

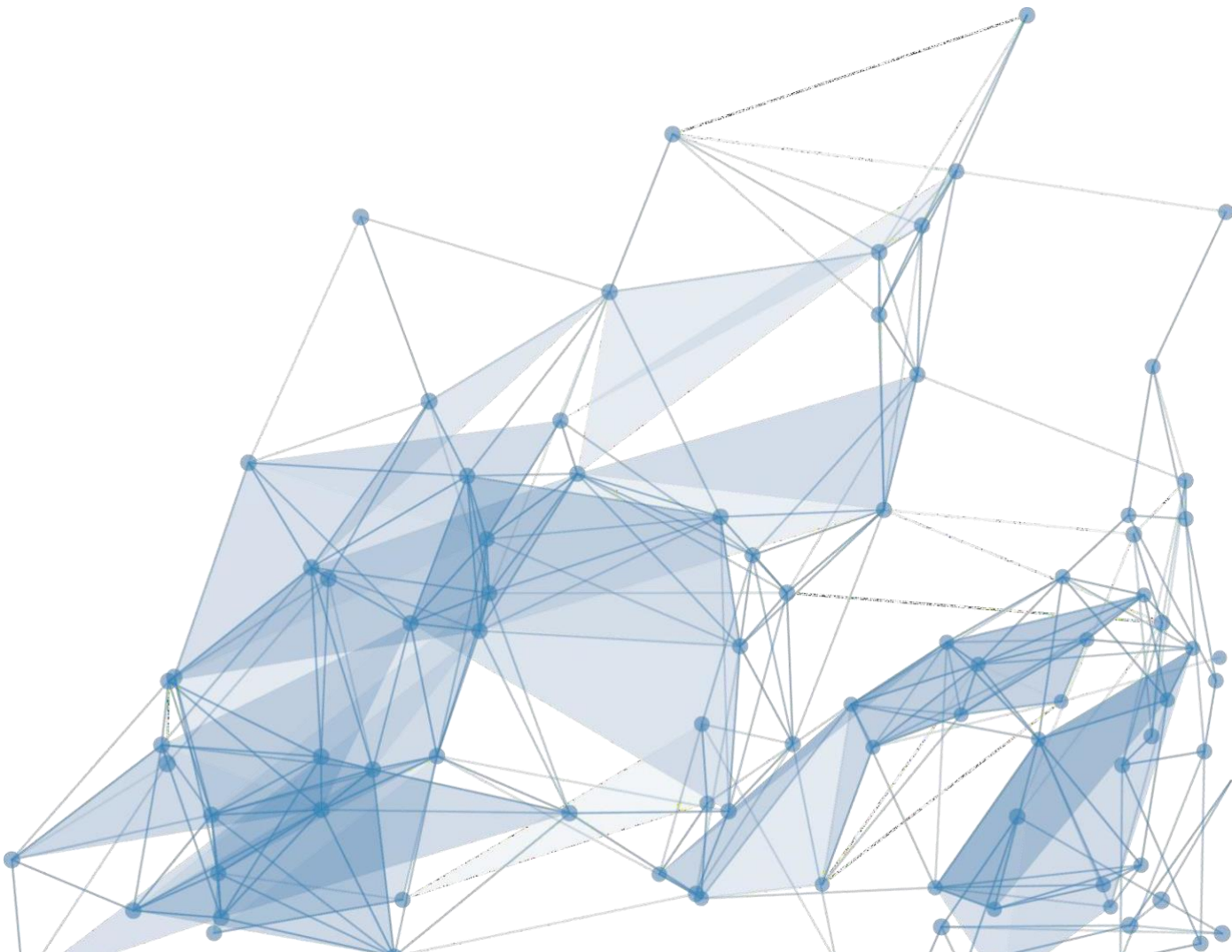
Request for Tender (RFT) – AM12004

to deliver

Certificate of Achievement in International Relations

for

Australia Awards Papua New Guinea (AAPNG)



Structure of Invitation

Part A – Procurement Guidelines

Part B – Scope of Services

Part C – Technical Proposal and Assessment

Part D – Pricing Schedule and Assessment

Part E – Draft Services Agreement

Service Providers should carefully read Parts A to E.

Tenders deemed non-conforming by Tetra Tech International Development may be rejected.

Contents

Part A – Procurement Guidelines	1
1 Invitation	3
1.1 Tetra Tech International Development’s Requirements	3
1.2 Additions and Amendments.....	3
1.3 Accuracy of Invitation	3
1.4 The Use of Invitation.....	3
1.5 Procurement Process does not create a Contract	3
2 Structure of Invitation	3
3 Communication	3
3.1 Contact Person	3
3.2 Requests for Clarification	3
4 The Tender Offer	4
4.1 Format of Offer	4
4.2 Conforming Offer	4
4.3 Alternative Offers	4
4.4 Cost of Preparing the Offer.....	4
5 Lodging an Offer	4
5.1 Email	4
5.2 Late Offers	5
5.3 Validity	5
5.4 Tetra Tech International Development’s Use of The Service Provider’s Offer Materials	5
6 Consortia and Sub-Contracting	5
6.1 Consortia	5
6.2 Sub-contracting.....	5
7 Procurement Process Conduct	5
7.1 The Service Provider’s Conduct	5
7.2 Tetra Tech International Development’s Conduct.....	6
7.3 Confidentiality	6
7.4 Disclosure of Information Provided by Service Providers	6
7.5 Commonwealth Procurement Rules and PGPA Act	7
7.6 Indigenous Procurement Policy	7
8 Evaluation Process	7
8.1 Evaluation	7
8.2 Discontinue Process.....	8
8.3 Shortlisting.....	8
8.4 Negotiation.....	8
8.5 Contract Formation	8
9 Glossary	9
9.1 Definitions	9
Part B – Scope of Services	10
1 Activity	10

