

19 May 2026

ADDENDUM 1 to Request for Tender AM 13550

Knowledge Exchange to Australia on Institutional Innovation and Digital Transformation in the Public Sector

No.	Questions/Notifications	Answer
1	<i>How many additional participants are envisaged at the one-day workshop in Hanoi four weeks following the knowledge exchange for participants to share and disseminate learning to a broader audience?</i>	Up to 40 attendees are expected at this workshop which should be facilitated by a Hanoi-based expert with the Australian delivery team joining remotely.
2	<i>Under "Contract" the following is stated" The contract with the selected service provider will be from June - September 2026". Is this contract period inclusive of all reporting deadlines and invoicing?</i>	The contract period will likely be extended to December 2026 to include all reporting deadlines and invoicing.
3	<i>In Annex 3 of Part C, there is a position for Vietnamese Facilitator/Coordinator. What is the role of this position, and does it need to be a Vietnamese person?</i>	The Facilitator/Coordinator will be responsible for making all logistics arrangements for the Activity including financial administration, reporting and coordination. The Facilitator/Coordinator will work with the VAC team to ensure efficient management of the Activity, including the one-day workshop in Hanoi. A Vietnamese person, based in Hanoi, is preferred.
4	<i>Is there a maximum page limit for each Description Sheet of Organisation's Experience?</i>	No there is not, but we encourage tenderers to be concise and include only experience that is directly relevant to the Scope of Services.
5	<i>It is recommended that the Activity take place in Canberra and one other capital city based on access to relevant key government agencies and partners. Is it required for Canberra to be the main city where most of the activities are delivered?</i>	As the activity is designed for senior Government of Vietnam officials, Canberra is strongly recommended, particularly for high-level meetings with Australian federal government agencies. However, tenderers may suggest itineraries which combine Canberra with other cities or locations.

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6	Please clarify the requirement of 'up to 10 days in Australia including travel' requirement.	Tenderers should propose a program which includes meetings, site visits and engagements from Monday to Friday, a cultural activity on Saturday, a free day on Sunday and additional meetings and engagements on the following Monday.

Tenders must be submitted by 25 May 2025, 12:00 pm South Australia Time.

End of Addendum 1.