

Request for Proposal (RFP): AM-12191

Supply of Services

AIFFP Independent Environment & Social Consultant

Structure of Invitation

Invitation Overview

Invitation to Tender

Part A – Conditions of Proposal

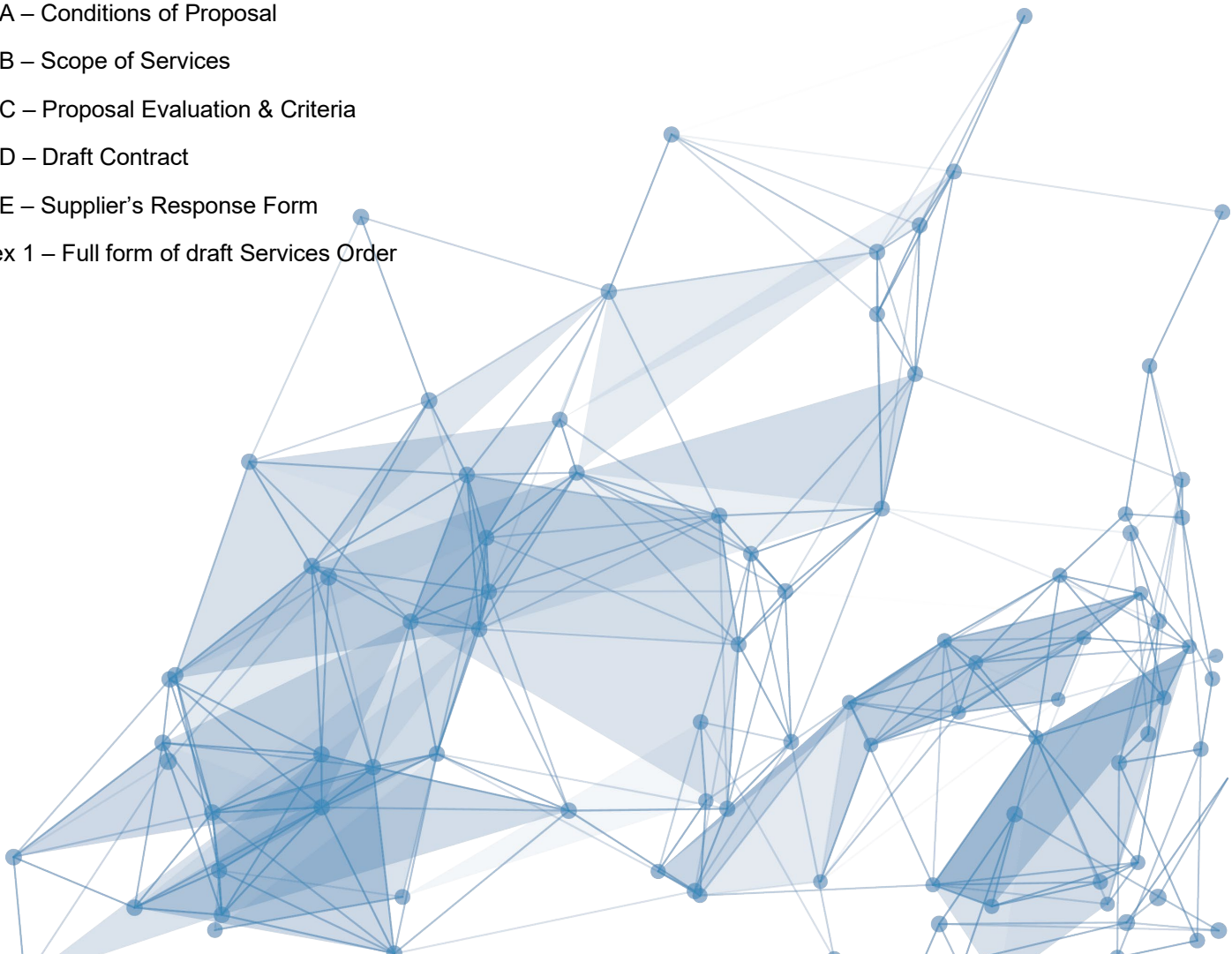
Part B – Scope of Services

Part C – Proposal Evaluation & Criteria

Part D – Draft Contract

Part E – Supplier's Response Form

Annex 1 – Full form of draft Services Order



Invitation Overview

The Australian Infrastructure Financing Facility for the Pacific (AIFFP) is Australia's largest and most significant infrastructure investment in the Pacific. This \$4 billion infrastructure initiative is actively engaging with countries in the region to significantly boost Australia's support for infrastructure development in Pacific countries and Timor-Leste. The Facility uses grant funding combined with loans to support the development of high priority, quality infrastructure.

