

Part D

Response to Request for Tender AM- 11981

Tender Invitation title: Strategic Knowledge Management and Data Analytics for Evidence-Based Decision Making

Offer submitted by: <Supplier name>

Name your partner, if any.

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. The technical proposal must be six (6) pages, excluding the annexes. Please observe the page limit. Your proposal maybe regarded non-compliant should you exceed beyond the set page limit.
- 3. The following criteria will be used to assess your proposals.

Criteria	Weighting	Associated annexes
A. Experience and Technical approach to specifications	40%	Annex 1 – Up to 3 Experience Sheets Annex 3 – Draft detailed training timetable and coaching plan Annex 5 – Risk Mitigation Matrix
B. Key Personnel proposed	30%	Annex 2 – Curricula Vitae
C. Innovation and Value for Money	30%	Financial Proposal

- 4. Please delete these instructions in your technical proposal.

1 Supplier Information

Trading Name	<insert name>
Registered Name	<insert name>
ACN	<insert number>
ABN	<insert number>
Address of registered office	<insert address>
Place of business	<insert address>
Type of entity (e.g. company, trust, partnership, sole trader, other)	<insert entity>
Key Personnel (e.g. directors, chief executive officer, principal of business etc.)	<insert names and positions>
Telephone	<insert phone number>
Website	<insert URL>

2 Contact Details

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

3 Local Provider Information (If involved)

Name of Local Provider	<insert name>
Contact Person	<insert name>
Position	<insert position>
Address	<insert address>
Postal address (if different to above)	<insert address>
E-mail	<insert email address>
Telephone	<insert phone number>
Role	<insert details>

Technical Proposal

1 Responses to selection criteria

Note: The technical proposal must not exceed 6 pages, excluding the annexes.

The technical proposal must include statements on:

1.1 Organisational Capacity and Experience, including international development/customised education experience, public sector experience in the Philippines, and proven expertise in relevant subject matter/s.

Provide a list of training programs implemented by the organization on the subject matter and/or for officials of the public sector for the past five years but no later than ten years. If participating as a partnership, experiences of both should be listed.

From this list, three most relevant to the short course can be highlighted and detailed in the Description Sheets (Annex 1). For each completed project completed listed in Annex 1, provide a certificate issued by clients that indicate its successful and/or satisfactory completion.

1.2 Technical approaches to specifications

This section should include, but not limited to:

- Approach and Methodology for Design and Delivery of the training and coaching to achieve the learning objectives
- Approach to Gender Equality, Disability and Social Inclusion & Climate Action
- Risk Management Approach
- Monitoring and Evaluation approach

1.3 Key personnel proposed:

Brief description of training team roles, and what each team member brings to the program. Include narratives for course leader, subject matter experts, international and local coaches, program coordinator, GEDSI officer, and welfare support officer.

1.4 Value for Money and Innovation

This should detail the value add and innovations you are providing in the design and delivery of the program. This should also include an indication of the level of effort (ie input days) from each personnel.

Annex 1

This Annex is to contain Description Sheets of only relevant activities which clearly demonstrate the Tenderer's ability to meet the Scope of Services as outlined in Part B. Up to three (3) Description Sheets can be included and must not exceed 1 A4 page each

XXXXXXX Title /activity:

Funding agency:

Approx. value of contract:

Start date:

Completion date:

Participant profile:

XXXXX overview and objectives:

Role in XXXXXXX:

Support services provided:

Functions performed:

XXXX title/activity:

Funding agency:

Approx. value of contract:

Start date:

Completion date:

Name of associated firm(s), if any:

Participant profile:

XXXX overview and objectives:

Role in the design and delivery of XXXXX:

Support services provided:

Functions performed:

Individual Experience Description Sheet (3 of 3)

XXXXX title/activity:

Funding agency:

Approx. value of contract:

Start date:

Completion date:

Name of associated firm(s), if any:

Participant profile:

XXXX overview and objectives:

Role in the design and delivery of XXXXX:

Support services provided:

Functions performed:

Annex 2

Curricula Vitae (CVs) – Maximum of 2 pages per personnel

Curriculum Vitae of **XXXXXX**

Role:

Specialist fields of expertise of nominee:

-
-
-
-
-

Name	
Nationality	
Academic qualifications	
Languages & degree of proficiency	
Professional affiliations	
Other training	
Countries of work experience	

Professional experience (with particular reference to tender requirements)

Date/Position/Company:
Dot points of duties and responsibilities:

Date/Position/Company:
Dot points of duties and responsibilities:

Date/Position/Company:
Dot points of duties and responsibilities:

Referees

Name:	Name:
Position:	Position:
Company:	Company:
Work Phone:	Work Phone:
E-mail:	E-mail:

Certification:

"I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the **XXXXXX** tender in the role of [position title]".

Signature:

Date:

Annex 3

Detailed Training Timetable & Coaching Plan

Detailed Training Timetable Format: Draft Program outlining daily schedule, program content, methodology, facilitators (**Up to 5 pages maximum**)

Day/ Time	Session Objectives	Topic/Activity	Approach & methodology	Facilitator
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Coaching Plan format

[Up to 3 pages maximum]

Week	Activity & Coaching Approach	Output	Coach
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Annex 4

Statutory Declaration

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 *<Insert title – 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 *<Insert name of organisation/company>* is factually based and I accept that if such information is found by 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 *<Insert 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 *<Insert 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. *<Insert 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 *<Insert 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. *<Insert 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. *<Insert name of organisation/company>* satisfied itself as to the correctness and sufficiency of its Tender;
 - f. *<Insert 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.
- a. Tetra Tech International Development and the Commonwealth are not responsible for any costs or expenses incurred by *<Insert 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

- b. *<Insert 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 for the Training Provider to repeat the delivery of the Fellowship for the following financial year, 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 name and the title of the person before whom the declaration is made>

Annex 5

Risk Management Matrix

#	Risk	Title XXXX	L	C	R	Contractor Risk Management	Nominated Contractor Personnel

Key

L = Likelihood (5= Almost certain, 4= Likely, 3= Possible, 2= Unlikely, 1= Rare)
 C = Consequence (5= Severe, 4= Major, 3= Moderate, 2 = Minor, 1= Negligible)
 R = Risk level (4= Very High, 3= High, 2= Moderate, 1= Low)

Financial Proposal

See attached financial proposal template. Ensure assumptions are noted.