.2 Sub-contracting**

If the Offer relies on a sub-contracting arrangement, then the Tenderer must stipulate in the Offer the tasks that the proposed sub-contractor(s) would undertake. The Tenderer will remain legally responsible for meeting Tetra Tech International Development Requirements.

## **7 Procurement Process Conduct**

### **7.1 The Tenderer's Conduct**

The Tenderer must:

- a) ensure all communications are undertaken via the Contact Person
- b) declare any actual or potential conflict of interest
- c) not employ or engage the services of any person who has a duty to Tetra Tech International Development as an adviser, consultant or employee (or former adviser, consultant or employee) who has been substantially involved in the design, preparation, appraisal, review and/or daily management of this activity
- d) not offer any incentive to, or otherwise attempt to influence, any employee of Tetra Tech International Development or any member of an evaluation team at any time
- e) not engage in any collusive or anti-competitive conduct with any Supplier
- f) comply with all laws in force in Australia applicable to this Procurement Process
- g) disclose whether the Tenderer is acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- h) not issue any news releases or responses to media enquiries and questions regarding this Procurement Process or this Invitation without Tetra Tech International Development's written approval.
- i) The Tenderer must not be named as not complying with the Workplace Gender Equality Act 2012 (Cth);
- j) The Tenderer must not be listed on the World Bank List or any similar List maintained by a development donor or is the subject of an informal investigation or temporary suspension which could lead the Tenderer becoming so listed;
- k) The Tenderer must not be subject to an adverse Court or Tribunal decision (not including decisions under appeal) for a breach of any workplace relations law, work health and safety law, or workers' compensation law, or if the Tenderer is subject, that the Tenderer has fully complied, or is fully complying with the Court or Tribunal order; and
- l) The Tenderer agrees to contract as a single legal entity.

If the Tenderer acts contrary to the expectations outlined above, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to exclude the Tenderer's Offer from further consideration.

## 7.2 Tetra Tech International Development's Conduct

Tetra Tech International Development will:

- a) preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)
- b) give Suppliers the opportunity to compete fairly.

## 7.3 Confidentiality

The Tenderer must identify any aspect of the Offer that the Tenderer considers should be kept confidential including reasons. Tetra Tech International Development is not obliged to treat information as confidential and in the absence of any agreement to do so, the Tenderer acknowledges that Tetra Tech International Development has the right to publicly disclose the information.

Any condition in the Offer that seeks to prohibit or restrict Tetra Tech International Development's right to disclose will not be accepted.

Information supplied by or on behalf of Tetra Tech International Development is confidential to Tetra Tech International Development and the Tenderer is obliged to maintain its confidentiality. The Tenderer may disclose confidential information to any person that has a need to know the information for the purposes of submitting the Offer.

## 7.4 Commonwealth Procurement Rules and PGPA Act

Tenderers should be aware that the Commonwealth Procurement Rules ('CPRs') and the *Public Governance Performance and Accountability Act Rules 2013* (Cth) ('PGPA Act') as amended from time to time, apply to this RFT. The CPRs are available at: <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/commonwealth-procurement-rules/index.html>

The PGPA Act is available at: <http://www.comlaw.gov.au>

## 7.5 Indigenous Procurement Policy

It is Commonwealth policy and therefore Tetra Tech International Development policy, to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy (see <https://www.dpmc.gov.au> for further information).

Tenderers should note that the Indigenous Procurement Policy does not apply to this procurement.

However, in completing Part D, Response, tenderers are encouraged to provide information on how their organisation or tender proposal stimulates Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Purchases from an Indigenous enterprise may be in the form of engagement of an Indigenous enterprise as a subcontractor, and / or use of Indigenous suppliers in the Tenderer's supply chain.

## 7.6 Disclosure of Information Provided by Tenderers

Tetra Tech International Development's selection process for services is conducted in accordance with Australia's Commonwealth Procurement Rules. For the purpose of assessing Tenders, Tetra Tech International Development is required to pass Tenders to Commonwealth Government Departments and Agencies as Tetra Tech International Development sees fit and to relevant Ministers and Parliamentary Secretaries.

It is Tetra Tech International Development policy not to divulge to a Tenderer information that has been provided in-confidence by another.

Tenderers should note that the *Freedom of Information Act 1982* (The Act) gives members of the public rights of access to official documents of the Commonwealth Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Commonwealth Government and its Agencies, limited only by considerations for the protection of essential public interest and of the private and

business affairs of persons in respect of whom information is collected and held by departments and public authorities.

