



Australian Government
AusAID

Papua New Guinea Electoral Support Program (Phase 3)

Pre-Tender Briefing

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Structure of the RFT

- > Section 1
 - Program Specific Tender Conditions (Part 1)
 - Standard Tender Conditions (Part 2)
- > Section 2
 - Program Specific Contract Conditions (Part 3)
 - Standard Contract Conditions (Part 4)
 - Draft Scope of Services (Part 5)
 - Draft Basis of Payment and other Schedules (Part 6)
- > Attachments
 - Supplementary Background Information
 - Design Document for the Electoral Support Program (Phase 2)



Addenda

- > Addenda will be posted on AusTender.
- > Addenda will include the powerpoints from today's presentations, questions and answers from today's industry briefing.
- > Answers to any questions forwarded to the ESP3 mailbox at ESP3tender@ausaid.gov.au will also be uploaded as Addenda



Submissions

Tender Schedule A: Technical Proposal

- Response to Selection Criteria A, B, C and D
- Annex 1 - Past Experience Form
- Annex 2 - Narrative Work Plan
- Annex 3 - Team Member Inputs (Bar Charts)
- Annex 4 - Risk Management Plan
- Annex 5 - Mobilisation Plan
- Annex 6 - Letters of Association and Other Details of Other Proposed Sub-Contractors
- Annex 7 - Commonwealth Government Policies Compliance



Submissions (cont.)

Tender Schedule B: Specified Personnel

- Specified Personnel Table
 - Total Inputs
 - Two referees
 - Details of other potential commitments
- Skills Matrix
- CV for each specified team member



Submission (cont.)

Tender Schedule C: Financial Proposal

- Table 2A: Total Fixed Management Fee
- Table 2B: Total Fixed Management Fee for Option Period
- Table 2C: Fixed Management Fee Breakdown
- Table 3A: Long-Term Personnel Costs
- Table 3B: Long-Term Personnel Costs for Option Period
- Table 3C: Long-Term Personnel Year 1 Monthly Breakdown
- Table 4A: Short-Term Personnel Costs
- Table 4B: Short-Term Personnel Costs for Option Period
- Table 5A: Summary of Financial Proposal
- Table 5B: Summary of Financial Proposal for Option Period



Submission (cont.)

Tender Schedule D: Financial Assessment (Financial viability of bidding organisation)

- See Part 1, Clause 8 of the RFT
- Financial Assessment for this RFT will be conducted differently to previous AusAID tenders.
- AusAID will appoint an independent financial assessor to analyse financial information.



Shortlisting and Interviews

- AusAID will shortlist up to 4 bidders
- Shortlisted bidders will be invited to interview
- Interviews will be held in Port Moresby



Important Dates

1 November 2010	Final date for questions to AusAID on RFT (14 days before tender close)
8 November 2010	Final date for AusAID to issue addenda/respond to tenderer questions (7 days before tender close)
15 November 2010	RFT closing date
23 November 2010 (indicative)	TAP Shortlisting, assessment against Selection Criteria and like for like assessment
December 2010 (indicative)	Interviews and TAP recommendation
February 2011 (indicative)	If delegate approves TAP recommendation, negotiate contract
14 February 2011	Contract Start Date



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Questions