2	Contract Details.....	10
3	About Australia Awards	11
4	Course Overview	12
5	Course Design and Delivery	14
6	Services.....	15
7	Financial Information	16
8	Milestones	17
	Part C – Technical Proposal & Assessment.....	18
1	Response to Tender	18
2	Selection Criteria	18
3	Technical Proposal	18
4	Annexures	20
	Part D - Pricing Schedule & Assessment	23
1	Financial Proposal	23
2	Approach to the Financial Proposal	23
3	Limited Information Required for Price Assessment.....	23
4	Content of Financial Proposal	23
5	Retention of Price Component of Tenders by Tetra Tech International Development.....	24
6	Escalation	24
7	Goods and Services Tax (GST)	24
	Part E - Draft Contract.....	25

RFT – AM12004

Part A – Procurement Guidelines

Invitation to Tender

You are invited to submit a tender for the provision of:	Australia Awards Papua New Guinea (AAPNG) Certificate of Achievement in International Relations (AM12004)
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Principal

Tetra Tech International Development Pty Ltd [ABN 63 007 889 081]
Ground Floor, 422 King Street
Adelaide SA 5000

Tetra Tech International Development's Requirements

Tetra Tech International Development, the Managing Contractor for the Australia Awards Papua New Guinea (AAPNG) is seeking Service Providers to tender for the design and delivery of the Certificate of Achievement in International Relations short course. Tenders are sought in accordance with the AAPNG Short Course Guidelines and as per the details more fully described in this Request for Tender (RFT) documentation. Details of the course are included in Part B – Scope of Services.

To tender to design and deliver this course the Service Provider must be a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution as defined in the *Higher Education Support Act, 2003* Table A, B and C.

AAPNG will exclude a Service Provider on the grounds of bankruptcy, insolvency, false declarations, or significant deficiencies in performance of any substantive requirement or obligation under a prior contract with Tetra Tech International Development or AAPNG.

Timetable

Activity	Date
Invitation Issue Date	Monday 21 October 2024
Last Queries Date	Monday 4 November 2024 at 5:00pm (AEDST)
Closing Date and Time	Friday 29 November 2024 at 5:00pm (AEDST)
Completion of evaluation	Friday 20 December 2024*
Notification to successful Service Providers(s)	early-January 2025*
Contract executed	early-February 2025*
Notification to unsuccessful Service Providers(s)	early-January 2025*
Contract commencement	February 2025*

* (subject to DFAT approval of the procurement report)

Offers and Lodgement

Alternative Offers	Alternative Offers may be submitted <input checked="" type="checkbox"/> No
Lodgement (electronic)	tenders@australiaawardspng.org
Offer Validity Period	90 days from Closing Date and Time

Contact Person

Name	David Komba
Position	Manager, Contracts and Procurement
Email	tenders@australiaawardspng.org

Evaluation Criteria

Mandatory criteria

The evaluation criteria include, but are not limited to, the following (in no of priority):

- Capability
- Personnel
- Course Design and Delivery
- Innovation and Value-Add
- Pricing Schedule

Specific Requirements

Procurement Policy

In performing any part of this Contract whether within or outside of Australia, the Service Provider and its Personnel and Sub-Contractors must comply with all DFAT policies as applicable including:

- a) the child protection compliance standards in the [Child Protection Policy](#) for the DFAT – Australian Aid Program
- b) [Disability Action Strategy](#)
- c) the Family Planning and the Aid Program: Guiding Principles (2009) for the DFAT – Australian Aid Program, accessible on the DFAT website at: www.dfat.gov.au
- d) information accessibility requirements contained in the Guidelines for preparing accessible content for the DFAT – Australian Aid Program, accessible on the DFAT website at: www.dfat.gov.au
- e) the Environment Management Guide for Australia's Aid Program (2012) for the DFAT – Australian Aid Program and the DFAT Environment Protection Policy (2014) accessible on the DFAT website at: www.dfat.gov.au
- f) [Gender Equality and Women's Empowerment Strategy 2016](#)
- g) [Anti-Corruption](#) - The Australian Government supports ethical business practices, and the prosecution of those who engage in illegal practices.
- h) [Counter-Terrorism](#) - ensure that funds provided under this Contract (whether through a subcontract or not) do not provide direct or indirect support or resources to terrorism
- i) [Fraud Control and Anti-Corruption](#)
- j) [Commonwealth Procurement Rules and Guidelines](#)
- k) [Commonwealth Grant Rules and Guidelines](#)
- l) [Preventing Sexual Exploitation, Abuse and Harassment Policy](#)
- m) Tetra Tech International Development Code of Conduct and Client Service Standards

In performing any part of the requirements personnel of the Service Provider must sign and comply with Tetra Tech International Development Code of Conduct and Client Service Standards.

1 Invitation

1.1 Tetra Tech International Development's Requirements

Tetra Tech International Development invites Service Providers 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 Service Provider 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 Service Provider must not re-produce, 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 Service Provider's participation in this Procurement Process, (including the preparation and lodgement of the Offer), is at the Service Provider's sole risk.

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

2 Structure of Invitation

This Invitation consists of five parts:

1) Part A - Procurement Guidelines

Part A contains general information about the Procurement Process and the Offer.

2) Part B – Scope of Services

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

3) Part C – Technical Proposal and Assessment

Part C sets out the format and information required in the Offer. The Service Provider must complete and submit all parts of the Part C Response Schedule and use templates where provided.

4) Part D –Pricing Schedule and Assessment

Part D sets out the costing requirements and the like-for-like assessment approach. The Service Provider must complete the Pricing Schedule.

5) Part E - Draft Services Agreement

Part E contains the proposed terms and conditions of the Contract that may be entered into between the Service Provider and Tetra Tech International Development if the Service Provider's Offer is successful.

3 Communication

3.1 Contact Person

The Service Provider 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 Service Provider 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 Service Providers of any question or matter any Service Provider 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 Service Provider that it considers to be unsolicited or otherwise impermissible.

4 The Tender Offer

4.1 Format of Offer

The Offer must be completed using the Part C and D (unless the Service Provider is otherwise directed).