The AIFFP Investment Preparation and Support Unit (SU), managed by Tetra Tech International Development, is contracted to support the AIFFP meet its objectives.

The AIFFP requires an Independent Environmental and Social Consultant (IESC) to assess the E&S compliance of AIFFP projects for the lender of record, Export Finance Australia (EFA). The IESC will be required for up to five projects over the contract period. The IESC will be required initially for three port projects under the AIFFP funded Papua New Guinea (PNG) Ports Infrastructure Investment Program: 1) Oro Bay, 2) Kavieng, 3) Lae Tidal Basin.

The purpose of the IESC role is to provide an independent assessment of the adequacy of the E&S project documentation for EFA and AIFFP and provide an opinion as to whether the Borrower (project proponent) has the capacity to implement the project in accordance with the following safeguards standards:

- Equator Principles, 4th Edition
- The International Finance Corporation (IFC) Performance Standards 2012
- World Bank Group General Environmental, Health and Safety (EHS) Guidelines
- Other relevant sector-specific World Bank Group EHS Guidelines (e.g. ports, roads)
- DFAT Environmental and Social Safeguard Policy
- National laws, regulations and permits that pertain to environmental and social issues.

EFA will be relying on the IESC to inform their risk screening and approval processes to comply with the EFA Policy for environmental and social review of transactions.

Invitation to Tender

Project Name	AIFFP Independent Environmental and Social Consultant (IESC)
Purchaser	Tetra Tech International Development Pty Ltd Tower B Citadel Tower' Level 20, 799 Pacific Highway, Chatswood NSW 2067
Invitation	<p>Tetra Tech International Development Pty Ltd (Purchaser) invites you to submit a Proposal (Your Proposal) for the supply (Supply) of Independent Environmental and Social Consultant (IESC) services in support of the Project.</p> <p>To assist you in the preparation of Your Proposal, please find attached a Request for Proposal (RFP) including a Response Form (Part E) and proposed Contract (Part D).</p> <p>Your Proposal must be submitted conforming to the Response Form by the Closing Date specified in this Reference Schedule and must remain valid and open for acceptance for the Proposal Validity Period specified.</p> <p>Your Proposal will be evaluated against the Evaluation Criteria outlined in the RFP.</p> <p>If Your Proposal is accepted, Supply will be in accordance with the proposed Contract. (Part D).</p>
Document Structure	<p>This RFP consists of five parts, plus any annexures, that are attached to and form part of this RFP:</p> <ul style="list-style-type: none"> Invitation to Tender Part A – Conditions of Proposal

	<p>Part B – Scope of Services Part C – Proposal Evaluation & Criteria Part D – Draft Contract Part E – Supplier’s Response Form; and Any annexures listed</p> <p>Suppliers should carefully read Parts A-E – including any additional accompanying annexures. Proposals deemed non-conforming by Tetra Tech International Development may be rejected.</p>
Last Queries Date	14:00 (AEDT), Thursday 06 February 2025
Closing Date and Time	14:00 (AEDT), Thursday 13 February 2025 Proposals submitted after the Closing Date & Time will be considered only under the relevant Part A – Conditions of Proposal clauses.
Lodgement Method and Place	<p>All proposals must be emailed to:</p> <p>Tim Singleton aiffp.su.tender@tetrattech.com</p> <p>Note: the proposal file must be named as follows <AM-12191_AIFFP-IESC_[Supplier’s name]></p>
Information to be provided by Suppliers as part of Proposal	<p>Proposal Form Part E must be completed and returned in full, providing a written response of the Supplier’s ability to provide the required Services and meet the specifications. <i>A Word version of Part E is made available for this purpose.</i></p> <p>Resume of each person the Supplier nominates to undertake the Services (max of 2 pages per CV).</p>
Offer Validity Period	90 days.
Tetra Tech International Development Contact Person(s)	<p>Geoff McConnell Procurement Specialist geoff.mcconnell@tetrattech.com</p> <p>Tim Singleton Procurement Support & Due Diligence Manager tim.singleton@tetrattech.com</p>
Weighted Criteria	The weighted criteria are set out in detail, including relative weighting, in Part C Proposal Evaluation & Criteria.
Indigenous Procurement Policy	<p>It is Commonwealth policy to stimulate Indigenous entrepreneurship and business development (see https://www.dpmc.gov.au 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 E, Supplier’s Response Form, Respondents are encouraged to provide information on how their organisation or proposal stimulates Indigenous entrepreneurship and business development.</p>

