Aid Advisory Services Standing Offer Panel for the Australian Aid Program

Industry Briefing – AusAID's Request for Tender (RFT) 2012

Aim of this Briefing Presentation

> To highlight the major features of the RFT

> To assist tenderers in the task of submitting a Tender

> To encourage new entrants into the market

The Panel

> Will comprise of individuals, small and large companies, who have been assessed capable of providing aid advisory services to the Australian Government

> Will be established through a specific agreement called a Standing Offer

> Will be accessed each time an agency or department needs to purchase services from one of the suppliers

> Will contain 17 service Categories

> Will replace AusAID's existing aid-related panel arrangements (also known as Period Offers)

The 17 Categories

1. Design
2. Monitoring and Evaluation
3. Capacity Development
4. Research
5. Climate Change and Environment Services
6. Economics
7. Fragility and Conflict
8. Gender
9. Governance
10. Social Development
11. Humanitarian, Emergency and Disaster Risk Management
12. Infrastructure
13. Public Finance Management and Fiscal Decentralisation
14. Food Security and Rural Development
15. Due Diligence
16. Procurement and Grants Administration Services
17. Procurement Assessment and Capacity Development Advisory Services

Benefits of the Panel

> It will provide a unified, global solution for the procurement of resources

> It will streamline the process for engaging suppliers for the Australian Government

> Compliance with the Adviser Remuneration Framework (ARF) will ensure quantifiable value for money benefits

> Overhead Rates will be pre-agreed, providing certainty for Panel members

> Equitable treatment for all contractors undertaking work for AusAID

How to be appointed to the Panel

> Must respond to the RFT using the eTendering system, Apet, which can be accessed from the AusTender website: www.tenders.gov.au or at: [https://360prop3.apetsoftware.com.au/public/publicjobs.aspx?code=aus aid](https://360prop3.apetsoftware.com.au/public/publicjobs.aspx?code=ausaid).

> Ensure that you upload your Tender before the Closing Date and Closing Time *(1 May 2012, 5pm (AEST))*. Late tenders will not be accepted

> Ensure you understand the classification of a **Type A Tenderer (Technical and Management Services** and a **Type B-I or B-NI Tenderer (Technical Services)** as defined by the RFT before developing your tender response

> Supply the relevant information required for your classification

> It is mandatory to agree to be engaged under the Advisor Remuneration Framework (ARF)

Information you need to provide

> Your ability to comply with key features of the Panel

> As a Type A Tenderer, the CV of your Principal Adviser and Past Experience Statements (using provided templates)

> As a Type B-I Tenderer or a Type B-NI Tenderer, your CV, Past Experience Statements (using provided templates) and work samples (where applicable/required).

> Referee information (to be included in the Past Experience Statements template)

Key steps of the RFT Process

> RFT Closing Date and Time **(1 May 2012, 5pm (AEST))**

> Shortlisting of RFT responses

> Notification of successful tenders

> Panel commencement

> Please note a number of factors may impact on AusAID's timeframe, most significantly, the number of tenders received

Tips for Tenderers

> Read the "Guide to the RFT" at Part 1 of the RFT carefully so you are familiar with the structure of the RFT

> Review the ARF to ensure that you comply with it

> Ensure you provide all relevant information in accordance with your Tenderer classification i.e. **"Type A Tenderer"** or **"Type B-I Tenderer"** or **"Type B-NI Tenderer**."

> Review the RFT service Categories in the Scope of Services and ensure you can provide the requisite services and expertise (as described in the RFT) before applying.

> Allow yourself time to become familiar with the Apet online tendering system which you must submit your Tender through.

Assistance

> Any questions on the RFT must be asked through the eTendering system, Apet, using the 'Contact Job Manager' button, once you have registered. Apet can be accessed from the AusTender website: www.tenders.gov.au or at: https://360prop3.apetsoftware.com.au/public/publicjobs.aspx?code=ausaid.

> Any questions asked, and responses, will be reproduced (without identifying who asked the question) for the benefit of all potential tenderers - an important probity principle. Addendum will be published and can be viewed by all Tenders that have registered on Apet using the address above.

> It is strongly advised that you submit your Tender electronically the day before the Closing Time and Date to allow for identification and resolution of any issues.