The Offer must:

- a) be submitted in the name of the entity with which Tetra Tech International Development would enter into the contract and include the name of the person authorised to negotiate and conclude a contract.
- b) be formatted in font type Arial, no smaller than 10 point and in single column format.
- c) not contain the Tetra Tech International Development or DFAT logo on any Tender documentation.
- d) submit the Pricing Schedule (Part D) of the Tender as a separately sealed attachment.
- e) be in English.
- f) be endorsed by an appropriately authorised officer with any alterations or prices clearly and legibly stated and any alterations initialled.
- g) quote prices in Australian Dollars that are GST inclusive and, in relation to GST, must state where the GST is applicable and show that amount separately.
- h) stipulate fixed prices (unless otherwise specifically required or indicated).
- i) 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 Service Provider must submit a Conforming Offer to be considered.

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

4.3 Alternative Offers

Not Accepted.

4.4 Cost of Preparing the Offer

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

5 Lodging an Offer

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

5.1 Email

If the Service Provider is lodging an Offer via email, the Service Provider must satisfy the requirements for email lodgement specified in this Invitation.

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

The Service Provider 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 Service Provider needs to modify a single document or a group of documents, the Service Provider 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 consider a late tender.

5.3 Validity

By lodging an Offer, the Service Provider agrees that the Offer will remain open for acceptance by Tetra Tech International Development for the validity period specified in this Invitation.

5.4 Tetra Tech International Development's Use of The Service Provider's Offer Materials

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

Intellectual Property owned by the Service Provider 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 Service Provider acknowledges and agrees that the Service Provider 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 Service Provider 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 Service Provider as the preferred Contact Person for any consortium Offer.

6.2 Sub-contracting

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

7 Procurement Process Conduct

7.1 The Service Provider's Conduct

The Service Provider must:

- a) ensure all communications are undertaken via the Contact Person.
- b) declare any actual or potential conflict of interest, including engaging or employing any person from Tetra Tech International Development or its partners as an adviser, consultant or employee.
- c) 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.
- d) not engage in any collusive or anti-competitive conduct with any Service Provider.

- e) comply with all laws in force in South Australia applicable to this Procurement Process.
- f) disclose whether the Service Provider is acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s).
- g) 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.

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

The successful Service Provider will be required to complete the Tetra Tech Safeguard Screening Questionnaire prior to receiving a contract. Where adequate terms do not already exist, and as relevant to the services, the successful Service Provider will be required to adopt mandated terms into its contracting process including but not limited to:

- a) fraud and corruption.
- b) child protection.
- c) Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH).
- d) modern slavery.
- e) environmental protection.

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 Service Providers the opportunity to compete fairly.

7.3 Confidentiality

The Service Provider must identify any aspect of the Offer that the Service Provider 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 Service Provider 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 Service Provider is obliged to maintain its confidentiality. The Service Provider may disclose confidential information to any person that has a need to know the information for the purposes of submitting the Offer.

7.4 Disclosure of Information Provided by Service Providers

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 Service Provider information that has been provided in-confidence by another.

Service Providers 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.

7.5 Commonwealth Procurement Rules and PGPA Act

Service Providers 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 the Australian Department of Finance website.

7.6 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).

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

However, in completing Part C, Service Providers 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 sub-contractor, and / or use of Indigenous suppliers in the Service Provider's supply chain.

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:

- Capability
- Personnel
- Course Design and Delivery
- Innovation and Value-Add
- Institutional Capacity Building
- Pricing Schedule.

Tetra Tech International Development reserves the right to negotiate with any of the Service Providers 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 Service Provider/s.

Tetra Tech International Development reserves the right to reject all Tenders before re-calling Tenders from any source including those Service Providers 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 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) invite any person or entity to lodge an Offer.
- c) allow a Service Provider to change its Offer.
- d) consider, decline to consider, or accept (at Tetra Tech International Development's sole discretion) an Offer lodged other than in accordance with this Invitation.
- e) seek further information from the Service Provider regarding the Offer including but not limited to requests for additional information or presentations by, or interviews with the Service Provider or the Service Provider's key personnel.
- f) seek and evaluate relevant financial viability data concerning any Service Providers' business and related entities including seeking any assistance from third party providers.

- g) make enquiries of any person or entity to obtain information about any Service Provider and its Offer.
- h) visit facilities operated by any Service Provider, proposed subcontractors of any Service Provider and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).

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 shortlist some Service Providers and continue evaluating Offers from those shortlisted Service Providers. Tetra Tech International Development is not at any time required to notify the Service Provider or any other person or organisation interested in making an Offer of its intentions or decision to shortlist.

8.4 Negotiation

Tetra Tech International Development may choose to:

- a) enter into negotiations with the Service Provider (including parallel negotiations with more than one Service Provider) 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 Service Provider or any other person or organisation.
- d) negotiate with the Service Provider for the provision of any part of Tetra Tech International Development's Requirement and negotiate with any other Service Provider 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 Service Provider 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 Service Providers. Irrespective of Tetra Tech International Development's right to negotiate and/or seek a best and final offer, The Service Provider is bound by the Offer, and if selected, the Service Provider must be willing to enter into a contract on the basis of the Offer.

8.5 Contract Formation

Tetra Tech International Development will contract with one Service Provider for the Services. No legal relationship will exist between a Service Provider 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.

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 this Invitation by which Offers are required to be lodged.
- c) "Conforming Offer" means an Offer by the Service Provider 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 authorised by Tetra Tech International Development to communicate with Service Providers 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 Service Providers to lodge an Offer.
- j) "Last Queries Date" means the date nominated in this Invitation as the last date for Service Providers to seek information or clarification of any matters relating to this RFT.
- k) "Mandatory Criteria" means the criteria considered by Tetra Tech International Development to be critical and identified in this Invitation.
- l) "Offer" means the documents constituting an offer lodged by a Service Provider 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 Service Provider 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) "Specification" means the information about Tetra Tech International Development's Requirement described in Part B.
- q) "Service Provider" means any person or organisation responding to this Invitation by lodging an Offer.