Part A – Conditions of Proposal

1. Tetra Tech International Development may at any time seek further information from you regarding Your Proposal, (but need not make the same request of all Suppliers). This may include but is not limited to:
 - requests for additional information
 - presentations by, or interviews with You or Your key personnel
 - other responses or additional information as required.
2. No legal relationship will exist between You and Tetra Tech International Development unless Your Proposal is accepted and a legally binding contract is executed by both parties.
3. You participate in this procurement process at your own risk.
4. You are responsible for the cost of preparing and submitting Your Proposal and all other costs arising from this procurement process.
5. You may only communicate with the Contact Person about this procurement process. Unauthorised communication by a prospective supplier with any other employee or agent of Tetra Tech International Development may lead to a Proposal being rejected.
6. Tetra Tech International Development is not obliged to accept the lowest priced proposal or any proposal.
7. You must identify any aspect of Your Proposal that You consider 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, You acknowledge that Tetra Tech International Development has the right to publicly disclose the information.
8. You must declare any actual or potential conflict of interest.
9. You must comply with all laws in force in South Australia / and Country applicable to this RFP Process.
10. Tetra Tech International Development may in its absolute discretion:
 - take into account any relevant consideration when evaluating proposals
 - invite any person or entity to lodge a proposal
 - allow a supplier to change its proposal, only until the Closing Date and Time for this RFP
 - consider, decline to consider, or accept (at Tetra Tech International Development's sole discretion) a proposal lodged other than in accordance with these conditions
 - suspend in part or whole, amend, vary or abandon this procurement process at any time
 - make enquiries of any person or entity to obtain information about You (including but not limited to the Referees).
11. You must read the Conditions of Contract attached as Part C which will apply to the Contract for this procurement.
12. Proposals are accepted on the basis that they are valid for ninety (90) days from the closing date for receipt of Proposals.
13. Tetra Tech International Development may change this RFP by issuing Addenda in writing. Any Addenda becomes part of this RFP. Addenda issued by Tetra Tech International Development are the only recognised explanations of, or amendments to, this RFP.
14. By lodging a Proposal, a prospective supplier agrees to be bound by the Conditions of Proposal.
15. This RFP, and any information provided by Tetra Tech International Development to a prospective supplier as part of the RFP process, remain the property of Tetra Tech International Development, and may only be used by a prospective supplier to prepare a Proposal in response to this RFP. Only prospective suppliers to whom this RFP is issued may submit a Proposal.
16. No representation made by or on behalf of Tetra Tech International Development during the RFP process binds Tetra Tech International Development unless the representation is subsequently included as part of a formal instrument of agreement.

17. A prospective supplier who submits a Proposal must keep the information in its Proposal confidential. Nothing in this clause prevents a prospective supplier from disclosing information in its Proposal: that is available to the public generally otherwise than as a result of a breach of this clause 17 by the prospective supplier; if the disclosure of the Proposal is required by law; if the disclosure is necessary to obtain an approval or licence under a law; or if the disclosure is to the prospective supplier's professional advisers or lenders.
18. Tetra Tech International Development's selection process for services is conducted in accordance with Australian Government Procurement Rules. For the purpose of assessing Proposals, Tetra Tech International Development is required to pass Proposals to Australian Government Departments and Agencies as Tetra Tech International Development sees fit and to relevant Ministers and Parliamentary Secretaries. It is Tetra Tech International Development's policy not to divulge to one Supplier information that has been provided in confidence by another.
19. Suppliers should note that the Freedom of Information Act 1982 gives members of the Australian public rights of access to official documents of the Australian Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Australian 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.
20. All Proposals become the property of Tetra Tech International Development on submission. Tetra Tech International Development may reproduce all or any part of a Proposal for any purpose related to evaluation of the Proposal.
21. Tetra Tech International Development reserves the right at its absolute discretion:
 - a. by written notice to prospective suppliers (who have been issued this RFP) to do any of the following things: to discontinue or suspend the RFP process; to extend the closing date and time of the RFP; and to amend this RFP;
 - b. to negotiate with any prospective supplier submitting a Proposal;
 - c. to determine the number of organisations with whom it will contract.
 - d. is not bound to accept the lowest, or any, Proposal submitted.
22. Prospective suppliers may submit an alternative proposal if it is clearly identified as an 'Alternative Offer' wherever it fails to comply with this RFP.
23. A prospective supplier who submits a Proposal which meets the requirements in this RFP in an alternative and practical manner, taking into account the totality of those requirements, must include any supplementary material, together with associated prices, which demonstrates, in detail, that the alternative offer will fully achieve all the requirements.
24. Tetra Tech International Development reserves the right either to consider Alternative Offers on their merits or not to consider them further.
25. All monetary amounts must be expressed in AUD (A\$) (exclusive of VAT/GST). The Conditions of Contract allow for the payment of VAT/GST.
26. Tetra Tech International Development will neither be responsible, nor pay, for any cost, expense or loss, which may be incurred by any person in connection with the preparation or presentation of a Proposal.
27. Tetra Tech International Development is not liable for any error or omission in this RFP.
28. A Proposal must be lodged by the closing time and date specified in Invitation to Tender or as extended, A Proposal must be lodged in a manner specified in the Invitation to Tender.
29. If The Invitation to Tender permits lodgement of Proposals by email, the following provisions apply. Lodgement by email will be at the sole risk of the prospective supplier. Tetra Tech International Development does not warrant that a prospective supplier will be able to upload its Proposal to the email address for lodgement. A Proposal may be rejected if it contains a virus, worm or other defect, or if the Proposal does not comply with any format, size or other requirements stated in Part A of the Overview of Requirements.
30. Late Proposals may not be considered unless Tetra Tech International Development is of the view (and its decision will be absolute and final) that:
 - a. circumstances beyond the prospective supplier's control were the cause of the lateness; and
 - b. the consideration of the late Proposal will not compromise the integrity of the procurement process or provide any unfair advantage to the prospective supplier lodging the late Proposal.

