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| Australia Awards |
| Myanmar |
| Request for Tender 01-2025  *Grants Ready: A Practical Course for Civil Society Organisations in Myanmar* |



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# Abbreviations and acronyms

|  |  |
| --- | --- |
| **Term** | **Meaning** |
| ABN | Australian Business Number |
| ACN | Australian Company Number |
| AUD | Australian Dollars |
| DFAT | Department of Foreign Affairs and Trade (Australia) |
| GEDSI | Gender Equality, Disability and Social Inclusion |
| GST | Goods and Services Tax |
| IP | Intellectual Property |
| MEL | Monitoring, Evaluation and Learning |
| RFT | Request for Tender |
| RTO | Registered Training Organisation |
| TAP | Technical Assessment Panel |

# Introduction

## Invitation to Tender

Palladium, the Managing Contractor for the Australia Awards Myanmar Program (the Program) is seeking tenders for a cost-effective solution to the design and delivery of the Short Course: *Grants Ready: A Practical Course for Civil Society Organisations in Myanmar.*

Details of the course are included later in this RFT (see Section 4 – Scope of Services) and should be read in conjunction with the Program’s Short Course Provider Handbook.

To be eligible to tender for the design and delivery of this Short Course, the lead business must be a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution as defined in the Higher Education Support Act, 2003 Table A, B and C.

## Key dates and details related to this RFT

A timetable for the tender process is outlined below:

| Description | Date/ Details |
| --- | --- |
| Request for tender released | 21 July 2025 |
| Online briefing session for tenderers with Q & A | 2:00pm AEST  31 July 2025  Link to join online meeting:  **Microsoft Teams** [Need help?](https://aka.ms/JoinTeamsMeeting?omkt=en-US)  [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2Y1NDQwNzItOGUyMy00MjhhLWEyZDYtMzZlODUzMjVhOTVm%40thread.v2/0?context=%7b%22Tid%22%3a%22e7942974-9738-4a4a-b646-2ab90f79db0f%22%2c%22Oid%22%3a%22a4e88e18-edf5-4654-a74e-c86a19402517%22%7d)  Meeting ID: 250 884 992 679 6  Passcode: Ka7ed2Em  **Dial in by phone**  [+61 2 7208 4653,,780638894#](tel:+61272084653,,780638894) Australia, Sydney  [Find a local number](https://dialin.teams.microsoft.com/e6ddd486-8649-4899-af08-96486dc32920?id=780638894)  Phone conference ID: 780 638 894# |
| Closing date for registration of intent to submit a tender | 5:00pm AEST  15 Aug 2025  Note: Only registered Tenderers will receive any addenda to the RFT. |
| Contact person for registration or enquiries related to this RFT | Program Coordinator, Australia Awards Myanmar  [tenders@australiaawardsmyanmar.org](mailto:tenders@australiaawardsmyanmar.org) |
| Closing date for questions on the RFT | 5:00pm AEST  15 Aug 2025  Note: All queries pertaining to the RFT must be sent to:  [tenders@australiaawardsmyanmar.org](mailto:tenders@australiaawardsmyanmar.org)  before this closing time. |
| Closing date for Tender submission | 5:00pm AEST  12 Sep 2025  Note: Late submissions will not be considered unless the delay is solely due to mishandling by Palladium. |
| Mode of submission | Email submission to: [tenders@australiaawardsmyanmar.org](mailto:tenders@australiaawardsmyanmar.org) before the Tender submission closing time. |
| Number of copies and format of Tender | One (1) electronic (.pdf) file of the Technical Proposal including all required annexes.  One (1) electronic (.pdf) file of the Financial Proposal. |
| Anticipated tender outcome notification date | 29 Sep 2025  Note: date is subject to change at DFAT/Palladium discretion. |

## Introduction to Australia Awards Myanmar

Australia Awards are provided to build the skills and knowledge of individuals so that they can contribute to their country’s development, and to support the ongoing development of links between Australia and the countries to which it provides aid. Australia Awards are an important part of the Australian Government’s focus on public and economic diplomacy, and provide Scholarships and Short Courses, supported by a range of other capacity-building and training modalities.