## 8 Evaluation Process

### 8.1 Evaluation

Tetra Tech International Development will evaluate and assess only those tenders determined to be complying with the requirements of the Tender Documents. The evaluation of tenders will be on a 'value for money' basis in accordance with Australian Commonwealth Procurement Rules, including but not limited to the following: -

Evaluation Criteria	Weighting
A. Organisational capacity and experience	20%
B. Technical approach to specifications	20%
C. Key Personnel proposed	15%
D. Innovation and Value for Money (non-financial - ideas)	5%
E. Financial	40%

Tetra Tech International Development will convene an Evaluation Committee (EC) to undertake the value for money evaluation. Members of the EC could be Tetra Tech International Development or DFAT representatives, representatives of the Partner Government, and/or externally engaged experts at Tetra Tech International Development's sole discretion.

Tetra Tech International Development reserves the right to negotiate a successful tender with any of the Tenderers in the event that none of the tenders received fully meet the evaluation criteria.

Tetra Tech International Development reserves the right to accept or reject any tender at any time prior to the award of a contract, without thereby incurring any liability to the affected tenderer or tenderers.

Tetra Tech International Development reserves the right to reject all tenders before re-calling tenders from any source including those tenderers who have already submitted tenders.

In evaluating Offers Tetra Tech International Development will consider:

- a) the Evaluation Criteria
- b) the overall value for money of the Offer

Where mandatory criteria are specified in the Reference Schedule and the Offer does not comply with these criteria, Tetra Tech International Development may choose not to further evaluate the Offer.

Tetra Tech International Development may seek the advice of external consultants to assist Tetra Tech International Development in evaluating the Offers.

Tetra Tech International Development may in its absolute discretion:

- a) take into account any relevant consideration when evaluating Offers
- b) accept all or part of an Offer
- c) invite any person or entity to lodge an Offer
- d) allow a Supplier to change its Offer
- e) consider, decline to consider, or accept (at Tetra Tech International Development's sole discretion) an Offer lodged other than in accordance with this Invitation
- f) seek further information from the Tenderer regarding the Offer including but not limited to requests for additional information or presentations by, or interviews with the Tenderer or the Tenderer's key personnel
- g) seek and evaluate relevant financial viability data concerning any Suppliers' business and related entities including seeking any assistance from third party providers

- h) make enquiries of any person or entity to obtain information about any Supplier and its Offer (including but not limited to the referees)
- i) seek clarification of any technical, commercial, risk or other matters at any stage, and may seek a Best and Final Offer in respect of the offer provided by each Tenderer.
- j) visit facilities operated by any Supplier, proposed subcontractors of any Supplier and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).
- k) is not bound to accept the lowest priced, highest technical or any Tender.

## **8.2 Discontinue Process**

Tetra Tech International Development may decide not to proceed any further with the Procurement Process for Tetra Tech International Development's Requirement.

## **8.3 Shortlisting**

Tetra Tech International Development may choose to short-list some Suppliers and continue evaluating Offers from those short-listed Suppliers. Tetra Tech International Development is not at any time required to notify the Tenderer, any Supplier or any other person or organisation interested in making an Offer of its intentions or decision to short-list.

## **8.4 Negotiation**

Tetra Tech International Development may choose to:

- a) enter into negotiations with the Tenderer or any Supplier (including parallel negotiations with more than one Supplier) in order to vary its Offer on grounds of capability / capacity, technical issues, cost, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) re-evaluate Offers generally after any negotiation
- c) suspend, discontinue or terminate at any time negotiations with the Tenderer or any Supplier or any other person or organisation
- d) negotiate with the Tenderer or any Supplier for the provision of any part of Tetra Tech International Development's Requirement and negotiate with any other Supplier with respect to the same or other parts of Tetra Tech International Development Requirement and to enter into one or more contracts for part or parts of Tetra Tech International Development's Requirement
- e) negotiate at any time with any organisation that is not a Supplier and enter into a contract in relation to Tetra Tech International Development's Requirement or any part of Tetra Tech International Development's Requirement with that organisation on such terms as Tetra Tech International Development, at its absolute discretion, considers appropriate
- f) seek best and final offers from all or some of the Suppliers. Irrespective of Tetra Tech International Development's right to negotiate and/or seek a best and final offer, The Tenderer is bound by the Offer, and if selected, the Tenderer must be willing to enter into a contract on the basis of the Offer.

## **8.5 Contract Formation**

Tetra Tech International Development may make partial or multiple awards of contract for selected portions of Tetra Tech International Development's Requirement or accept a portion or the whole of any Offer at the price or prices proposed or subsequently agreed.

No legal relationship will exist between a Supplier and Tetra Tech International Development for the supply of Tetra Tech International Development's Requirement until such time as a binding contract is executed by both parties.

Tetra Tech International Development intends to contract based on the Draft Contract contained in Part C of this RFT. By submitting a Tender, the Tenderer agrees to the Services-Specific and Standard Conditions of Tender, including the Draft Contract. Any non-compliance with the Draft Contract must be documented in Clause 12 of Part D - Tenderers' Response Schedule.