RFT – AM12004

Part B – Scope of Services

Scope of Services

1 Activity

1.1 Client

Tetra Tech International Development Pty Ltd

1.2 Program

Australia Awards Papua New Guinea (AAPNG) - Short Course Awards (SCA)

1.3 Short Course Award

Certificate of Achievement in International Relations

1.4 Course duration and proposed delivery dates

The final delivery dates and locations will be determined in consultation with DFAT and the preferred Service Provider.

The short course will be delivered over five to seven days and include:

- Opportunity for high performing Australia Awards scholars (on Award in Australia) and Australian students with an interest in the Pacific to attend an International Relations short course in Australia in July 2025.
 - Delivery in Canberra is highly desirable with possibility of a site visit to Sydney (if required) to fully engage with Australia and Papua New Guinea relations and government to government connections.
-

1.5 Number of participants

Up to 30 participants.

1.6 Service Provider conditions for participation

The Service Provider must be a registered training organisation (RTO) in Australia, or an Australian tertiary institution as defined in the *Higher Education Support Act, 2003* Table A, B and C.

2 Contract Details

2.1 Delivery

Tasks must be performed by a qualified and competent team.

2.2 Contract Type

Service Agreement to be negotiated between Tetra Tech International Development and the Service Provider.

Service Agreement will include all activities detailed in this Scope of Services.

2.3 Basis of Payment

- Personnel Costs - DESIGN
 - Personnel Costs - DELIVERY
 - Fixed Management Fees
 - Reimbursable Expenses
-

2.4 Contact Details

Manager, Contracts and Procurement

Australia Awards PNG

Email: tenders@australiaawardspng.org

3 About Australia Awards

3.1 Background

The Australia Awards are prestigious international scholarships funded by the Australian Government. They offer the next generation of global leaders an opportunity to undertake study, research and professional development in Australia. Three study components are delivered as part of Australia Awards Papua New Guinea (AAPNG):

- i. Australia Award Scholarships (AAS) for Papua New Guineans to undertake long-term study in Australia, primarily at the postgraduate level.
- ii. Australia Awards In-PNG Scholarships for Papua New Guineans to undertake long-term study in PNG to meet critical workforce gaps.
- iii. Australia Awards Short Course Awards (SCA) for Papua New Guineans to undertake short-term professional development study in Australia or PNG.

The program has three End of Program Outcomes (EOPO):

EOPO 1: Diverse alumni use their skills, knowledge, and networks to contribute to the sustainable development in PNG.

EOPO 2: Diverse alumni contribute to cooperation between Australia and PNG.

EOPO 3: Strengthened PNG tertiary institutions produce quality in-demand graduates.

This tender opportunity relates to study component (iii) SCA.

3.2 Goal & Objective

Goal: PNG supported to achieve its development goals through education, knowledge transfer, and institutional capacity building, and enduring relationships are built with Australia.

Objective: Institution-to-institution partnerships and inclusive collaborations supported, people-to-people links forged, high-quality education supported, accredited training institutions in PNG strengthened.

AAPNG supports PNG to achieve its development goals through education, knowledge transfer, and institutional capacity building, by building and maintaining enduring relationships with Australia. This is achieved through institution-to-institution partnerships and inclusive collaborations that produce high quality education and strengthens accredited training institutions in PNG.

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 (GoPNG). AAPNG ensures appropriate mechanisms are put in place to enable equal participation for women, people with disability and people from rural and remote locations.

3.3 Outputs

All SCA delivered under AAPNG are required to:

- Contribute to AAPNG goal, objectives and EOPOs.
 - Respond to the workforce gaps and priorities identified by the governments of Australia and PNG.
 - Meet participant learning and development needs, resulting in a new skill and/or qualification.
 - Provide networking opportunities with Australians, and exposure to Australian organisations and culture.
-

4 Course Overview

4.1 Context

As part of the 5th Australia-Papua New Guinea Annual Leaders' Dialogue held on 8 February 2024 in Canberra, Prime Minister James Marape and Prime Minister Anthony Albanese issued a Joint Statement that announced the delivery of an international relations short course:

'Leaders also reflected on the value of the Australia Awards program in strengthening people-to-people ties, and agreed to co-badge the Australia Awards as the Somare-Whitlam Awards in 2025 in honour of Papua New Guinea's Independence leader and first Prime Minister, Great Grand Chief Sir Michael Thomas Somare, as well as Gough Whitlam AC QC, the Australian Prime Minister who supported Papua New Guinea's transition to Independence in 1975. Leaders also agreed to task officials to develop an international relations short course on the Papua New Guinea-Australia relationship, which would foster a deeper understanding of our shared history in the next generation.' (paragraph 15)

Both leaders also acknowledged the cultural, historical and geographical bonds that continue to build closer connections between Papua New Guinea and Australia.

4.2 Purpose

In the year of PNG's 50th Anniversary of Independence, this course aims to improve understanding of the deep historical ties between Australia and Papua New Guinea, including the links formed between our First Nations people; the contemporary bilateral relationship (including security cooperation and the Comprehensive Strategic and Economic Partnership); and future opportunities for cooperation.

Targeting Papua New Guinean Australia Awards scholars and Australian students with an interest in the Pacific, the Short Course will be offered over 5-7 days.

This course will also provide participants opportunities to connect personally and professionally and gain a shared understanding of the many people-to-people connections that continue to link Papua New Guinea and Australia. Participants will also have the opportunity to learn from and/or network with the Papua New Guinean and Australian officials and experts.

4.3 Participant Profile

AAPNG will select up to 30 Papua New Guinean Australia Awards scholars and Australian students. Participants will represent the diversity of Papua New Guinea and Australia and include:

- At least 50% women.
- Equal proportions of Papua New Guinean and Australian participants (ideally).
- People from metropolitan, regional and remote areas.
- People with a disability.