Australia Awards Myanmar supports development through enhancing human development, contributing to private sector growth and promoting conditions for peace and stability. Through ensuring a positive study experience in Australia and investing in alumni engagement, DFAT is also aiming to enhance positive and productive relationships with Australia – and strengthen Australia’s reputation as an education destination. The end of program outcomes are:

* alumni use their skills, knowledge and networks to contribute to Myanmar’s sustainable development
* alumni contribute to cooperation between Australia and Myanmar.

This RFT is for one of the Short Courses.

## Document Structure

This RFT consists of the following sections:

* Section 1: Introduction
* Section 2: Tender conditions
* Section 3: Tender requirements and attachments (including Statutory Declaration)
* Section 4: Scope of Services
* Section 5: Selection criteria and information required for technical assessment
* Section 6: Selection criteria and information required for price assessment
* Attachments 1 –9: Note that Attachment 6 (Financial Proposal and Indicative Budget), Attachment 8 (Short Course Provider Handbook), and Attachment 9 (Palladium Services Agreement Template) are separate files.

Tenderers should carefully read and familiarise themselves with the RFT documentation, including all attachments to ensure compliance with the Tender requirements and ensure they can execute a contract without delay. Tenders deemed non-conforming by Palladium may be rejected.

## Definitions

In this RFT, the following terms have the following meanings:

“DFAT” means the Department of Foreign Affairs and Trade – Australian Aid;

“Short Course” means the Short Course to be delivered under the Department of Foreign Affairs and Trade – Australian Aid, Short Course Awards;

“the Commonwealth” means the Commonwealth of Australia and its implementing agency, the Department of Foreign Affairs and Trade – Australian Aid;

“Contract” means Palladium’s draft Services Agreement or Services Agreement;

“RFT” means this document (Request for Tender), Palladium’s draft Services Agreement and any Addenda issued by Palladium prior to the closing date and time for the submission of Tenders;

“participant(s)” means people in receipt of an Australia Award to attend a Short Course.

# Tender Conditions

## Corrections and Additions

If a Tenderer finds any discrepancy, error or omission in the RFT, has a question, or wishes to make an enquiry concerning the RFT, it is to notify Palladium in writing and in accordance with Section 1.2 *closing date for queries*. Where appropriate, answers to any such notices or questions will be given by Palladium in the form of Addenda and will be issued to all registered Tenderers.

Palladium may amend any part of this RFT and attachments prior to the *closing date for tenders* (Section 1.2). Any amendment to, or clarification of, any aspect of the RFT will be issued in the form of an Addenda and provided to all registered Tenderers before the *closing date for tenders* (Section 1.2). Such Addenda will become part of the RFT.

Tenderers’ attention is drawn to paragraph 2.19 regarding Addenda.

## Expenses

Tenderers are responsible at their own expense for:

* making all arrangements and obtaining and considering all information relating to the preparation, delivery and lodgement of their Tender;
* answering any queries and providing any further information sought by Palladium;
* dealing with any issues, including disputes, that may arise out of the RFT process; and
* engaging in any further process, subsequent negotiation or discussions with Palladium that may result from the RFT.

## Ownership of Tenders

All Tenders become the property of DFAT on submission.

Such Intellectual Property (IP) rights as may exist in the information contained in Tenders will remain the property of the Tenderer.

The Tenderer authorises Palladium to copy, adapt, amend, disclose or do anything else necessary (in Palladium’s sole discretion) to all materials (including that which contains IP rights of the Tenderer or other parties) contained in the Tender for the purpose of its evaluation of Tenders, negotiating any contract with the Tenderer (if the matter proceeds that far) and all other matters relating there to, including Governmental and Parliamentary reporting requirements.

Palladium may make such copies of Tenders, as it requires for these purposes.