## 9 Glossary

### 9.1 Definitions

In this Invitation, unless the contrary intention is apparent:

- a) "Alternative Offer" is an alternative or innovate offer which provides a value for money solution that meets Tetra Tech International Development's Requirements
- b) "Closing Date and Time" means the date and time nominated in the Reference Schedule by which Offers are required to be lodged
- c) "Conforming Offer" means an Offer by the Supplier that includes all requested information, is received by the Closing Date and Time, is open for the minimum validity period and satisfies all Mandatory Criteria
- d) "Contact Person" means the person nominated in the Reference Schedule authorised by Tetra Tech International Development to communicate with Suppliers about the Procurement Process
- e) "CPR" means Australian Commonwealth Government's Commonwealth Procurement Rules
- f) "DFAT" means Australian Commonwealth Government Department of Foreign Affairs and Trade
- g) "Evaluation" means the process for considering and evaluating Offers in accordance with clause 8.1
- h) "Intellectual Property" means any patent, copyright, trademark, trade name, design, trade secret, knowhow, or other form of intellectual property and the right to registration and renewal of the intellectual property
- i) "Invitation" means this document inviting persons to lodge an Offer
- j) "Last Queries Date" means the date nominated in the Reference Schedule as the last date for Suppliers to seek information or clarification of any matters relating to this Invitation
- k) "Mandatory Criteria" means the criteria considered by Tetra Tech International Development to be critical and identified in the Reference Schedule
- l) "Offer" means the documents constituting an offer lodged by a Supplier to meet Tetra Tech International Development's Requirement in accordance with this Invitation
- m) "Offer Material" means all documents, data, computer programs, computer discs and other materials and things provided by a Supplier in relation to an Offer arising out of this Invitation
- n) "Part" means a part of this Invitation
- o) "Procurement Process" means the process commenced by the issuing of this Invitation and concluding upon the award of a contract (or other outcome as determined by Tetra Tech International Development) or upon the earlier termination of the process
- p) "Reference Schedule" means the reference schedule in Part A of this Invitation
- q) "South Australian Time" means the time applicable to South Australia, as defined at <http://www.australia.gov/about-australia/our-country/time>
- r) "Specification" means the information about Tetra Tech International Development's Requirement described in Part B
- s) "Supplier" or "The Tenderer" means any person or organisation responding to this Invitation by lodging an Offer.

**RFT AM-12002**

**Part B**

**Specifications – Good and/or services**

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## **10 Introduction**

### **10.1 Purpose**

Tetra Tech International Development is seeking a suitable Service Provider to provide Australia Awards branded medical kits for PNG Midwife and Nursing Awardees.

### **10.2 Background**

Tetra Tech is contracted by the Department of Foreign Affairs and Trade (DFAT) to manage the Australia Awards PNG (AAPNG) program.

AAPNG is designed to promote knowledge, leadership and enduring ties between Australia and PNG. The program aims to build knowledge and skills to address PNG's economic and development challenges. It seeks to foster people-to-people links between Australia and PNG and to maintain linkages with alumni on return.

AAPNG offers the next generation of leaders in PNG opportunities to acquire professional and technical knowledge and skills relevant to the priorities of the Government of PNG. It ensures that study opportunities are provided for women, people with disabilities and people from remote locations. There is a focus on supporting alumni to use their skills, knowledge, and networks to drive change and innovation.

AAPNG includes three types of study options:

- Australia Award Scholarships for Papua New Guineans to study primarily postgraduate courses in Australia.
- In-PNG Scholarships for Papua New Guineans to study in PNG to meet critical workforce gaps and to contribute to strengthening local tertiary institutions; and
- Australia Awards Short Course Awards for Papua New Guineans to undertake short term study in Australia or in PNG.

## **11 Scope and Context**

### **11.1 Scope**

In-PNG Scholarship recipients include students studying to become midwives or nurses working in PNG. As part of their scholarship entitlements each student is provided with textbooks and a medical kit which they use as learning resources during their training and which they later use in their workplace on completion of their qualification.

### **11.2 Context**

1. Supply the items in the qualities and quantities as listed in Schedule 3, being, medical equipment, medical carry bag (with Australia Awards branding) and textbooks
2. Individual items should be packed into the relevant Medical Kits and placed in each branded medical carry bag. Medical carry bags/kits and the accompanying textbooks should be individually boxed where this is possible.
3. Individual packing boxes containing each kit should be clearly labelled as with intended for Midwifery or Nursing students

Equipment will be in working order and consumables such as gloves and masks should be in original sealed packages to ensure they are fit for purpose by the intended recipients. Procurement details are found in Schedule 3.

