RFT – AM[XXXXX]

Short Course: [NAME]

Part C – Technical Proposal & Assessment

# 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 six (6) pages) |
| --- |
| Capability (10%)*DELETE this text in submission.**Please consider:** *Institution’s experience in Target Sector*
* *Institution’s experience in Short Course/s or international education / professional learning*
* *Institution’s experience in Papua New Guinea, the Pacific or internationally.*
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|  |
| Personnel (20%)*DELETE this text in submission.**Please consider:* * *Key academics with knowledge and understanding in the Target Sector*
* *Experience in adult learning methodologies*
* *International experience.*
 |
|  |
| Design and Delivery (40%)*DELETE this text in submission.**Outline your design and delivery approaches for THREE short courses:*1. *Two-week Professional Learning in PNG aligned to Target Sector theme one (i)*
2. *Four-week Professional Learning in PNG aligned to Target Sector theme two (ii)*
3. *One-Week Study Tour in Australia aligned to Target Sector themes one (i) and (ii)*

*These will be used to ascertain Service Providers ability to design and deliver a range of Short Courses aligned to the Target Sector.* *Please consider:** *Alignment to learning outcomes*
* *Learning practices that engage with Australia*
* *Contextualisation to Papua New Guinea that draws on good practice.*
 |
|  |
| Innovation and Value-Add (5%)*DELETE this text in submission.**Please consider:** *Opportunities for innovative delivery*
* *Drawing on value for money opportunities.*
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|  |
| Institutional Capacity Building (5%)*DELETE this text in submission.**Please consider:** *Opportunity to support PNG academics’ capacity through Short Course delivery*
* *Current relationships / willingness to engage with PNG tertiary institutions.*
 |
|  |

Annex 1 – Draft Course Programs

Insert THREE course schedules (no more than six (6) pages for all courses):

1. Two-week Professional Learning in PNG aligned to Target Sector theme one (i)
2. Four-week Professional Learning in PNG aligned to Target Sector theme two (ii)
3. One-Week Study Tour in Australia aligned to Target Sector themes one (i) and (ii)

Include proposed sessions (linked to the Short Course learning objectives), the names of delivery team members and guest speakers (if available), networking opportunities and potential site visits.

Annex 2 – Personnel Table

Please list of nominated personnel that could be drawn from in Target Sector, including 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 |  |  |  |  |
| Academic Experts (to be drawn from) |  |  |  |  |
| 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

1. 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

1. 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 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

1. That (*name of organisation/company*)’s Tender is made on the basis that it acknowledges that:
2. 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;
3. (*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;
4. 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;
5. (*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;
6. (*name of organisation/company*) satisfied itself as to the correctness and sufficiency of its Tender;
7. (*name of organisation/company*) is responsible for all costs and expenses related to its involvement in the RFT, including:
8. preparation and lodgement of the Tender;
9. any subsequent negotiation; and
10. any other action or response in relation to the RFT.
11. 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
12. *(name of organisation/company)* will comply with the rules set out in the RFT.

Availability of Personnel

1. 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

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

Tender Price

1. The Tenderer warrants that it can undertake and complete the Services for the Tender Price.
2. 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

1. 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.
2. 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

1. 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.
2. The Tenderer is genuinely competing for the contract and its Tender is not a “cover bid”.

Unsuccessful Tenderers’ Fees

1. 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

1. 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