All selected participants will:

- Have a minimum academic English proficiency equivalent of at least IELTS 6.5.
 - Be a Papua New Guinean undertaking an Australia Awards Scholarship in Australia or be an Australian student undertaking an undergraduate or graduate course with an interest in the Pacific.
 - Papua New Guinean scholars' costs will be fully covered (i.e. travel, accommodation, meals, tuition, etc). It is expected that Australian participants would cover their own travel and accommodation costs. Tuition and some meals will be covered by AAPNG as part of the short course delivery.
-

4.4 Certification

For this SCA:

- Participants will be awarded a Certificate of Achievement in International Relations (or similarly named).
 - It is desirable (but not a requirement) that participants will be awarded credit aligned to the Australian Government [National Microcredentials Framework](#).
-

4.5 People-to-People Links

Participants should be provided a range of opportunities to develop a deeper awareness of and connection to Australian people and culture, including indigenous Australians. A range of opportunities throughout the course should aim to foster linkages on a professional and personal basis.

DFAT's [Indigenous Diplomacy Agenda](#) should be considered in course design and delivery.

People-to-People Links is a reportable output for all SCA activities.

4.6 Gender Equality, Disability and Social Inclusion (GEDSI)

AAPNG promote activities that support all people to fulfil their potential by addressing underlying factors to exclusion, and ensuring issues related to access and equity are addressed effectively. Closing equity gaps for women, people with disability, and people from rural and remote locations, will meet the aim to generate collective action for equity, access, diversity, and inclusion.

Gender Equality

Gender equality and empowering women is an important part of achieving PNG's growth, development, and stability goals. The Australian Government aims to ensure at least 80 percent of aid investments effectively address gender equality issues.

Disability support

Supporting people with disability to realise their full potential promotes development, and improves the lives of people with disability, their families, and communities. While it is not mandatory for people with disability to participate in all AAPNG activities, proposals which demonstrate commitment to GEDSI principles by incorporating presentations and participation by a diverse range of people and aim to improve the access and inclusion of people with disability, either directly or as a secondary outcome, are strongly encouraged.

Social Inclusion

A number of influential studies have shown a strong relationship between disadvantage and remoteness in PNG. This disadvantage is often manifested in poor learning outcomes. AAPNG strongly encourages opportunities which specifically address inclusion for people from remote and rural communities.

Considerations

Course content and delivery approaches should include, but are not limited to:

- range of lecturers, facilitators and guest speakers that highlight the diversity of the target sector.
- teaching practice and classroom culture that accounts for:
 - learning styles of all participants
 - participants who encounter barriers to accessing educational opportunities due to disability, gender, or resource constraints.
- case studies of transformative approaches to education, culture, and attitudes towards GEDSI.
- comparative discussion on the social, cultural, and teaching similarities and differences between PNG and Australia.

Considerations should be tailored to the PNG context and recognise the varying backgrounds and understanding of participants. It should be delivered in a culturally sensitive manner.

GEDSI is a reportable output for all SCA activities.

4.7 Climate Change

Climate Change is a major risk to sustainable development and is threatening global efforts to eradicate poverty. Addressing the risks of Climate Change, as well as taking advantage of the opportunities from climate action – such as more climate-resilient economic growth, jobs and technologies – reinforces sustainable development and supports poverty reduction.

Development activities should address Climate Change, by lowering emissions, increasing a community's awareness, adaptation, and resilience and/or protecting biodiversity. DFAT's [Climate Change Action Strategy](#) should be considered in course design and delivery.

Climate Change is a reportable output for all SCA activities.

5 Course Design and Delivery

5.1 Course Learning Objectives

Following participation in the course, participants will be expected to demonstrate:

- Knowledge of Papua New Guinea's and Australia's shared history and indigenous connections.
- Appreciation of both countries cultural diversity and need for deeper engagement across sectors.
- Understanding of current bilateral relationship, including priority areas for cooperation, and future areas for potential cooperation.
- Connections at both a personal and professional level between participants, experts and officials.

It is expected that the course will utilise a range of Papua New Guinean and Australian experts, government officials and organisations to support the learning objectives. Final course content will be agreed with the Service Provider.

5.2 Pre-course preparation

The Service Provider will:

- Confirm with AAPNG the course and participant requirements, finalise delivery dates and make prior arrangements for venues, logistics, domestic travel, etc.
 - Employ a course designer (this can be allocated to the course leader, or these two roles can be separate) to design an innovative program that responds to the course learning objectives.
 - Work with the AAPNG team to develop a reimbursable budget for the course using a budget template for approval.
 - Design five-to-seven-day course to be held in Australia, with Canberra the highly desirable location, to enable the participation of relevant government officials (including in the potential delivery of course material for relevant sessions), PNG High Commission representatives and possibly Australian Ministers and other Members of Parliament.
 - Identify and sub-contract suitable experts, guest lecturers, site visit organisations, etc. to ensure a varied learning experience, drawing on Papua New Guinean and Australian experts.
 - Prepare course materials and upload online (link provided to the participants prior to the workshop).
 - Develop a short orientation program for the participants on arrival.
 - Have program contingency plans in place if mobilisation is delayed.
-

5.3 Course Structure and Delivery

Delivery will need to be scheduled to minimise participants' absence from their places of study (i.e. course to be offered over a term / semester break such as July 2025).

Canberra is the strongly preferred location for course delivery, and would enable the participation of relevant Australian officials from various government departments, PNG High Commission representatives, and possibly Australian Ministers and other Members of Parliament

While the course may be structured in modules, it should be designed and delivered as a coherent whole. Participants should experience a range of interactive methods, well-informed presenters, case studies, site visits, and networking events.

The course design should consider the following:

- Opportunities for innovative learning, comprising a range of lectures, panel discussions, workshops and site visits.
- Various site visits and networking events to showcase Papua New Guinean-Australian linkages and involve government bodies, including the Department of Foreign Affairs and Trade and the PNG High Commission.
- Discussions/interactions with Australian Government officials, PNG High Commission and eminent Australians who will speak on the PNG-Australia Partnership
- Offer at least:
 - a half-day activity on First Nations connections.
 - a full-day with key government agencies.

Ensure People-to-People Links, GEDSI and Climate Change are embedded in learning opportunities throughout the course.