#### **11.2.1 Medical Bags**

1. The medical bag will be durable and able to carry all equipment as listed (except textbooks)
2. Branding shall be stitched using colours and dimensions provided by Australia Awards PNG, and will comply with the branding guidelines provided in Schedule 4

### **11.2.2 Transportation**

1. Arrange transport to PNG including all customs and quarantine clearance and delivery to the service provider's designated warehouse in Port Moresby, Papua New Guinea; and
2. Provide Australia Awards PNG with timely updates as to progress on dispatching medical kits from Australia and the clearance and delivery process for entry into PNG and arrival in the Service Providers warehouse in Port Moresby

### **11.2.3 The items shall be considered delivered**

1. Once they have landed in Port Moresby, have cleared all Government of Papua New Guinea customs and quarantine requirements, have been delivered to and are available for Australia Awards PNG to inspect and collect from the Service Provider's designated warehouse in Port Moresby; and
2. Australia Awards PNG accepts the items are in good condition and are as specified in Schedule 3 and packed as per below.

## **12 Contract Management**

The contract will be managed by the Australia Awards PNG Contracts and Procurement Manager based in PNG reporting to the Australia Awards PNG Program Director.

### SCHEDULE 3

#### Kit Items and Quantities

Table 1. Australia Awards PNG Nursing Kit Contents

No.	Description	Quantity	Check
1	Sphygmomanometer Black	40	
2	Spirit CK-S601PF-21 Stethoscope Classic (any color)	40	
3	Omron Digital Thermometer Water Resistant Speed Readings MC341	40	
4	Nursing Pocket Pouch with Red Stitching	40	
5	Nursing Fob Watch Stainless Steel	40	
6	Livingstone Plastic Pinnard	40	
7	Scissors General Stainless Steel (sharp/blunt)	40	
8	Stainless Steel Forceps General	40	
9	Medibag the Medical Utility Bag Dark Grey	40	
10	Medical Penlight Bi-functional,	40	
11	Spirit Fibre Diagnostic Otoscope (any color)	40	
12	Prestige Fiber Glass Tape Measure White	40	
13	Ovulation Calendar & Pregnancy Wheel	40	
14	Universal Nitrile P/F Gloves Medium Box/100	40	
15	BSN Consumables Disposables Proshield Earloop Mask 2 x Box/50 72509-02	40	
16	Universal Nitrile P/F gloves medium 2 X Box 100	40	
17	Safety Glasses Radar - Clear Lens	40	
18	Constar 230mm (700mL) Kidney Dish Disposable	40	
19	Purple Tourniquet Quick Release	40	
20	LED Headlamp	40	
21	<i>BTO00005 Oxford Mini Dictionary for Nurses</i>	40	
22	<i>ITM01623 Anatomy &amp; Physiology in Health &amp; Illness. 12th Edition</i>	40	
23	<i>BOO00001 Obstetrics &amp; Gynecology 7th Edition</i>	40	
24	<i>STJ00004 St Johns Australian First Aid Manual</i>	40	
25	<i>ITM01624 Essential Communication Skills For Nursing &amp; Midwifery</i>	40	
26	<i>COB00001 Fundamentals of Nursing 5th Edition</i>	40	

Table 2. Australia Awards PNG Midwifery Kit Contents

No.	Description	Qty	Check
1	Sphygmomanometer	80	
2	Spirit CK-S601PF-16 Stethoscope Classic (Any color)	80	
3	Omron Digital Thermometer Water Resistant MC246	80	
4	Nursing Pocket Pouch with Red Stitching	80	
5	Nursing Fob Watch Stainless Steel	80	
6	Livingstone Plastic Pinnard Each	80	
7	Universal Bandage Scissors Black - Large 18cm	80	
8	Multigate Sterile Mayo Hegar Needle Holder 15cm 06-301	80	
9	Stainless Steel Forceps General	80	
10	Medibag the Medical Utility Bag Dark Grey <b>(with stitched Australia Awards Logo both sides)</b>	80	
11	LED Headlamp	80	
12	Huntleigh Sonicaidone Hunteigh Fetal Doppler	80	
13	Laerdal The BAG II Disposable Resuscitator -Child - 845121	80	
14	Universal Nitrile P/F Gloves Medium 2 x Box/100	80	
15	BSN Consumables Disposables Proshield Earloop Mask Box/50 72509-02	80	
14	Fess Little Noses Drps 25ml +Asp	80	
15	Seca 310 Hanging Scale, Mechanical 25kg	80	
18	BSN Consumables Disposables Proshield Earloop 2 x Mask Box/50 72509-01	80	
19	Obstetric calendar wheel	80	
20	Accu-Chek Performa Meter Fastclix	80	
21	Accucheck Performa Blood Glucose Strip x 100-C	80	
22	Survival Guide to Midwifery. 2nd Edition	80	
23	Myles Textbook for Midwives, 16th Edition	80	
24	Care of the Newborn by Ten Teachers 2010	80	
25	Oxford Mini Dictionary for Nurses	80	

## SCHEDULE 3

### Branding Guide for Medical Kit Bag

#### 1. Brand Mark: Specific Colors to use

- The brand mark of the Australia Awards is represented in five possible colors.
- No other colors are permissible.

