

s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 30 July 2024 12:34 PM
To: tony.grievess@rsm.com.au
Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Kirsty McNeil <Kirsty.McNeil@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RFQ - Comprehensive Due Diligence Assessment [SEC=OFFICIAL]

OFFICIAL

Dear Tony,

We are approaching RSM for a quote on a comprehensive due diligence assessment.

Please see attached the request for quotation.

Please reach out if you have any questions.

Kind Regards
 s 22(1)(a)(ii)

DFAT Officer
 dfat.gov.au | Twitter | Facebook | Instagram | LinkedIn



We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

REQUEST FOR QUOTATION (RFQ)

RFQ number	s 22(1)(a)(ii)
RFQ Name	Comprehensive Due Diligence Assessment of Australian Rugby League Commission Limited
RFQ closing date	02/08/24
DFAT contact details	s 22(1)(a)(ii) s 22(1)(a)(ii) @dfat.gov.au

DFAT requirements for this RFQ

Item number	Description	Details
1	Service Category	Category 1 - Comprehensive Assessment of Commercial Partners
2.	Proposed Services Order Start and End Date	09/08/2024 – 02/10/2024
3.	Proposed Initial Contract Period	09/08/2024 – 02/10/2024
4	Contract Option Period	Not Applicable
5.	Background	The Department of Foreign Affairs wants to enter into an ODA funding agreement with the Australian Rugby League Commission Limited (ARLC). DFAT has not previously completed a due diligence assessment for ARLC for ODA funds. DFAT has previously provided funding to ARLC through one of our managing contractors, who completed due diligence. DFAT has an existing non-ODA arrangement with the ARLC.
6	Services Required	Contractor must undertake a Comprehensive Due Diligence Assessment in accordance with the Department of Foreign Affairs and Trade's Due Diligence Framework (November 2023) of the ARLC (ABN: 94 003 107 293). DFAT requests that the assessment criteria 'Past Performance' be excluded from this comprehensive assessment.
7	Performance Standards / Key Performance Indicators (KPIs)	Comprehensive Due Diligence Assessment must be undertaken in accordance with the Department of Foreign Affairs and Trade's Due Diligence Framework (November 2023) and Comprehensive Due Diligence Guidance (February 2024).

8.	Fee structure	Management fees, personnel costs and operational costs will be payable as per Table A: Total Contract Price below, which the bidder is asked to complete as part of its quotation. <i>(Note to Contractor: all pricing submitted in response to this RFQ must be in accordance with Schedule 2 of this Deed, and must identify any applicable GST as a separate amount).</i>
9.	Insurance	As per Deed of Standing Offer
10.	Reports	Draft comprehensive due diligence assessment report on 18/09/24. Final comprehensive Due Diligence Assessment due on or before the contract end date. Assessment is to be presented using DFAT's Comprehensive Report Template.
11.	Meetings	Meeting schedule to be negotiated with DFAT and ARLC. Expected to include an initial briefing session with DFAT, meetings with ARLC as part of fieldwork and potentially a debrief with DFAT on assessment findings and recommendations.
12.	Proposed limitation of liability amount	The total Contract price
13.	Selection criteria and Weightings	In accordance with clause 5.3 of the Deed, Quotations will be evaluated on the basis of best value for money consistent with Commonwealth procurement policies
14.	Other requirements	Nil

Table A: Total Contract Price

Item	Amount/ Rate	No of input days	Sub-Total AUD
Management Fees			
Management Fees	xx%	NA	xxx
Personnel Costs			
[insert personnel name]	[Insert Rate]	[Insert days]	xxx
[insert personnel]	[Insert Rate]	[Insert days]	xxx
[insert personnel]	[Insert Rate]	[Insert days]	xxx
Operational Costs*			
Airfares			
Hotel accommodation			

Travelling allowance			
International communication Costs			
Compulsory arrival and departure Costs			
Transport Costs			
Medical Insurance			
Security Costs			
Total Contract Price (Excluding GST)			xxx
GST Amount (10%)			xxx
Total Contract Price (Including GST)			xxx