5.4 Delivery

The Service Provider is responsible for:

- Designing, delivering, monitoring, evaluating and reporting on the course for up to 30 selected Papua New Guineans and Australians.
- Employing a course leader to manage the delivery of the course and ensure it is delivered according to the Scope of Services and adjusted based on requests made by AAPNG.
- Selecting Australian participants, in consultation with the Australian High Commission, Port Moresby and through appropriate networks, to ensure the participation of Australian students interested in the Pacific.
- Informing AAPNG of any changes to the program or staffing.
- Supporting participants welfare, pastoral care and wellbeing to ensure course completion.
- Managing participants from pick up at the international/domestic airport in Australia until course completion. The Service Provider will be responsible for managing participants 24 hours a day, 7 days a week and need to budget staff allocation accordingly.
- Providing an orientation on the course and team, nearby facilities, attendance, appropriate behaviour, participant accommodation, local area, transport, cultural norms, per diems and payment arrangements.
- Delivering the workshops and associated venue hire, catering and site visits in Australia (not international travel).

Tetra Tech International Development through AAPNG is responsible for:

- Selecting Papua New Guinean participants, in consultation with the Australian High Commission, Port Moresby.
- Organising domestic travel from study location to SCA delivery location.
- Liaising with the Service Provider and DFAT on any participant welfare issues.

Tetra Tech International Development has developed the *AAPNG Short Course Guidelines* that outline required service levels and guidance on pastoral care. These guidelines will be provided to the Service Provider.

5.5 Communities of Practice (CoP)

As part of the course delivery, the Service Provider will aim to foster connections between Papua New Guinean and Australian participants that supports opportunities for Communities of Practice to be established. These may be focused on specific topics or on personal / professional connections.

5.6 Institutional Links

Not applicable.

6 Services

6.1 Promotion

The Service Provider will:

- Identify opportunities for course promotion for DFAT and share these with AAPNG in advance for consideration (e.g. communications plan).
- Follow all AAPNG branding and social media guidelines in the development of any promotional material.
- Seek approval for ALL course promotion and Australia Awards referenced media or social media.
- Not issue or release any media statements, photographs, articles, newsletter items or website content without the express written permission of Tetra Tech International Development. This includes not assisting any media representative to interview any of the participants or to publish an account relating to the course or any of the participants.
- All photography and videography taken by the Service Provider during the course will be deemed to be the intellectual property of AAPNG and may not be used without written permission of the Tetra Tech International Development.
- Notwithstanding the above, positive media promotion is strongly encouraged and needs to be planned in consultation with AAPNG.

6.2 Welfare Support

The Service Provider will:

- Employ a welfare officer (preferably female and from PNG) to monitor and provide general welfare and health support for participants including orientation and advice on issues encountered. The welfare

officer is the key liaison between the group and course delivery team. It is recommended that the welfare officer be employed on a full-time basis for the duration of the course.

- Provide support for Papua New Guinean participants who fall ill during the course in Australia and require medical treatment as per the *AAPNG Short Course Guidelines*.
 - Provide advice to participants on administrative, logistical, health and welfare matters affecting them during the course and, where necessary, arrange for professional counselling.
 - Work with participants to resolve any issues and problems as they arise and advise AAPNG of the issues and include lessons learned in the reporting.
 - Arrange for suitable social and recreational activities and excursions for the participants, within the approved budget.
 - Advise AAPNG immediately in any eventuality that a recipient ceases to attend training sessions.
-

6.3 Monitoring and Evaluation

The Service Provider will:

- Utilise AAPNG's monitoring and evaluation tools to conduct qualitative and quantitative baseline and endline surveys of participants' learning expectations and understanding of course content to report on key learnings and course satisfaction.
 - Guide, support and provide critical feedback to participants on their workplace projects from design, implementation, to completion.
 - Support participants in their learning journey throughout the course to ensure full opportunity for participation and completion.
 - Lead online mentoring sessions during the delivery period to ensure participants are on track with required assessment tasks.
-

6.4 Reporting

The Service Provider will:

- Report (within 24 hours) and maintain appropriate records of any participation or welfare issues.
 - Respond to required deliverables as outlined in Section 8 - Milestones.
 - Include information about people-to-people links established, GEDSI participation and mainstreaming, and Climate Change linkages in all reporting.
 - Prepare a Completion Report (template provided, max 15 pages plus annexes) prior to the end of the Service Agreement. This report will include endline data, course success, case studies, welfare issues, challenges and recommendations for continuous improvement. It will be disaggregated by gender, disability and social inclusion criteria.
 - Prepare a Financial Report detailing expenditure for fixed and reimbursable costs incurred. Documentary evidence of payments made will be submitted as part of this report.
-

7 Financial Information

7.1 Course Funding

Shortlisted Service Providers will complete the Pricing Schedule template that covers fixed costs such as course design, delivery and management fees as part of the RFT process. This should include any course fees or any costs that are fixed in terms of developing and delivering the course.

Important note: The Pricing Schedule submitted by Service Providers during the RFT process forms part of the like-for-like price assessment. Reimbursable expenses do not form part of the like-for-like price assessment of this RFT. Service Providers are not to include any of the reimbursable costs as part of their financial proposal. **Note:** *Course fees (if applicable) are not to be included in the reimbursable budget.* The reimbursable budget will be negotiated with the preferred Service Provider and included in the Tetra Tech International Development Service Agreement.

7.2 Invoicing and Payment

Tetra Tech International Development shall pay the Service Provider any Fees in instalments known as Milestone Payments. The Milestone Payments will be payable to the Service Provider progressively and only on Tetra Tech International Development's acceptance of the satisfactory completion of identified deliverables and a correctly rendered invoice. Payments will be paid within thirty (30) days of acceptance by Tetra Tech International Development.