Colour	PMS	CMYK
Navy	7463	100/62/12/62
Teal	7468	94/16/7/28
White	-	
Dark Grey	PMS Cool Grey	29/23/16/51
Black	-	0/0/0/100

#### 2. Which logo to use?



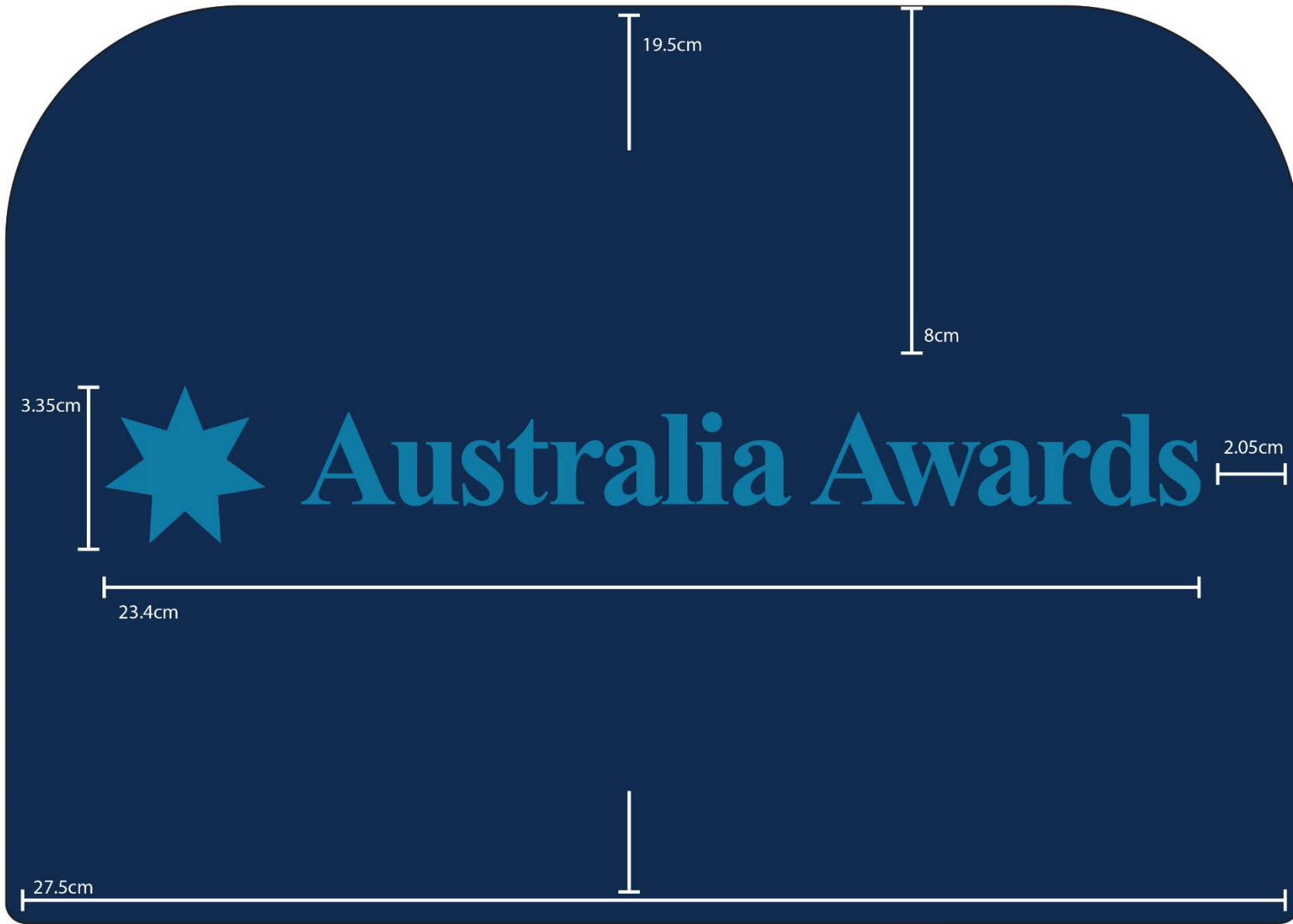
- Options for use:
  - White logo on a navy or dark grey background
  - Teal logo on navy or dark grey background
  - Navy logo on dark grey background

#### 3. Graphic Design specifications

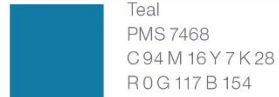
- Font: Times New Roman Regular
- The logo should appear only once on the bag.
- The logo should be visible.
- The logo should be placed at the top-front (centered) of the bag, or at the bottom right-front side of the bag.
- The logo should not appear beside or together with the supplier's brand name.
- See mockup specifications in the attached PDF file.

#### 4. Finishes recommended for Australia Awards brand

Embroidered directly onto the bag.



