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Request for Tender (AM 11052)

Developing Diverse and Inclusive Vocational Education and Training

Response Form

**Proposal Invitation title:** Training in Developing Diverse and Inclusive Vocational Education and Training (VET)

**Offer submitted by:**  <Tenderer name>

**Instructions to Tenderers for completing this template:**

1. You must respond to all sections of this template within the specified fields, in the format requested.
2. Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this template and referred to in the relevant field.

# Tenderer Information

|  |  |
| --- | --- |
| **Registered Name** | <insert name> |
| **Business Registration** | <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> |

Technical Proposal

1. **Prior Performance and Experience**

***[Insert details]***

1. **Technical Capacity and Approach to Activity**

***[Insert details]***

1. **Core Personnel**

***[Insert details]***

1. **Value for Money**

***[Insert details]***

Annex 1

**Organisation’s Experience**

This Annex is to contain Description Sheets of only relevant activities which clearly demonstrate the Respondent’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/activity:** | |
| **Funding agency:** | **Approx. value of contract:** |
| **Start date:** | **Completion date:** |
| **Name of associated firm(s), if any:** | |
| **Participant profile:** | |
| **XXXXX overview and objectives:** | |
| **Organisation’s role in XXXXXXX:** | |
| **Support services provided:** | |
| **Core personnel provided and functions performed:** | |

**Experience Description Sheet (2 of 3)**

|  |  |
| --- | --- |
| **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:** | |
| **Organisation’s role in the design and delivery of XXXXX:** | |
| **Support services provided:** | |
| **Core personnel provided and functions performed:** | |

**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:** | |
| **Organisation’s role in the design and delivery of XXXXX:** | |
| **Support services provided:** | |
| **Core personnel provided and functions performed:** | |

Annex 2: Activity Design and Delivery Plan

Tenderers should provide an overview of the proposed approach to delivering the Activity to enable the achievement of participant learning outcomes, including: indicative schedule and locations; short description of intended topics/sessions/activities and delivery personnel/facilitators/guest speakers; and intended delivery modes and assessment tasks.

**Learning Outcomes** (list all from RFT)

1.

2.

3.

**Online Orientation - June 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Content** | **Methodology/Learning Objectives** | **Facilitator** |
| Reference materials to be reviewed before the course:  Zoom link (if applicable) | | | |
| Date  Time |  |  |  |

**Block 1: 3-day training in Vung Tau/Dong Nai including site visit –June/July 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Content** | **Methodology/Learning Objectives** | **Facilitator** |
| Reference materials to be reviewed before the course:  Zoom link (if applicable) | | | |
| Date  Time |  |  |  |

**Block 2: One-week training in Hai Phong including site visit – July 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Content** | **Methodology/Learning Objectives** | **Facilitator** |
| Reference materials to be reviewed before the course:  Zoom link (if applicable) | | | |
| Date  Time |  |  |  |

**Online mentoring of application projects - August – September 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Content** | **Methodology/Learning Objectives** | **Facilitator** |
| Reference materials to be reviewed before the course:  Zoom link (if applicable) | | | |
| Date  Time |  |  |  |

**One-day Symposium in Ho Chi Minh City – October 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Content** | **Methodology/Learning Objectives** | **Facilitator** |
| Reference materials to be reviewed before the course:  Zoom link (if applicable) | | | |
| Date  Time |  |  |  |

Annex 3

**Risk Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Risk** | **L** | **C** | **R** | **Risk Mitigation Strategy** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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)

Annex 4

**Curriculum Vitae of:**

**Position title:**

**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 proposal 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 proposal in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

**Curriculum Vitae of:**

**Position title:**

**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 proposal 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 proposal in the role of [position title]”. | | |
| **Signature:** | | **Date:** |

Annex 5

**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 Respondent 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 RFP for this Activity;

**“Respondent”** means *(details of proposaling corporation as appropriate);*

**“Proposal Price”** means the fees, rates and prices indicated by a Respondent as being the amounts for which that Respondent is prepared to undertake the Services;

**Preamble**

1. I hold the position of <*Insert title – managing director or other title*>of the Respondent and am duly authorised by the Respondent to make this declaration on its behalf.

**Accuracy of Information**

1. The information contained in the Proposal 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 Proposal.

**Respondent’s Acknowledgment**

1. That <*Insert name of organisation/company*>’s Proposal is made on the basis that it acknowledges that:
2. the RFP specifies Tetra Tech International Development’s and DFAT’s rights in respect of the RFP and <*Insert name of organisation/company*> agrees that Tetra Tech International Development and DFAT may exercise its rights as set out in the RFP in respect of the RFP 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 Proposal;
4. in lodging its Proposal <*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 RFP;
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 Proposal;
6. <*Insert name of organisation/company*> satisfied itself as to the correctness and sufficiency of its Proposal;
7. <*Insert name of organisation/company*> is responsible for all costs and expenses related to its involvement in the RFP, including:
8. preparation and lodgement of the Proposal;
9. any subsequent negotiation; and
10. any other action or response in relation to the RFP.
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 RFP, whether or not Tetra Tech International Development terminates, varies or suspends the RFP process or takes any other action permitted under the RFP; and
12. <*Insert name of organisation/company*> will comply with the rules set out in the RFP.

**Availability of Personnel**

1. The personnel nominated in the Proposal have been approached and have confirmed their availability to undertake the Services at the time specified.

**Security of Personnel**

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

**Proposal Price**

1. The Respondent warrants that it can undertake and complete the Services for the Proposal 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 proposal price will be offered by that Training Provider.

**Collusive Proposaling**

1. Neither the Respondent nor any of its servants or agents had knowledge of either the technical component of the Proposal or the Proposal Price for the Services of any other Respondent prior to the Respondent submitting its Proposal for the Services.
2. Neither the Respondent nor any of its servants or agents disclosed the technical component of its Proposal or the Proposal Price for the Services submitted by the Respondent to any other Respondent who submitted a proposal for the Services or to any other person or organisation prior to the close of Proposals.

**Cover Bidding**

1. Neither the Respondent nor any of its servants or agents provided information to any other Respondent, person or organisation, to assist another Respondent for the Services to prepare a proposal known as a “cover bid”, whereby the Respondent was of the opinion or belief that another Respondent did not intend to genuinely compete for the contract.
2. The Respondent is genuinely competing for the contract and its Proposal is not a “cover bid”.

**Unsuccessful Respondents’ Fees**

1. Prior to the Respondent submitting its proposal for the Services neither the Respondent nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Respondent 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 Respondent who unsuccessfully Proposaled for the Proposal.

**Competitive Neutrality**

1. The Respondent has complied with the principles of competitive neutrality in preparing its Proposal (publicly owned Respondents 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*>