7.3 Value for Money

Tetra Tech International Development will provide a Pricing Schedule template to cost its courses. Service Providers are asked to provide information that will assist Tetra Tech International Development to determine value for money of the tender bid. These include Fixed Cost Fees to design and deliver the course, Personnel Costs - DESIGN, Personnel Costs – DELIVERY and any value-add opportunities the Service Provider can offer. **Note:** *Course fees must be included in the Pricing Schedule as an additional Fixed Cost item.*

8 Milestones

Milestone	Description	% Payment	Fixed and Reimbursable Costs (excl. GST)	Due Date	Acceptance by Tetra Tech International Development
1	Deliverable 1 Course Schedule	40%		On signing contract	Written Acceptance
2	Deliverable 2 Teaching and Learning Materials	30%		At least four weeks prior to the Short Course	Written Acceptance
3	Deliverable 3 Completion Report of Activity	30%		No more than four weeks after the Short Course	Written Acceptance

RFT – AM12004

Part C – Technical Proposal & Assessment

1 Response to Tender

Service Providers are invited to submit an Offer (up to a maximum of five (5) pages plus annexures) and demonstrate how they will:

- Design the course to respond to the learning objectives and support AAPNG’s end of program outcomes (EOPO) 1 and 2, including how gender equality, disability and social inclusion will be integrated across course content. Particular focus should be given to how the Service Provider has designed the course topics to reflect the learning objectives and how the course is tailored to the local context and to the target participants. Service Providers are to consider opportunities embedded throughout the course that supports links between Papua New Guinea and Australia.
- Apply adult learning methodologies and techniques, ensure course continuity and draw on a range of diverse experts.
- Monitor and evaluate progress and success of the course against learning objectives.
- Identify and address risks and challenges in the design and delivery of the course.

The total assessment score is broken down as Technical Proposal (80%) and Pricing Schedule (20%).

2 Selection Criteria

The Technical Proposal should address the criterion headings. The weighting of each of the criterion is provided in the following table:

Criterion	Weighting (%)
Capability	15%
Personnel	20%
Course Design and Delivery	35%
Innovation and Value-Add	10%
Total	80%

The Service Provider must include all personnel mentioned in the Technical Proposal in the Pricing Schedule (refer to Part D). Substitution of these specialists would require Tetra Tech International Development approval.

3 Technical Proposal

Service Provider’s Information	
Organisation	
ABN	
Organisation type	
Registered address	
Email	
Phone	
Website	
Consortium Business Name/s (if applicable)	

Key Contact's Information	
Full Name	
Position	
Address	
Postal address (if different to above)	
Email	
Telephone	

Insurance	
Provide details of each insurance policy relevant to Tetra Tech International Development's Requirement (refer to Part E – Services Agreement, clause 16 and Schedule 2)	

Technical Response (max five (5) pages)	
Capability (15%)	
Personnel (20%)	
Course Design and Delivery (35%)	
Innovation and Value-Add (10%)	
Pricing Schedule (20%)	
This section will be submitted separately under Part D	

4 Annexures

The Technical Proposal should include the following Annexures. The Annexures should be in a separate Microsoft Word document submitted at part of the RFT.

Annex 1 – Draft Course Program

Insert a proposed course program (no more than four (4) pages), including proposed sessions (linked to the course learning objectives), the names of delivery team members and guest speakers (can be expert area listed initially), networking opportunities and site visits.

Service Providers are advised not to contact any Australian Government agencies regarding their engagement in this short course (face-to-face or virtual site visits, guest speakers, agency-to-agency contacts). The Service Providers should include the proposed agencies in the course program without contacting the agencies. As part of the contract negotiations with the preferred Service Provider; AAPNG and DFAT will liaise with the preferred Service Provider regarding communication with the Australian Government agencies.

Annex 2 – Personnel Table

Please expand on the summary of each nominated personnel's relevant experience and qualifications. You may also include a link to online bios and/or LinkedIn etc. The table must not exceed two (2) A4 pages. No CVs are required.

Position	Name	Nationality	Gender	Summary of key qualifications, areas of expertise and/or a link to online bio or LinkedIn profile
Course Leader/ Course Designer				
Course Coordinator				
Welfare Officer				
Additional nominated positions (if applicable)				
Additional nominated positions (if applicable)				

Annex 3 - Statutory Declarations

Annex 3 is to be completed and signed by the Service Provider.

Commonwealth of Australia Statutory Declaration

I, **(insert name, address and corporation of person making the declaration)**, do solemnly and sincerely declare, on behalf of the Tenderer and on behalf of myself, that:

Definitions

1. In this statutory declaration:

“**Client**” means Tetra Tech International Development (ABN 63 007 889 081);

“**Services**” means the services described in the RFT for this Activity;

“**Tenderer**” means **(details of tendering corporation as appropriate)**;

“**Tender Price**” means the fees, rates and prices indicated by a Tenderer as being the amounts for which that Tenderer is prepared to undertake the Services;

Preamble

2. I hold the position of **(managing director or other title)** of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

Accuracy of Information

3. The information contained in the Tender including CVs of nominated personnel submitted by **(name of organisation/company)** is factually based and I accept that if such information is found by Tetra

Tetra Tech International Development to be inaccurate or misleading this may, at Tetra Tech International Development's sole discretion, result in disqualification of the Tender.

Tenderer's Acknowledgment

4. That **(name of organisation/company)**'s Tender is made on the basis that it acknowledges that:
- a) the RFT specifies Tetra Tech International Development's and DFAT's rights in respect of the RFT and **(name of organisation/company)** agrees that Tetra Tech International Development and DFAT may exercise its rights as set out in the RFT in respect of the RFT process;
 - b) **(name of organisation/company)** sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Tetra Tech International Development's requirements, including the risks and other circumstances which may affect a Tender;
 - c) in lodging its Tender **(name of organisation/company)** did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Tetra Tech International Development or DFAT other than any statement, warranty or representation contained in the RFT;
 - d) **(name of organisation/company)** did not use the improper assistance of Tetra Tech International Development or Commonwealth employees or ex-employees, or information unlawfully obtained from Tetra Tech International Development or the Commonwealth in compiling its Tender;
 - e) **(name of organisation/company)** satisfied itself as to the correctness and sufficiency of its Tender;
 - f) **(name of organisation/company)** is responsible for all costs and expenses related to its involvement in the RFT, including:
 - i. preparation and lodgement of the Tender;
 - ii. any subsequent negotiation; and
 - iii. any other action or response in relation to the RFT.
 - g) Tetra Tech International Development and the Commonwealth are not responsible for any costs or expenses incurred by **(name of organisation/company)** or any other person in responding to or taking any other action in relation to the RFT, whether or not Tetra Tech International Development terminates, varies or suspends the RFT process or takes any other action permitted under the RFT; and
 - h) **(name of organisation/company)** will comply with the rules set out in the RFT.