## Tenderer’s Acknowledgement

A Tender is made on the basis that the Tenderer acknowledges that:

1. it examined the RFT documents (Sections 1 to 6 and Attachments 1 to 9)
2. the RFT specifies Palladium’s rights in respect of the RFT and the Tenderer agrees that Palladium may exercise its rights as set out in the RFT in respect of the RFT process
3. it sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Palladium’s requirements, including the risks and other circumstances which may affect a Tender
4. in lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether verbal, written, or otherwise made by or on behalf of Palladium other than any statement, warranty or representation contained in the RFT
5. it did not use the improper assistance of Palladium’s employees or ex-employees, or Commonwealth employees or ex-employees, or information unlawfully obtained from Palladium or the Commonwealth in compiling its Tender
6. it satisfied itself as to the correctness and sufficiency of its Tender
7. it is responsible for all costs and expenses related to its involvement in the RFT, in accordance with Section 2.2
8. Palladium and the Commonwealth are not responsible for any costs or expenses incurred by the Tenderer or any other person in responding to or taking any other action in relation to this RFT, whether or not Palladium terminates, varies or suspends the RFT process or takes any other action permitted under this RFT
9. the Tenderer understands that the selection of a successful Tenderer and/or Subcontractor must have DFAT agreement before Palladium can award a contract for the activity and that DFAT reserves its rights to accept or reject any Tenderer or Subcontractor for any reason
10. the Tenderer will comply with the rules set out in this RFT and as applicable to Short Courses.

## Rights to Conduct Security, Probity and Financial Checks

Palladium, in its absolute discretion, reserves the right to conduct such security, probity and/or financial checks on Tenders and/or Tenderers for the purpose of evaluating Tenders to this RFT or any other stage of the Tendering process for the services described in this RFT, as it deems necessary.

## Palladium’s Rights

Without limiting its rights at law or otherwise, without incurring any liability for any costs, losses or expenses or damages incurred by any Tenderer or Tenderers and without any obligation to inform any affected Tenderer or Tenderers of the grounds for such action, Palladium reserves the right in its absolute discretion at any time to:

1. subject to the RFT, evaluate Tenders as Palladium sees appropriate in the context of its requirements
2. cease to proceed with the process outlined in this RFT or any subsequent process
3. suspend or vary the process or any part of it
4. require additional information or clarification from any Tenderer or anyone else or provide additional information or clarification to any Tenderer
5. call for new Tenders
6. accept or reject any Tender that does not comply with this RFT
7. add to, alter, delete or exclude any services as required by Palladium.

## Contracting Entity with Palladium

Palladium intends to contract with one legal entity only. If the Tenderer is a member of a consortium or teaming arrangement then the tender must stipulate which part(s) of Palladium’s requirements each entity comprising the consortium or teaming arrangement would provide and how the entities would relate with each other to ensure full provision of the requirements.

Tenderers must provide detailed information on services proposed to be sub-contracted and will be expected to take full responsibility for all sub-contracted services.

## Purchasing of Goods and Services

In its purchasing of goods and services, the appointed Contractor will be required to comply with [Commonwealth Procurement Rules](https://www.finance.gov.au/sites/default/files/2020-12/Commonwealth%20Procurement%20Rules%20-%2014%20December%202020.pdf) in order to achieve “value for money” through “open and effective competition” in the selection of suppliers. In addition, the Contractor will be required to follow Palladium’s procedures as set out in the Contract and its Scope of Services. All procurement processes must be carefully documented. The Contractor will be liable to audit by Palladium or its nominee to ensure adherence to these principles. The sub-contractor must comply with Australian copyright law.

## Relationship with Tenderers

Palladium is not bound contractually or in any other way to any Tenderer by this RFT.

## Tender Validity

Tenders are accepted on the basis that they are valid for ninety (90) days from the closing date for receipt of Tenders.

## Repeat Courses

Palladium may, from time to time and at its discretion, request a quotation from the selected Tenderer for repeat delivery of the course tendered for within the term of the Agreement. Upon receipt of the quotation, Palladium may enter negotiations with the selected Tenderer for repeat delivery of the course in the same or another Program country location.

**Tenderers interested in being considered for repeat delivery should indicate their interest within the tender proposal submission** and **specify within the Financial Proposal (Schedules 6 and 7) which costs would not apply to a repeat delivery**. Palladium shall only seek to enter negotiations for delivery of repeat courses in circumstances where value for money can be demonstrated by not going to market.