31. Late Proposals that are not accepted will have that decision notated on the email containing the Proposal, noting the time and date of receipt, and will not be eligible for consideration.
32. Unsuccessful suppliers are encouraged to contact the Contact Officer (named in Part A) to request a debriefing to discuss the reasons for their non-selection. If requested to do so, Tetra Tech International Development will provide a debriefing for unsuccessful suppliers after a contract has been formed for the supply of the Services, or Tetra Tech International Development has decided not to award a contract for the supply of the Services.
33. A contract for the supply of the Services will be formed when Tetra Tech International Development and the successful supplier enter into a formal instrument of agreement.

Part B – Scope of Services

Independent Environmental and Social Consultant (IESC) for the AIFFP

Background

The AIFFP seeks an Independent Environmental and Social Consultant (IESC) to assess the E&S compliance of AIFFP projects for the lender of record, Export Finance Australia (EFA). The IESC will be required for up to five projects over the contract period.

The IESC will be required initially for three port projects under the AIFFP funded Papua New Guinea (PNG) Ports Infrastructure Investment Program: 1) Oro Bay, 2) Kavieng, 3) Lae Tidal Basin.

The purpose of the IESC role is to provide an independent assessment of the adequacy of the E&S project documentation for EFA and AIFFP and provide an opinion as to whether the Borrower (project proponent) has the capacity to implement the project in accordance with the following safeguards standards:

- Equator Principles, 4th Edition
- The International Finance Corporation (IFC) Performance Standards 2012
- World Bank Group General Environmental, Health and Safety (EHS) Guidelines
- Other relevant sector-specific World Bank Group EHS Guidelines (e.g. ports, roads)
- DFAT Environmental and Social Safeguard Policy
- National laws, regulations and permits that pertain to environmental and social issues.

EFA will be relying on the IESC to inform their risk screening and approval processes to comply with the EFA Policy for environmental and social review of transactions.

Objectives

The IESC will assess the E&S compliance of the project by:

- Reviewing the project documentation against applicable safeguards standards to assess level of E&S compliance (this will include an assessment of project documentation, interviews with key stakeholders and a site visit as appropriate).
- Confirming areas of E&S risks for the project, identifying corrective actions to resolve any compliance issues, and recommending management actions and timelines in an Equator Principles Action Plan (EPAP).
- Assessing the E&S management capacity and resources of the project proponent to implement the project in compliance with the applicable safeguard standards, project documentation and the EPAP.
- Recommending a categorisation of the project in line with Equator Principles 4, Principle 1.

Scope of work

The scope will include a kick-off meeting, virtual engagement with EFA, AIFFP and other project stakeholders and the preparation of draft and final IESC reports. The contract will include flexibility for the IESC to complete site visits, provide E&S advice and post-financial close monitoring as required by AIFFP and EFA.

The following guidance is provided to support the IESCs understanding of the scope.

