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

# PART D: Technical Proposal

Submitted by:

|  |  |
| --- | --- |
| **Tenderer submission form: Tenderer’s general information** | |
| Lead Business Name | Insert |
| ABN (if applicable) | Insert |
| Business type | Insert |
| Contact person (authorised to negotiate and enter into a contract) | Insert |
| Registered business office address | Insert |
| Email | Insert |
| Phone | Insert |
| Consortium Business Name/s (if applicable) | Insert |

# Technical Proposal

# The Tenderer should address the following in its Technical Proposal:

# Prior performance and experience (20% of the technical assessment)

The Tenderer must demonstrate:

1. Prior experience in designing and delivering strategic analysis, strategic foresighting and planning, and analytical writing courses and training for senior international participants (experience in the delivery of short courses funded through Australian Government’s Short Course Awards should be highlighted where applicable)
2. Knowledge of the Vietnamese and Lao government and legal systems
3. Demonstrated experience in hosting international participants and providing administrative and welfare support services as outlined in Part B Scope of Services (including interpretation and translation).

# Technical capacity / Response to Activity specification (30% of the technical assessment)

The Tenderer must provide details of its approach to designing and delivering the Activities. Specifically, the Tenderer must demonstrate how it will:

* 1. Design the Activities to enable the achievement of the learning outcomes specified in Scopes of Services, with a particular focus on interactive group work, expert presenters, case studies, visits to relevant organisations and networking opportunities
  2. Design and deliver the Activities to ensure a balance is achieved between subject knowledge expertise, practical application of knowledge and adult learning practices
  3. Address any identified key challenges and/or risks in the design and delivery of the Activities
  4. Manage the logistics arrangements for the Activities as specified in the Scopes of Services, in accordance with the Aus4Skills Guidelines for Contracted Providers available at: [Guidelines for Contracted Providers (tetratechasiapacific.com)](https://intdev.tetratechasiapacific.com/wp-content/uploads/2023/07/Aus4Skills-Guidelines-for-Contracted-Providers-July-2023.pdf).

# Core personnel (20% of the technical assessment)

The Tenderer must propose a team structure which addresses its capacity to deliver the Activities. Core personnel must include:

* + 1. **Team Leader** - the Lead Technical Adviser for each Activity.
    2. **One International Trainer** - together with the Team Leader, will design and deliver the content of the Activities, ensure relevant theory and practical application in the Vietnamese and Lao contexts, develop an approach and process for participant application of learning through participant application projects, and identify appropriate guest speakers.
    3. **Administrator/Coordinator** - will make all arrangements for the Activities, communicate directly with the participants, and ensure efficient day to day management and delivery of the Activities.
    4. **Welfare Officer** - will be responsible for the welfare of participants of Activity 1 while they are in Australia. S/he must provide ongoing advice and welfare support for the participants and needs to be available 24/7 in case of emergency.

# Value for Money (10% of the technical assessment)

The Tenderer must demonstrate how its Technical Proposal represents value for money, through cost effective delivery (i.e. factors such as existing delivery models, existing partnerships and networks, capacity building, resources and materials that will contribute to effective Activity delivery) and co-contributions from the Tenderer (either monetary or in-kind).

Technical Proposal

***[Insert details]***

Annex 1 – Organisation’s Experience

This Annex is to contain Description Sheets of only relevant activities which clearly demonstrate the Tenderer’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 one (1) A4 page each.

Description Sheet: Please insert details in the template below

|  |  |
| --- | --- |
| Project or short course title/activity: | |
| Funding agency: | Approx. value of contract: |
| Start date: | Completion date: |
| Name of associated firm(s), if any: | |
| Overview and objectives: | |
| Organisation’s role in the design and delivery of the project or short course: | |
| Support services provided: | |
| Core personnel provided and functions performed: | |

Annex 2 – Draft Activity Program

The Tenderer is required to propose a program for both Activities, including guest presenters, case studies, peer-to-peer discussions, critical reflection and planning sessions, site visits (if applicable) and networking events (preferably linked to the Activity learning outcomes), and the names of relevant delivery team members and guest speakers/presenters from relevant organisations to be visited.

**Activity 1: AASC in Strategic Analysis and Analytical Writing for Vietnamese and Lao Government Officials**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date/Time | Content | Methodology/Learning Objectives | Facilitator |
| Two-day pre-course workshop in Hanoi | | | |
| Date  Time |  |  |  |
| Australian component of up to ten days study in Canberra | | | |
| Date  Time |  |  |  |
| One or two-day post-course workshop in Vientiane | |  |  |
| Date  Time |  |  |  |

**Activity 2: Training in Enhancing Strategic Forecasting and Planning Capacities for Vietnamese Government Officials**

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

1.

2.

|  |  |  |  |
| --- | --- | --- | --- |
| Date/Time | Content | Methodology/Learning Objectives | Facilitator |
| Four-day training in Hanoi | | | |
| Date  Time |  |  |  |

Annex 3 – Curricula Vitae (CVs)

*A summary table is to be inserted at the beginning of this Annex using the table below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Nationality** | **Gender** | **Brief summary of key qualifications, and areas of expertise** | **Proposed number of design days** | **Proposed number of delivery days** |
| Team Leader | Insert | Insert | Insert | Insert | Insert | Insert |
| International  Trainer | Insert | Insert | Insert | Insert | Insert | Insert |
| Administrator/ Coordinator | Insert | Insert | Insert | Insert | Insert | Insert |
| Welfare Officer |  |  |  |  |  |  |
| *Additional nominated positions* ***(if applicable)*** | Insert | Insert | Insert | Insert | Insert | Insert |

***Curriculum Vitae Proforma***

*Certified CVs of not more than three (3) pages each are to be provided at least for a) Team Leader, b) International Trainer, c) Vietnamese Trainer, c) Administrator/Coordinator, d) Welfare Officer.*

*CVs should provide a clear response to the duties outlined above in Part D, Section 2 C Core Personnel.* ***Please note that the Tenderer is also encouraged to include in the proposal CVs of other personnel nominated in the technical proposal.***

*Insert details below (max. 3 pages per person)*

**Curriculum Vitae of Team Leader/Designer**

**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 Scope of Service 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: | | |

Annex 4: Risk Management

*Provide a brief summary of the key risks and/or challenges in designing and/or implementing the Activities and strategies to reduce these risks.*

| Key risk and/or challenges | Risk reduction strategies |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Annex 5 – 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 RFP 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 Activity be deemed successful and a request is received by Aus4Skills for the Activity to be repeated within 12 months, the same tender price will be offered by the Tenderer.

**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