## Contract Format

Palladium intends to enter negotiations with the preferred Tenderer. These negotiations will be based on a Contract including fixed and reimbursable cost components. The contract also provides for payments made against the achievement of measurable milestones for the delivery of defined outputs.

Palladium is responsible for ensuring that the Commonwealth obtains value for money through the tendering process.

The successful Tenderer will be required to enter into a Services Agreement with Palladium in the form outlined in Attachment 10 to this RFT. Tenderers seeking amendments to the Palladium Services Agreement Template (Attachment 9) are required to complete Attachment 8 and submit this along with the Tender by the *closing date for tenders* (Section 1.2). No representation is made by Palladium that proposed amendments will be accepted. This Palladium Services Agreement Template (Attachment 9) may be amended by Palladium to meet the specific requirements of the relevant Short Course for the Program.

## Disclosure of Information Provided by Tenderers

Palladium’s selection process for services is conducted in accordance with Commonwealth Procurement Rules. It is Palladium policy not to divulge to one Tenderer, information that has been provided in confidence by another.

Tenderers should note that the Freedom of Information Act 1982 (The Act) gives members of the public rights of access to official documents of the Commonwealth Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Commonwealth Government and its Agencies, limited only by considerations for the protection of essential public interest and of the private and business affairs of persons in respect of whom information is collected and held by departments and public authorities.

## Technical Assessment

Palladium will rank Tenderers on the basis of technical and financial assessments.

A Technical Assessment Panel (TAP), chaired by a representative from Palladium, will assess each submission using the criteria as set out in this RFT (*Capacity and training experience, Response to course specification* and *Core personnel*). The Technical Proposal of each submission will be worth 80% of the total assessment score and will be assessed separately to consideration of the Financial Proposal.

The result, together with any other factors relevant to the selection, will be considered by Palladium in deciding on the selection of the preferred Tenderer and/or award of Contract.

## Financial Assessment

Following the technical assessment, the Financial Proposal of each submission will be assessed using the criteria set out in this RFT (*Personnel course design and delivery cost, Fixed Management Fee)*. The Financial Proposal will be worth 20% of the total assessment score.

## Contract Negotiations

Palladium will conduct contract negotiations only with the person identified in the Tender with the authority to negotiate and conclude a contract on behalf of the preferred Tenderer.

If Palladium is unable to satisfactorily conclude contract negotiations with the preferred Tenderer, Palladium reserves the right, at its sole discretion, to terminate the negotiations and enter contract negotiations with the next ranked Tenderer(s).

Palladium expects contract negotiations to be concluded within a reasonable period, nominally four (4) weeks.

Palladium reserves the right to negotiate with the most favourable Tenderer should it be deemed that ‘the offering prices are unreasonable or greater than the targets set in the planning process’ as per Commonwealth Procurement Rules.

## Award of Contract

Any contract resulting from the Tender process outlined in this RFT is subject to the negotiation of a mutually acceptable contract based on the Palladium Services Agreement Template (Attachment 10).

## Payment of Policy

Tenderers should note that it is Palladium policy to pay accounts in arrears on the due date specified in the agreement with the supplier. Palladium’s standard terms are payment upon acceptance of goods or services and the receipt of a correctly rendered invoice, and subject to the delivery of outputs against specified milestones to Palladium’s satisfaction. Payment, however, does not mean that Palladium necessarily accepts that the work meets that milestone and Palladium reserves its rights to full reimbursement if DFAT does not accept that a milestone has been reached which justifies payment.

## Intention to submit a tender

Interested parties are strongly encouraged to register their intention to submit a Tender no later than the date set out in Section 1.2.

Those parties who have registered their intention to submit a Tender by this time and date will be provided with any subsequent Addenda to the RFT. Parties who have not registered their intention to submit a Tender by this time and date will not receive Addenda to the RFT. Addenda may include responses to questions from other proposed Tenderers and/or amendments to the Scope of Services after the RFT is released.

Registrations of an intention to submit a Tender should be transmitted via email to: [tenders@australiaawardsmyanmar.org](mailto:tenders@australiaawardsmyanmar.org).