1. Kick-off meetings

- 1.1. Virtual kick-off meetings will be conducted for each project between the IESC, AIFFP and EFA. The purpose of these meetings is for the IESC to gain a better understanding of the projects, the E&S management structure, and the status of E&S project documents to inform the review. The timeline for the delivery of the draft and final IESC reports and requirement for a site visit will be confirmed.

2. Information and documentation review

2.1. The IESC will primarily assess E&S compliance through the review of project information and E&S documentation. The IESC should refer to the specific requirements for assessing E&S due diligence in Non-Designated Countries¹. The following information and documentation will be made available to the IESC for each project.

- 2.1.1. Environmental and Social Impact Assessment (ESIA)
- 2.1.2. Environmental and Social Management Plan (ESMP) and relevant sub-plans
- 2.1.3. Stakeholder Engagement Plan (SEP) and records
- 2.1.4. Climate change risk assessment
- 2.1.5. Land Acquisition and Resettlement Plan (if required)
- 2.1.6. Free Prior and Informed Consent for Indigenous Peoples (if required)
- 2.1.7. Summary of E&S legal/permitting process including the status of E&S permits
- 2.1.8. E&S policy and environmental and social management systems (ESMS) of the project proponent.

3. Draft and Final IESC Report

- 3.1. A draft and final IESC report will be prepared for each project. The reports should be targeted towards highlighting material gaps with the applicable safeguard standards and recommending actions required to bring the project into compliance. Where required, an EPAP should be provided as a standalone appendix.
- 3.2. The IESC report format will be agreed between the IESC, AIFFP and EFA during the inception stage.

4. Site visits

- 4.1. Site visits are important for understanding the project's status and local context, E&S risks and sensitivities and for engagement with key project stakeholders. The IESC will be required to complete a site visit for all Category A projects. A site visit may be required for Category B projects depending on the scale and significance of the E&S risks. The need for a site visit will be confirmed by AIFFP and EFA during the kick-off meetings or following the IESC's initial review of the project documentation.
- 4.2. The contract will specify up to three site visits (if required).

5. IESC stakeholder engagement

- 5.1. Over the course of the assignment the following engagement should be assumed for each project review:
 - 5.1.1. A kick-off meeting with AIFFP and EFA
 - 5.1.2. A virtual meeting with the E&S consultants engaged to prepare the ESIA/ESMP following the initial review of the project documentation
 - 5.1.3. Follow-up meetings with EFA, coordinated, and managed by AIFFP following the delivery of the draft and final IESC reports
 - 5.1.4. Follow-up meetings (as required) with the E&S consultants, AIFFP Project management Office (PMO) for PNG Ports or Project Management Unit (PMU) for other projects following the delivery of the draft IESC report.
- 5.2. Beyond these anticipated meetings, the IESC should undertake proactive interaction with EFA and AIFFP to ensure quick response and timely advice to parties, where the IESC requires additional information to support their assessment.

¹ Equator Principles Guidance: [Selection and SoW for IESCs](#)

6. IESC advice and post-financial close monitoring

- 6.1. Based on final IESC report, EPAP and Lender's agreements, the IESC may be engaged for post-financial close monitoring and to complete additional tasks as required by AIFFP and EFA.
- 6.2. IESC advice and post-financial close monitoring requests will be initiated in writing by AIFFP through Tetra Tech, including scope, deliverables and timelines; with the Supplier providing a proposal for delivery, setting out methodology, personnel and proposed hours, with a fixed price being determined using the rates as contractually agreed. Provision of such services must be approved in writing by AIFFP through Tetra Tech, with the specific scope, deliverables and costs agreed prior to commencement.

7. Additional E&S guidance on AIFFP investments

- 7.1. In addition to the IESC role, the consultant may be requested to provide E&S guidance for AIFFP investments. This may include but not limited to E&S due diligence in project preparation, specific advice on E&S safeguards (e.g. biodiversity, water, land and resettlement, GEDSI, climate change), project monitoring and capacity building.
- 7.2. Requests for additional E&S guidance on AIFFP investments will be initiated in writing by AIFFP through Tetra Tech, including scope, deliverables and timelines; with the Supplier providing a proposal for delivery, setting out methodology, personnel and proposed hours, with a fixed price being determined using the rates as per contractually agreed. Provision of such services must be approved in writing by AIFFP through Tetra Tech, with the specific scope, deliverables and costs agreed prior to commencement.

Payment Arrangements & Indicative Financial Limits

It is anticipated that the E&S Reviews will be paid on a lump sum milestones basis. The IESC advice and close monitoring, and the additional E&S will each be paid on a lump sum milestones basis as agreed through individual tasking approvals. Travel expenses will be paid on a reimbursement basis as site visits are approved and undertaken.

