



ADDENDUM 3

Date: 22 May 2017

Pages: 2

Subject: Addendum Number 3 to the Request for Tender **Request for Tender DFAT for the Pacific Research Program Grant** of 31 March 2017.

Tenderers are advised of the following:

Questions Raised in Writing by Interested Tenderers

Q1. If two separate units (with separate budgetary and management arrangements) within different Schools of the same University are proposing to deliver the PRP in partnership, can each of those units provide two letters of support from referees?

A1 Yes.

Q2 Section 3.6 of the Proposal, Referee Information: states that applicants must attach letters of support from two referees. Can letters of support be provided by more than two referees for each organisation?

A2 No, DFAT only requires two letters of support from referees for each applicant.

Q3 Section 3.6 of the Proposal, Referee Information: in the Invitation to Submit an Activity Proposal it states that referees must comment on the organisation's experience and capacity to achieve the Pacific Research Program Objectives, whereas Q11 and A11(Refer Addendum 2) suggest that DFAT require the referee letters for only the person leading the application from each institution involved and (Q12 and A12, refer Addendum 2)) that within these letters there is to be comment on the organisation's experience and capacity.

Can DFAT please advise if the referee letters are to address the organisation's capacity to achieve the PRP Objectives only, or if they are to comment on the person leading the application's capacity (the Team Leader?) to achieve the Pacific Research Program Objectives, as well as the organisation's experience and capacity to achieve the Pacific Research Program Objectives?

A3 DFAT requires letters of support from two referees for each applicant. Referee letters must be for the team leader and must also comment on the organisation's experience and capacity to achieve the Pacific Research Program objectives.

Q4 Aside from the letters of support from referees, Section 3 point 14 of the PRP Guidelines and Templates Document provides that "Consortium proposals must be accompanied by a separate letter from each partner providing information about itself, noting the relationship between the Lead Organisation and partner organisation(s) and expressing the intent to collaborate." Can you confirm that the Leading Organisation as well as each of its consortium partners must provide these letters? Can you also confirm that these are the 'letters of support' referred to in Q4 and A4 of Addendum 2?

A4 Yes.

Q5 What are the cross-cutting issues – are they risk, coordination and mobilisation, or something else? Should sustainability be addressed within these component areas or separately?

A5 The cross-cutting issues are risk, coordination and mobilisation. Sustainability could be covered in any of these areas.



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Q6 Are the cross-cutting issues the same as the cross-cutting priorities referred to in Section 3.3 Responses to Selection Criteria?

A6 No, the cross-cutting priorities referred to in Section 2.3 are listed in the question.

Q7 Is there a page limit for the CVs for key personnel?

A7 DFAT advises that all CV's can be up to a maximum of 3xA4 pages and **must** be dated and signed.

Q8 Does DFAT require separate referee letters for the Team Leader, or just the Organisation?

A8 DFAT requires referee letters for the Team Leader and these letters must also comment on the organisation's experience and capacity to achieve the Pacific Research Program objectives.

Attachments to this Addendum Number 2

Nil

All other information as set out in the RFT dated 31 March 2017 remains unchanged.