Part D

Response to Request for Tender AM 12782

**Program Title (RFT No):** Trilateral Masterclass on International Diplomacy and Effective Communication (AM 12782)

**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. Minimum font size is 10, and recommended font is Arial. Extra pages will be removed and will not be assessed.*
3. *The following criteria will be used to assess your proposals.*

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Associated annexes** |
| 1. Technical approach to specifications | 40% | Annex 1 – Draft Training Plan  Annex 4 – Risk Management Matrix |
| 1. Key Personnel proposed | 30% | Annex 2 – Curricula Vitae |
| 1. Innovation and Value for Money | 30% | Financial Proposal (separate template) |

1. *Please delete these instructions in your technical proposal.*

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> |

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> |

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**

Note: The technical proposal must not exceed 6 pages (Arial, at least 10 font), excluding the annexes. Extra pages will be removed and will not be considered in the assessment.

The technical proposal should comprehensively address the following key areas:

**1. Organisational Capacity and Experience**

- Demonstrate your organisation’s capacity and experience, particularly in international development and customised education.

- Highlight your experience working in the Mekong and Southeast Asia region.

- Provide evidence of proven expertise in the relevant subject matter(s).

- Specify the number of programs you have designed and delivered to date.

- Include a list of relevant programs that showcase your capabilities and successes.

- Describe the capacity and expertise of any local partners involved in the program, including their roles, experience, and how their involvement strengthens overall program delivery.

**2. Technical Approach to the Scope of Services**

This section should clearly articulate your approach, including but not limited to:

- Approach and methodology for designing and delivering the training to effectively achieve the stated learning objectives.

- How you will collaborate and engage with the Diplomatic Academy of Vietnam trainers throughout the program.

- Strategies for integrating Gender Equality, Disability and Social Inclusion (GEDSI), Climate Action, and First Nations participation into the program content and delivery.

- Approach to identifying, mitigating, and managing risks associated with the program – consistent with your Risk Management Matrix in Annex 4.

- Methodology for monitoring progress and evaluating the effectiveness and impact of the training.

**3. Key Personnel**

Provide a brief but insightful description of the roles and responsibilities of the core training team members, emphasizing the unique expertise each member contributes to the program. Include narratives for the following roles:

- Course Leader

- Subject Matter Experts

- Program Coordinator

- GEDSI Specialist

**4. Value for Money and Innovation**

- Describe the value-added benefits and innovative approaches you bring to the design and delivery of the program.

- Include a clear indication of the level of effort (e.g., input days) from each key personnel involved in the program.

Annex 1

**Draft Training Plan**

**Draft 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 |

Annex 2

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

Curriculum Vitae of XXXXX

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

**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**

1. 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**

1. 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**

1. That <*Insert 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 <*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;
3. <*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;
4. 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;
5. <*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;
6. <*Insert name of organisation/company*> satisfied itself as to the correctness and sufficiency of its Tender;
7. <*Insert 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 <*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
12. <*Insert 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 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**

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 name and the title of the person before whom the declaration is made*>

Annex 4

Risk Management Matrix

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Risk** | **Title XXXX** | **L** | **C** | **R** | **Contractor Risk Management** | **Nominated Contractor Personnel** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**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)

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Financial Proposal

See attached financial proposal template. Ensure assumptions are noted in the financial proposal.