The following indicative limits are provided as guidance in understanding the level of effort required and assist in completing the financial tables in Part E,

FINANCIAL LIMITS (inclusive of management and personnel fees, materials and reports)

E&S Reviews:

- No more than AUD 170,000 for five IESC project reports for 5 IESC assessments.

IESC advice and post-financial close monitoring

- A total of all agreed taskings of no more than AUD 60,000

Additional E&S guidance on AIFFP investments

- A total of all agreed taskings of no more than AUD 120,000

Key Deliverables Per Project

The consultants are expected to provide the following key deliverables to DFAT:

Item	Output	Responsibility	Indicative Timeframe
1	<p>Kick-off meeting – conducted for each project between the IESC, AIFFP and EFA to discuss project background and context, information and documentation requirements, communications protocols, agree timeline for the delivery of the draft and final IESC reports and whether there is a requirement for a site visit/meeting etc.</p> <p>Kick off Meeting Minutes confirming outcomes.</p>	Consultant	<p>Within 1 week of initiation of each review/tasking</p> <p>Within 2 days of kick-off meeting</p>
2	<p>Documentation and Information handover – provision of information and documentation to consultant by AIFFP as outlined in Terms of reference</p>	AIFFP & EFA	Within 1 week of initiation of each review/tasking
3	<p>Draft IESC Report – Includes Documentation & Information Review, feedback and additional requests where applicable.</p> <p>Draft Report will be based on the findings of the site visit (where applicable), completion of the information and documentation review, assessment of the E&S compliance, highlighting material gaps and recommending actions.</p> <p>The key purpose of the Draft IESC Report will be to identify any recommended actions required to bring the Project into/maintain compliance with the Applicable Standards.</p> <p>A presentation of the key findings of the Initial ESDD by the IESC to the finance parties may be useful in this review process.</p>	Consultant	No later than 4 weeks after provision of the project documents, and up to 5 weeks if a site visit is required
4	<p>Final Report – The primary purpose of the Final Report is to report on the status of the project compliance prior to financial close.</p> <p>The Final Report may include a proposed Equator Principles Action plan (EPAP) that describes all the actions required post-financial close to ensure the project's ongoing compliance.</p>	Consultant	No later than two weeks week after receipt of comments from EFA and AIFFP
5	IESC advice and post-financial close monitoring	AIFFP & Consultant	As agreed.
6	Additional E&S guidance on AIFFP investments	AIFFP & Consultant	As agreed.

Required expertise and responsibilities

The IESC is asked to propose a team that demonstrates the breadth of technical expertise that may be drawn on with prior experience in the Pacific and Timor-Leste on ports, maritime, energy, roads and climate infrastructure projects.

The team required for a particular project will be agreed at the commencement of each IESC process. In addition to Team Leader/Project Manager, we expect the IESC to be able to address specific requirements through a selected roster of technical specialists and local partners.

Expertise to consider should include but not be limited to:

- Experience of acting as an IESC, managing E&S aspects of the financing processes, and working with the applicable safeguard standards in PNG and the Pacific region.
- Terrestrial and marine biodiversity and demonstrated experience in the application of IFC PS6.
- Land acquisition and demonstrated experience in the application of IFC PS5.
- Social safeguards including human rights, indigenous peoples, cultural heritage, gender, equality, disability, and social inclusion (GEDSI) and child protection.
- Local experience including language skills, knowledge of national legislation and the E&S context and sensitives in PNG and the Pacific.

Location

Desk-based and site visit (as required). Provision should be made for up to three site visits to projects in Papua New Guinea or other Pacific countries.

Additional proposals to travel will be subject to AIFFP approval of program and costs ahead of arrangements being made.

Performance of Services & Management arrangements

The IESC will be expected to work collaboratively with EFA and the AIFFP safeguards team. EFA will be relying on the IESC team to identify material gaps or risks with regards to the applicable safeguards standards and identify pragmatic solutions.

The IESCs proposal should advise of any known conflicts at this stage and how they would propose to manage current or future conflicts.

Regular updates will be provided to EFA, AIFFP and the SU to ensure alignment with project goals, timelines and contractual requirements.

The contract for services will be between the supplier and Tetra Tech International Development (through the SU) on behalf of the AIFFP.

The SU involvement will only relate to contracting of identified consultants and limited administration i.e., payment of sub-consultant at the instruction of the AIFFP representative. No oversight will be required from the SU/ Tetra Tech corporate.