Registration can be made by providing the following information:

* name of organisation;
* name of contact person; and
* full contact details for receipt of Addenda.

Providing an intention to submit a Tender will not impose any obligation on any interested party to submit a Tender.

Parties who have registered their intention to submit a Tender are requested to notify Palladium if their intentions change.

## Deed of Novation

At the time of executing the contract the selected Tenderer will be required to execute a Deed of Novation and Substitution, in the appropriate form to ensure the rights of DFAT, in the event of DFAT issuing a note of substitution.

# Tender Requirements

Prospective Tenderers should read this statement of Tender Requirements carefully, along with the key dates outlined in Section 1.2. At Palladium’s sole discretion non-conforming Tenders may not be accepted.

## Tender Format

Palladium's requirements with respect to the format of Tenders are as follows:

* Tenders are to be submitted in the name of the entity with which Palladium would enter the contract and include the name of the person authorised to negotiate and conclude a contract.
* The font type is to be no smaller than 10 point and in single column format.
* The Palladium or DFAT logo is not to appear on any Tender documentation.
* Number of copies: One (1) electronic (.pdf) file of the Technical Proposal including all required annexes. One (1) electronic (.pdf) file of the Financial Proposal.
* The Financial Proposal is to be submitted as a separate pdf file.

## Tender Contents

* + 1. **TECHNICAL PROPOSAL (one separate PDF file)**

The Technical Proposal must contain the following parts in the order as below:

**Cover Page**

The cover page must clearly indicate “**Technical Proposal**” and include the following information:

| Tenderer’s General Information | |
| --- | --- |
| Lead Business Name |  |
| ABN or ACN |  |
| Business type |  |
| Contact person  (authorised to negotiate and enter into a contract) |  |
| Registered business office address |  |
| Email |  |
| Phone |  |
| Partner Organisations (if any) |  |

**Response to the Selection Criteria**

The Technical Proposal must substantively and individually address the selection criteria as set out in Section 5 and be no more than twelve (12) A4 typewritten pages (including tables, diagrams, notes and references but excluding title page and annexes). Text in excess of twelve pages will not be assessed.

**Technical Proposal Annexes**

The following annexes must be submitted in the format as requested in Section 5.3:

1. Annex 1 - Organisation’s Experience
2. Annex 2 - Curricula Vitae
3. Annex 3 - Draft Training Course Outline (using the template provided)
4. Annex 4 - Risk Management Matrix
5. Annex 5 - Statutory Declaration
   * 1. **FINANCIAL PROPOSAL (one separate PDF file)**

The Financial Proposal is to include fully costed quotes in Australian dollars at current prices valid for ninety (90) days from the closing date for the receipt of Tenders.

The Financial Proposal must include the following parts in the order as below:

**Cover Page**

The cover page must clearly indicate “**Financial Proposal**”, the Tenderer’s contact person and contact details.

**Schedule 1. Personnel Course Design Cost**

Tenderers must provide details as described in **Attachment 6.1** to this RFT.

**Schedule 2. Personnel Course Delivery Cost**

Tenderers must provide details as described in **Attachment 6.2** to this RFT.

**Schedule 3. Fixed Management Fee**

Tenderers must provide details as described in **Attachment 6.3** to this RFT.

**Schedule 4. Financial Proposal Summary**

Tenderers must provide details as described in **Attachment 6.4** to this RFT.

**Schedule 5. Indicative budget**

Tenderers must provide details in the format described in **Attachment 6** to this RFT.

**Note:** Tenderers should be aware that the fixed cost information provided in Schedules 1 to 4 is required to be the same as those costs detailed in the fixed cost component within Schedule 5.

Schedules 1 to 4 form part of the “like-for-like” assessment of the Financial Proposal.

## Lodgement of Tenders

Tenders must be submitted via email to [tenders@australiaawardsmyanmar.org](mailto:tenders@australiaawardsmyanmar.org) no later than **5.00pm local time** in Adelaide on 15 August 2025.

The subject line of the email tender submission should include the course title:

**RFT 01-2025 Australia Awards Myanmar Grants Ready**

Late submissions will not be considered unless the delay is solely due to mishandling by Palladium.

