

## ADDENDUM 1 to Request for Tender AM 11622

### Australia Awards Short Course in Strategic Analysis and Analytical Writing for Vietnamese and Lao Government Officials, and Training in Enhancing Strategic Forecasting and Planning Capacities for Vietnamese Government Officials

**Date: 12 July 2024**

Questions/Notifications	Answer
<p>1. <i>It is noted in the RFT that this “is an established course which has been delivered trilaterally in 2022 and 2023...”. Is it envisaged that the preferred tenderer will deliver this pre-existing course, or will the preferred tenderer be required to develop a new course?</i></p>	<p>Tenderers are required to develop a new course.</p>
<p>2. <i>Translation and Interpretation</i></p> <p>a. <i>Is it an expectation that all verbal information will need to be fully interpreted for any of the participants?</i></p> <p>b. <i>Will tenderers be provided with test results or a recognised range of English language ability so that we can clearly understand the language skills of each participant in both activities?</i></p> <p>c. <i>Would you state that generally the Vietnamese participants have strong English skills?</i></p> <p>d. <i>Would you state that generally the Lao participants do not have strong English skills?</i></p> <p>e. <i>Is there a difference in language capability between the Vietnamese participants in Activity 1 and Activity 2?</i></p>	<p>As specified in the Scope of Services for Activity 1, the entire Activity will be delivered in English and no interpretation services will be provided apart from a Lao facilitator/interpreter who will assist with interpretation for each component of the course in Vietnam, Australia and Laos. All teaching and learning materials for Activity 1 should be made available in English.</p> <p>Nominated participants from Vietnam and Laos will be required to demonstrate sufficient English language skills to discuss and write at a professional level as a prerequisite to participating in the course.</p> <p>Aus4Skills or the Lao Australia Institute may check and test the skill level of the nominated participants prior to requesting formal approval from DFAT for course participation. The selected service provider will be provided with these results.</p> <p>Translation of all materials and simultaneous interpretation from English to Vietnamese will be required for Activity 2. Translation and interpretation arrangements for Activity 2 will be made by Aus4Skills and MOFA.</p>

Questions/Notifications	Answer
3. <i>Is there a page limit for the technical proposal?</i>	The Technical Proposal should not exceed ten (10) pages (excluding required annexes).
4. <i>Is it expected that per diems will be managed by the tenderer and that the payments will be made in cash to the participants? If so, is there a recommendation whether payments be made daily or once every number of days?</i>	<p>The selected service provider will be expected to pay participants per diems. Payments should be made in a lump sum for each component of the course.</p> <p>Costings should include payment of per diems to Lao participants when travelling to Hanoi for the pre-course workshop and payment of per diems to Vietnamese participants when travelling to Vientiane for the post-course workshop.</p>
5. <i>Are you able to provide the Aus4Skills pre-departure information booklet to tenderers as soon as possible to assist in the preparation of our submission?</i>	Required pre-departure information will be provided to the selected service provider at the contracting stage.
6. <i>In some RFTs, the tenderers are advised not to contact any Australian Government agencies regarding their engagement prior to being awarded the contract. Is this suggested in this RFT?</i>	Tenderers should refrain from contacting Australian Government agencies regarding the Activities prior to the award of a contract.
7. <i>For Activity 2, is it proposed that the delivery would be to a single group of 40 or can tenderers propose dividing into two groups?</i>	MOFA's preference is for Activity 2 to be delivered to a single group of up to 40 participants over the course of four days.
8. <i>Under Logistics and Welfare Support on pg. 20, point 12 says that the tenderer is responsible for arranging visas for Lao participants. Can you explain this further?</i>	<p>Aus4Skills will be responsible for arranging visas for Vietnamese participants travelling to Australia through a preferred visa agent in Vietnam.</p> <p>The selected service provider will be responsible for arranging visas for Lao participants travelling to Australia. Aus4Skills can provide preferred visa agent details in Australia.</p>
9. <i>How should tenderers differentiate between Activity 1 and Activity 2 fixed costs in Part A of the excel file?</i>	<p>Schedules 1, 2 and 3 of Part A may be divided into Activities 1 and 2.</p> <p>It is expected that some of the design and content development for Activity 1 will also be relevant to Activity 2.</p>

**Tenders must be submitted by 5 August 2024, 5:00 pm South Australia Time**

**End of Addendum 1.**