Writing in brand blue because white will get too dirty too fast



# RFT AM - 12002

## Part D

### Response to Invitation to Tender

Invitation title: <Invitation title>

Invitation Reference Number: <Invitation reference number>

Offer submitted by: <Supplier name>

Instructions to Suppliers for completing this template:

1. You must respond to all sections of this template within the specified fields, in the format requested.
2. Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this template and referred to in the relevant field.





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### 13 Supplier Information

<b>Trading Name</b>	<insert name>
<b>Registered Name</b>	<insert name>
<b>ACN</b>	<insert number>
<b>ABN</b>	<insert number>
<b>Address of registered office</b>	<insert address>
<b>Place of business</b>	<insert address>
<b>Type of entity (e.g. company, trust, partnership, sole trader, other)</b>	<insert entity>
<b>Key Personnel (e.g. directors, chief executive officer, principal of business etc.)</b>	<insert names and positions>
<b>Telephone</b>	<insert phone number>
<b>Website</b>	<insert URL>
<b>Indigenous Procurement Policy</b>	<p>Is your organisation 50% or more Indigenous owned? YES / NO (Delete one)</p> <p>If YES, is your organisation registered as a Supply Nation? YES / NO (see note below) / Not Applicable (Delete one)</p> <p>If NO, please provide a certificate or letter from a recognised Indigenous organisation.</p>

**14 Contact Details**

<b>Contact Person</b>	<insert name>
<b>Position</b>	<insert position>
<b>Address</b>	<insert address>
<b>Postal address (if different to above)</b>	<insert address>
<b>E-mail</b>	<insert email address>
<b>Telephone</b>	<insert phone number>

## 15 Financial Viability

You, the Tenderer are required to demonstrate that you have the financial viability to deliver Tetra Tech International Development's Requirement. The following questions apply to your business, its parent or any associated entities or any director(s), including any consortium members and partners where relevant.

If the answer to any of the following questions is 'yes', provide an explanation.

### 15.1 Financial History

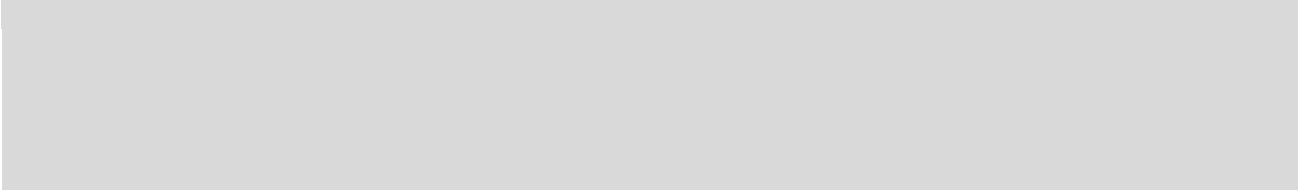
- Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect your operations? Have there been any:
- bankruptcy and/or de-registration actions;
- insolvency proceedings (including voluntary administration, application to wind up, or other like action) either actual or threatened, against you in the past three years? If so, what (if any) remedial action has been taken? ; or
- ineligibility listing on the World Bank List

### 15.2 Default/Other Factors

Are You currently in default of any agreement, contract, order or award that would or would be likely to adversely affect Your financial capacity to deliver Tetra Tech International Development's requirements? Are there any other factors which could adversely impact on Your financial ability to successfully perform the obligations in this Invitation to Supply?

## 16 Conflict of Interest

You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions to prevent or manage the conflicts of interest.



## 17 Prior Experience and References

### 17.1 Past Experience

Detail previous or current work, including work of a similar nature, related to meeting Tetra Tech International Development's Requirement. Please provide the following information:

- project description
- customer organisation
- number of personnel involved
- date of commencement and period of association
- the scope and value of the work undertaken.

### 17.2 References

Provide up to three referees to support Your ability to provide Tetra Tech International Development's Requirement.

Referee 1:	
<b>Referee Name</b>	<insert name of organisation>
<b>Contact Person</b>	<insert name>
<b>Contact Person Title</b>	<insert title>
<b>Referee Address</b>	<insert address>
<b>Contact Person E-mail</b>	<insert email address>
<b>Contact Person Telephone</b>	<insert phone number>
<b>Nature of Business with Supplier</b>	<insert goods and/or services provided and when delivered>

Referee 2:	
<b>Referee Name</b>	<insert name of organisation>
<b>Contact Person</b>	<insert name>
<b>Contact Person Title</b>	<insert title>
<b>Referee Address</b>	<insert address>
<b>Contact Person E-mail</b>	<insert email address>
<b>Contact Person Telephone</b>	<insert phone number>
<b>Nature of Business with Supplier</b>	<insert goods and/or services provided and when delivered>

Referee 3:	
<b>Referee Name</b>	<insert name of organisation>
<b>Contact Person</b>	<insert name>
<b>Contact Person Title</b>	<insert title>
<b>Referee Address</b>	<insert address>
<b>Contact Person E-mail</b>	<insert email address>
<b>Contact Person Telephone</b>	<insert phone number>
<b>Nature of Business with Supplier</b>	<insert goods and/or services provided and when delivered>

## 18 Capacity and Capabilities

### 18.1 Key Staff

Detail the experience and expertise of each key staff member and their role in the delivery of Tetra Tech International Development's Requirement.

