

ADDENDUM 1 to Request for Tender AM 13017

Vietnam Australia Centre Strategic Leadership Course

Date: 6 March 2026

Question	Response
<p>1. Technical Proposal - Annex 3: reference to the CV of the "Vietnamese Trainer". Please clarify what the role of the Vietnamese Trainer is.</p>	<p>Please disregard the reference to a "Vietnamese Trainer".</p> <p>The delivery team should include, at a minimum:</p> <p>(a) Team Leader – a leading technical expert who will work with the VAC to design and deliver the Activity. S/he may be supported by other experts as proposed in the Tenderer's Proposal.</p> <p>(b) One Administrator/Coordinator - the individual responsible for making all logistics arrangements for the Activity including financial administration, reporting and coordination. The administrator/coordinator will work with the VAC team to ensure efficient management of all components of the Activity.</p> <p>(c) Welfare Officer - the individual responsible for ensuring participant welfare in Australia. The Welfare Office must be available at all times throughout the in-Australia course to support participants in the event of illness or emergency. A Vietnamese speaker is preferred.</p>
<p>2. Part B – Scope of Services: Is the awarded tenderer expected to arrange for translation services? Does that cost need to be included in the reimbursable budget estimate?</p>	<p>Yes. Please include all relevant translation and interpretation costs in the proposed reimbursable budget.</p>

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| 3. Technical Proposal: does the maximum number of allowed pages include annexes? | No. The maximum number of allowed pages does not include annexes. |
| 4. Financial Proposal: is business class travel permitted, or is it strictly economy class? | No. Business class travel is not permitted by DFAT. Cost estimates in the proposed reimbursable budget should be for economy class flights only. |
| 5. Financial Proposal: please confirm that all guest speaker costs fall under reimbursable rather than fixed cost estimates. | Guest speaker costs should be included in the proposed reimbursable budget. |