Availability of Personnel

5. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.

Security of Personnel

6. The Tenderer warrants that all necessary arrangements will be made to ensure adequate protection/security for personnel in the field.

Tender Price

7. The Tenderer warrants that it can undertake and complete the Services for the Tender Price.
8. Should the training be deemed successful and a request is received by AAI for the Training Provider to repeat the delivery of the Short Course within 12 months, the same tender price will be offered by that Training Provider.

Collusive Tendering

9. Neither the Tenderer nor any of its servants or agents had knowledge of either the technical component of the Tender or the Tender Price for the Services of any other Tenderer prior to the Tenderer submitting its Tender for the Services.
10. Neither the Tenderer nor any of its servants or agents disclosed the technical component of its Tender or the Tender Price for the Services submitted by the Tenderer to any other Tenderer who submitted a tender for the Services or to any other person or organisation prior to the close of Tenders.

Cover Bidding

11. Neither the Tenderer nor any of its servants or agents provided information to any other Tenderer, person or organisation, to assist another Tenderer for the Services to prepare a tender known as a "cover bid", whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.
12. The Tenderer is genuinely competing for the contract and its Tender is not a "cover bid".

Unsuccessful Tenderers' Fees

13. Prior to the Tenderer submitting its tender for the Services neither the Tenderer nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Services would pay any money, or would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully Tendered for the Tender.

Competitive Neutrality

14. The Tenderer has complied with the principles of competitive neutrality in preparing its Tender (publicly owned Tenderers only).

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Insert signature

(Signature of person making declaration)

Declared at **insert location** on the **insert date**

Before me,

Insert the name and the title of the person before whom the declaration is made

RFT – AM12004

Part D - Pricing Schedule & Assessment

1 Financial Proposal

Service Providers must submit a Pricing Schedule as a part of their Submission in the separate Microsoft Excel spreadsheet provided. **Note:** *Course fees (if applicable) must be included in the Pricing Schedule if required.*

This should be a stand-alone document and NOT form part of the Technical Proposal. The Pricing Schedule is worth 20% of the total assessment score and will be assessed independently of the Technical Proposal.

2 Approach to the Financial Proposal

A final price assessment of those tenders assessed as technically suitable by the Technical Assessment Panel (TAP) will be undertaken by the TAP for Tetra Tech International Development. Tetra Tech International Development reserves the right to provide the financial component of any tender to TAP members for their examination in the context of resource adequacy evaluation against the selection criteria in the technical assessment process.

3 Limited Information Required for Price Assessment

The final Pricing Schedule will be negotiated with the preferred Service Provider. The financial detail required for the Pricing Schedule includes the Service Provider's management fee and personnel costs as indicated in the templated Microsoft Excel spreadsheet (provided to the Service Providers). **Note:** *Course fees (if applicable) must be included in the Pricing Schedule if required.*

Please note - reimbursable costs associated with the course delivery are not to be included as part of the Pricing Schedule. These costs will be negotiated with the preferred Service Provider as part of the contract negotiations process in line with the mandated service levels.

Service Providers must complete all sections of the Pricing Schedule spreadsheet template showing their firm quotations in whole Australian dollars (\$AUD). Tetra Tech International Development requires these calculations for the purposes of disaggregating and checking the accuracy of Service Providers' total financial assessment figure.

Service Providers should note that inaccurate or inconsistent calculations in the financial component of any tender may, in Tetra Tech International Development's sole discretion, be grounds for Tetra Tech International Development to deem that tender non-conforming and exclude it from further consideration under the RFT process.

4 Content of Financial Proposal

Service Providers must address the criteria as set out in the table below. These criteria will be used to make a like-for-like financial comparison.

Financial Proposal Criteria

a) Fixed Personnel Costs - DESIGN

Personnel costs for the design of the course, expressed as number of days for each nominated personnel (i.e. cost of the Course Designer/s). The Service Provider needs to make an assessment of the number of person/s and days required to design the course. This may be completed by one person or more. The work may be done part-time or full-time.

b) Fixed Personnel Costs - DELIVERY

Personnel costs for the delivery of the course, expressed as number of days at a daily rate for each of the nominated personnel. Each of these positions must include a nomination of one person only.

The number of days used to calculate these costs will normally be greater than the actual days of course delivery. Both the Course Leader and Course Coordinator will need to work some additional days on preparation, administration and logistics, preparing the Activity Completion Report and Financial Summary, etc. Service Providers need to make their own assessment of how many person days will be required to undertake these tasks. Noting that this component forms part of the like-for-like assessment.

c) Fixed Management Fee

Total management fee to be charged by the Service Provider for the design and delivery of the course as described in the Scope of Services. This must include any applicable insurances as outlined in the Draft Contract of this RFT at Part E.

Service Providers must clearly detail any other fees to be charged to the course (e.g. financial costs, administration costs, special fees, staff on costs, etc.). These other fees will be subject to approval during the contract negotiation process. Noting again that this component forms part of the like-for-like assessment.

The Fixed Management Fee is exclusive of personnel costs and any other costs directly associated with course design and delivery as outlined in Part B.

Note: *Service Providers wishing to charge course fees must include this as a separate budget line in the Pricing Schedule (as above).*

5 Retention of Price Component of Tenders by Tetra Tech International Development

The financial components of all tenders, including those not considered technically suitable, will be retained by Tetra Tech International Development.

6 Escalation

There is no provision for escalation.

7 Goods and Services Tax (GST)

Refer to clauses 1.21 and 1.22 of the draft Contract.

RFT – AM12004

Part E - Draft Contract

Tetra Tech International Development's Services Agreement Template