<b>Name</b>	<insert name>
<b>Qualifications</b>	<insert name>
<b>Skills</b>	<insert number>
<b>Relevant Experience</b>	<insert address>
<b>Availability for duration of contract</b>	<insert availability>
<b>Role in delivery of Requirement</b>	<insert role>

<insert additional table/s for additional Key Staff>

### 18.2 Quality Systems

Describe how You propose to monitor the quality of Your performance if selected to provide Tetra Tech International Development's Requirements.

Provide details of any relevant Quality Assurance certification.

<b>Quality Assurance System</b>	<insert name>
<b>Quality Assurance Standard</b>	<insert details>

### 18.3 Organisational Structure

Provide details of Your organisational structure and the business units relevant to the delivery of Tetra Tech International Development's Requirement (including any necessary diagrams).



## 19 Supply Approach

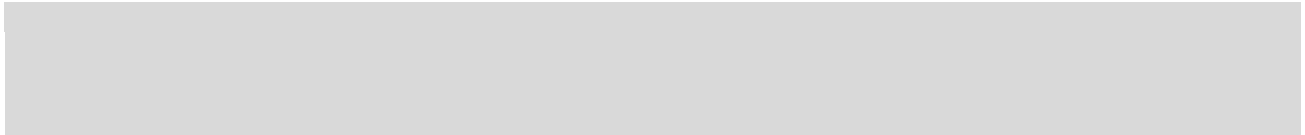
### 19.1 Methodology

Provide details of the methodology that You would use to deliver Tetra Tech International Development's Requirement. Detail mechanisms and strategies for continuous improvement, increased efficiency and productivity timelines, methodology, resources, efficiencies, work-plan, disengagement plan, etc.




### 19.2 Benchmarking

Provide details of what You consider to be appropriate performance measures and benchmarks for the delivery of Tetra Tech International Development's Requirement.



### 19.3 Customer Service

Provide details of the procedures You intend to implement to ensure customer satisfaction for the duration of the provision of Tetra Tech International Development's Requirement



### 19.4 Proposed Work Plans

Provide details of proposed implementation/transition in plan.



Provide details of proposed transition out plan



## 20 External Resources

### 20.1 Consortia/Partnerships

If You are a member of a consortium or partnership, then You must detail which parts of Tetra Tech International Development's Requirement that each entity comprising the consortium or partnership will provide and how the entities relate to each other.

Partner 1:	
<b>Trading Name</b>	<insert name>
<b>Registered Name</b>	<insert name>
<b>ACN/ABN</b>	<insert number>
<b>Address of registered office</b>	<insert address>
<b>Contact Person</b>	<insert name and title >
<b>Telephone</b>	<insert phone number>
<b>Type of Relationship</b>	<insert relationship>
<b>Period of association</b>	<insert period>
<b>Goods/Services to be provided</b>	<insert goods/service>
<b>Estimated value of Goods/Services</b>	<\$>

<insert additional table/s for additional Partners>

## 20.2 Subcontractors

Provide details of sub-contractors to be engaged in connection with the delivery of Tetra Tech International Development's Requirement.

Subcontractor 1:	
Trading Name	<insert name>
Registered Name	<insert name>
ACN/ABN	<insert number>
Address of registered office	<insert address>
Contact Person	<insert name and title >
Telephone	<insert phone number>
Period of association	<insert period>
Goods/Services to be provided	<insert goods/service>
Estimated value of Goods/Services	<\$>

<insert additional table/s for additional subcontractors>

## 21 Risk Management

Provide details of the risk management strategies and practices that You would implement in the delivery of Tetra Tech International Development's Requirement.

Provide details of Your Work Health and Safety record over the previous three years. This should include the number of accidents, number of lost time accidents, etc.

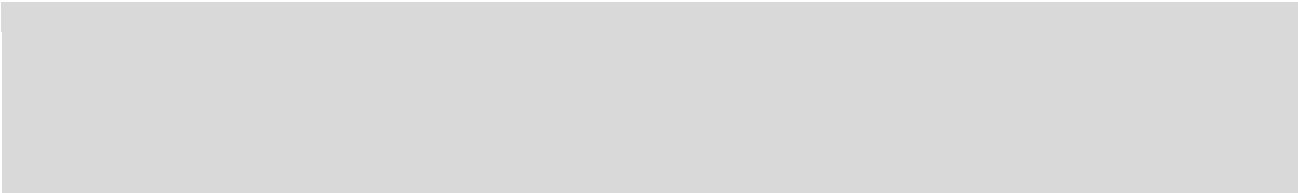
## 22 Innovation and Value for Money

Provide details of any innovative solutions, systems or processes that may add value to the delivery of Tetra Tech International Development's Requirement.