All outputs of the engagement will be delivered directly to the nominated AIFFP representative. The AIFFP representative will also be responsible for issuing requests for additional services i.e. IESC advice and post-financial close monitoring and/or additional E&S guidance on AIFFP investments to the sub-consultant directly up to the maximum number of days contracted, with only a requirement to notify the SU in writing of agreed scope, allocated number of input days and related milestone completion.

Part C – Proposal Evaluation & Criteria

Evaluation Criteria

The evaluation criteria are to be considered against the scope of works requirements; the key deliverables, and the required expertise & capability in Part B.

Criteria	Description	Points
A. Response to technical requirements	<p>The Consultant's response must</p> <ul style="list-style-type: none"> Clearly explain and demonstrate an understanding of what is required; Demonstrate a high professional capacity to deliver the objectives and the Terms of Reference. 	30
B. Relevant knowledge and experience.	<p>The Consultant's response must demonstrate the required relevant knowledge and experience to perform the Services:</p> <ul style="list-style-type: none"> The experience, capability and credibility of the consultancy firm with respect to similar type of work. Include examples of (3) relevant assignments completed in the past 8 years. Include name of assignment, period (dates) of execution of the assignments and the role played in the assignment. Demonstration of relevant geographical experience (developing countries in particular countries in the Pacific) 	40
C. Core personnel	<p>The Consultant must demonstrate that the proposed team members have the appropriate qualifications, track record, knowledge and experience to deliver the services and a commitment to their availability for the duration of the report compilation; and include:</p> <ul style="list-style-type: none"> The structure and composition of the proposed team, clearly outlining the main disciplines/specialties and designated responsibilities of each team member. CVs of the key personnel which clearly highlight qualifications, areas of relevant experience/competence (max 2 pages each). 	30
Total		100

Proposal Evaluation

'Technical to Financial' Weighting

An assessment of proposals will be based on an 80:20 methodology, where 80% of the overall score is attributed to the technical proposal and 20% to the financial proposal.

Technical Proposal

The technical proposal, addressing each of the criteria in the Technical Evaluation Criteria Table (below), will be assessed and scored as indicated (out of 100 points). The total points scored will be converted to the 80% technical criteria weighting.

The technical proposal must score 75 points or more for the financial proposal to be considered.

Financial Proposal

The financial proposal will be scored out of 20 points, representing the 20% financial criteria weighting.

The maximum number of points will be allotted to the lowest considered and compliant price proposal and compared across all considered financial proposals.

Value for Money

The proposal with the highest total score (technical score + financial score) is considered as representing best Value for Money.

Part D – Draft Conditions of Contract

The draft Tetra Tech International Development Services Agreement terms and conditions is at [Annex 1](#).

Part E – Supplier’s Response Form

This form must be completed in full or the relevant information provided in the following format and returned by the supplier by the closing time and date.

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFP for the Quantity Surveying Services in accordance with the Conditions of Proposal, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

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

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

Technical Proposal

Technical Criteria

Response Against Technical Proposal Evaluation & Criteria

(8 page maximum; plus, no more than 5 pages of relevant attachments; and maximum 2 pages for each CV)

Weighted Criteria

1. Response to technical requirements

The Consultant's response must

- Clearly explain and demonstrate an understanding of what is required;
- Demonstrate a high professional capacity to deliver the objectives and the Terms of Reference.

[Response here]

2. Relevant knowledge and experience

The Consultant's response must demonstrate the required relevant knowledge and experience to perform the Services:

- The experience, capability and credibility of the consultancy firm with respect to similar type of work.
- Include examples of (3) relevant assignments completed in the past 8 years. Include name of assignment, period (dates) of execution of the assignments and the role played in the assignment.
- Demonstration of relevant geographical experience (developing countries in particular countries in the Pacific)

[Response here]

3. Core personnel

The Consultant must demonstrate that the proposed team members have the appropriate qualifications, track record, knowledge and experience to deliver the services and a commitment to their availability for the duration of the report compilation; and include:

- The structure and composition of the proposed team, clearly outlining the main disciplines/specialties and designated responsibilities of each team member.
 - CVs of the key personnel which clearly highlight qualifications, areas of relevant experience/competence (max 2 pages each).
-

[Response here]

Financial Proposal

The price offered is a price calculated in accordance with the following schedule of rates.

NOTE TO TENDERERS:

As noted in Part B Scope of Services, Payment Arrangements & Indicative Financial Limits, it is anticipated that the

- E&S Reviews;
- The IESC advice and close monitoring; and
- the additional E&S guidance

will each be paid on a lump sum milestones basis as per tasking approvals.