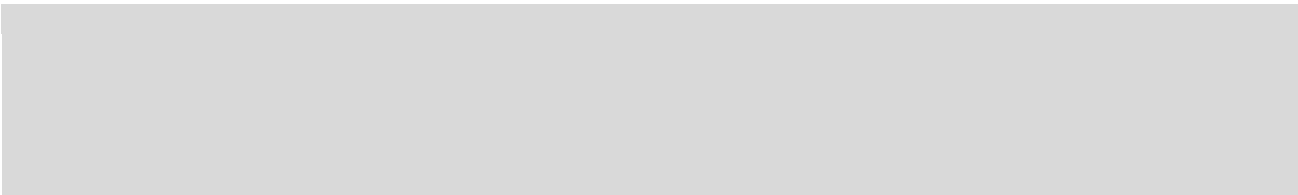
**NOTE TO TENDERERS**

*Tenderers must describe how their proposed supply provides economic benefit to the Australian economy.*

*Examples of information potential suppliers might include are: lowest price, saving the tax payer; building, leasing or procuring infrastructure that supports Australian communities; providing skills and training that benefits Australian communities; employing workers in Australia; paying taxes in Australia; the environmental benefit of the proposed solution to Australia, for example, low environmental impact through energy efficient inputs such as computers, air conditioning, telephones and paper; contributing to positive social outcomes in Australian communities; use of indigenous businesses; use of SMEs in delivering goods and services, such as a subcontractor or supplier; research and development related activities and investments (including those undertaken with universities); transfer of technology to Australian businesses; positive effects on international competitiveness of Australian businesses (e.g. better linking to global supply chains); sharing knowledge, skills and technology with SMEs; and using goods and services from a business that provides services of persons with a disability. Responses should describe how strategies are being realised / will be realised.*



What is Your strategy and methodology to ensure that value for money is achieved and delivered?



**23 Compliance with Part B – Specification**

You must provide a compliance statement against each clause number stating either ‘comply’(C), ‘does not comply’(N) ‘will comply subject to conditions’(P) or “alternative” (A).

You must provide information relating to the reason for partial compliance or non-compliance.

Specification Clause No.	Compliance Indicator	Explanation/comment

## 24 Compliance with Part C – Proposed Contract

Does Your Offer comply with all terms of the proposed Contract?  Yes  
 No

If Your Offer does not comply with some or all of the terms of the contract You must provide a compliance statement against those clauses stating ‘does not comply’ (**N**) or ‘will comply subject to conditions’ (**P**).

You must provide reasons for the partial compliance or non-compliance.

Contract Clause No.	Compliance Indicator	Explanation/comment

### 24.1 Insurance

Provide details of each insurance policy relevant to Tetra Tech International Development’s Requirement.

### 24.2 Liability

Do You agree with the Liability position in the proposed Contract?  Yes  
 No

If You do not agree with the Liability position in the Proposed Contract you must provide details of Your preferred position.

**25 Compliance with Tetra Tech International Development Policies**

**26 Pricing**

**26.1 Fixed/Variable Pricing**

---

<b>Is Your Offer based on fixed or variable pricing?</b>	<input type="checkbox"/> Fixed
	<input type="checkbox"/> Variable

---

If Your Pricing is variable, specify price variation methodology:

**26.2 Pricing Schedule**

*Instructions: this section needs to be tailored according to the price structure required.*

## Declaration in Relation to Unlawful Collusion

Re: ..... (“the Procurement”)

[insert name of Procurement]

I, .....of .....

[insert name and address of declarant]

### do hereby declare as follows:

1. I hold the position of .....within .....Pty Ltd (“the Supplier”) and that I am authorised to provide this declaration on its behalf.
2. I confirm that the Offer submitted by the Supplier is independent and that there has not been any unlawful collusion with any other Supplier or party in connection with this Procurement Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to Tetra Tech International Development as part of the Offer submitted by the Supplier.
3. I confirm that the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is \$..... .
4. *[where that value exceeds either of \$1,000,000 (GST inc) or 25% of the total value of the Offer]* Attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.
5. I understand that if any part of this declaration is found to be false, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to:
  - terminate negotiations with the Supplier;
  - terminate consideration of the Supplier’s Offer; and
  - terminate any contract between the Supplier and Tetra Tech International Development in relation to the Procurement without any obligation on Tetra Tech International Development to make any payment to the Supplier.

.....

...../...../ 20 ...

Signature

Date

Note: If your Offer is submitted jointly with another party or parties then each joint respondent must provide a signed declaration in the form set out in this Appendix.