Travel expenses will be paid on a reimbursement basis as site visits are approved and undertaken.

Please consider those indicative limits, provided as guidance in understanding the level of effort required, in completing the following financial proposal tables, while being cognizant of the competitive nature of this RFP. The assessment of proposals will be looking at best value for money (based on proposed lump sums, level of effort of each proposed personnel (hours), and competitive rates, and where the outcomes are achieved the most efficiently and effectively.

Schedule of Rates		
1. Competitive Components		
1.1. Breakdown of Costs Per Review		
[Refer to Part B, Scope of Services, Key Deliverables for description of the output requirements]		
Item	Activity/Deliverable for Each Review	Price
1	<p>Kick-off meeting conducted for each project between the IESC, AIFFP and EFA</p> <p>Kick-off meeting minutes Confirming outcomes from Kick-off meeting.</p>	NA
2	<p>Documentation and Information handover provision of review TORs, information and documentation to consultant</p>	NA
3	<p>Draft IESC Report Includes Documentation & Information Review, feedback and additional requests where applicable. A presentation of the key findings of the Initial ESDD by the IESC to the finance parties may be useful in this review process.</p>	<p><i>{Note to Tenderers:</i> i) <i>This should be the price per one (1) review;</i> ii) <i>This Milestone should be no more than 85% of the total}</i></p>
4	<p>Final Report primary purpose of the Final Report is to report on the status of the project compliance prior to financial close.</p>	<p><i>{Note to Tenderers:</i> i) <i>This should be the price per one (1) review;</i> ii) <i>This Milestone should be no more than 15% of the total}</i></p>
TOTAL PER REVIEW		
GRAND TOTAL (x 5 REVIEWS)		

Provide/set out the assumptions these costs are built on:

[Response here]

1.2. Breakdown of Rates - Reviews

<i>Aust/International</i> <i>[Add rows as necessary]</i>				
<i>Name, Title & Role/Expertise</i>	<i>Name</i>	<i>Input Days per Review</i>	<i>Rate</i>	<i>Sub-Total</i>
<i>Pacific (if any)</i> <i>[Add rows as necessary]</i>				
<i>Name, Title & Role/Expertise</i>	<i>Name</i>	<i>Input Days per Review</i>	<i>Rate</i>	<i>Sub-Total</i>
<i>GRAND TOTAL</i> <i>[Must equal 1.1. Key Deliverables total]</i>				

NOTE: Tables 1.3 and 1.4 only need to be completed if proposed personnel and rates are different from those in Table 1.2

1.3. Breakdown of Rates - Additional IESC advice and close monitoring

<i>Aust/International</i> <i>[Add rows as necessary]</i>		
<i>Title & Role/Expertise</i>	<i>Name</i>	<i>Rate</i>
<i>Pacific (if any)</i> <i>[Add rows as necessary]</i>		
<i>Title & Role/Expertise</i>	<i>Name</i>	<i>Rate</i>

1.4. Breakdown of Rates - E&S Guidance Requests

<i>Aust/International</i> <i>[Add rows as necessary]</i>		
<i>Name, Title & Role/Expertise</i>	<i>Name</i>	<i>Rate</i>
<i>Pacific (if any)</i> <i>[Add rows as necessary]</i>		
<i>Name, Title & Role/Expertise</i>	<i>Name</i>	<i>Rate</i>

1.5 Indicative Breakdown of Anticipated Expenses (Site Visits) per Review

	Item	Unit	Unit Cost	Qty	Cost
1	Per Diem				
2	Accommodation				
3	Airfares				
GRAND TOTAL					

Other

Insurance

Provide details of each insurance policy relevant to Tetra Tech International Development's Requirement.
(Part B)

Compliance with Proposed Contract

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

If Your Proposal does not comply with some or all of the terms of the contract You must provide reasons for the partial compliance or non-compliance for each clause below.

Contract Clause No.	Explanation/comment

References

Please provide up to three client references that may be contacted in relation to Your Proposal and your entity's past performance.

Name	Contact Details

Supplier Declaration

I/We declare that:

- the Conditions of Proposal are agreed;
- the Conditions of Contract are agreed; and
- the information and particulars provided as part of this offer are accurate and correct.

Supplier

Signature

*Print name and office held:

Witness

Signature

*Print name and office held:

*Use BLOCK LETTERS.

**Annex 1: Draft Tetra Tech International Development Services Agreement -
Terms and Conditions**

- The proposed Services Agreement contract commences on the next page -