# Scope of Services

## Activity Identification

|  |  |
| --- | --- |
| Client | Palladium |
| Program | Australia Awards Myanmar |
| Short Course title | *Grants Ready: A Practical Course for Civil Society Organisations in Myanmar* Short Course |
| Short Course duration and proposed delivery dates | Australia Awards Myanmar is seeking a cost-effective training program for up to 25 participants.  This Short Course will be delivered in-person over five (5) days from Monday 17 to Friday 21 November 2025.  In addition to outlining the proposed methodology and delivery strategies, Tenderers should specify the estimated time commitment for participants to complete all elements.  **Please note** – this Short Course is a stand-alone week of training and does not include a post-course workshop (typically referred to as Component 3). A short online pre-departure session will be organised by the Program which aims to cover travel logistics and preparations only. |
| No. of participants | Up to a maximum of 25 participants. |

## Contract Details

|  |  |
| --- | --- |
| Delivery | Tasks must be performed by a qualified and competent team. |
| Contract Type | Service Agreement to be negotiated between Palladium and the lead Tenderer. |
| Basis of Payment | Fixed design and delivery costs and management fee plus agreed reimbursable expenses (travel support costs for course delivery team only). Reimbursable budget is negotiated with the preferred Tenderer. |

## Intended Outcomes

|  |  |
| --- | --- |
| Program Outcomes | Australia Awards Myanmar supports development through enhancing human development, contributing to private sector growth and promoting conditions for peace and stability.  The Program aims to achieve two key outcomes:   * alumni use their skills, knowledge and networks to contribute to Myanmar’s sustainable development * alumni contribute to cooperation between Australia and Myanmar. |
| Short Course Indicators | Tenderers should refer to the Short Course Provider Handbook, Section 13: Short Course Monitoring, Evaluation and Learning (MEL) which outlines the expected outputs and outcomes of Short Courses as part of the broader Program. It also describes the MEL frameworks and tools the successful Tenderer will be expected to use to monitor progress and evaluate the outputs of this Short Course. |

## Short Course Details

|  |  |
| --- | --- |
| Context | Access to international funding is a vital enabler for civil society organisations (CSOs) and local non-governmental organisations (NGOs) in Myanmar to implement impactful, locally led development initiatives. Local CSOs and NGOs play a critical role in delivering essential services, fostering social cohesion, and advocating for human rights and inclusion, often under challenging and volatile conditions.  In recent years, a range of bilateral and multilateral donors - including the Australian Government through the Direct Aid Program (DAP), the European Union, the United Nations, and various international NGOs - have offered funding opportunities to support locally led development initiatives in Myanmar.  However, despite the availability of these funding streams, many local actors face challenges applying for and accessing international funding. As a result, many promising local initiatives remain underfunded. Key challenges include:   * lack of access to donor networks and timely information on funding prospects * lack of understanding of how to apply for suitable funding opportunities * limited experience in grant and proposal writing for an international donor audience * unfamiliarity with donor expectations and compliance requirements * English language and digital literacy gaps * insufficient institutional capacity to effectively manage funds and report on outcomes * limited ongoing mentorship and coaching to support CSOs to best position themselves for future funding opportunities   In the current context, local CSOs and NGOs working with remote, marginalised and/or conflict affected communities are often best placed to deliver the most impactful programming but remain limited in their ability to sustain or scale up their operations without international funding.  There is a need to strengthen the capacity of local CSOs and NGOs in Myanmar to develop strong, competitive, and compliant funding proposals that address pressing local needs whilst also meeting donor expectations and requirements. Locally led development DFAT’s strategic priorities in Myanmar are outlined in [Australia–Myanmar Development Partnership Plan (2024–2029)](https://www.dfat.gov.au/sites/default/files/australia-myanmar-development-partnership-plan-2024-2029.pdf), which emphasises a principled, flexible, and locally responsive approach to development cooperation.  The DPP underscores the importance of humanitarian assistance, inclusive economic growth, and the strengthening of civil society as key pillars of Australia’s engagement in Myanmar. |
| Purpose and objectives | This course is designed to equip participants with practical, transferable skills to enhance their ability to develop high-quality, competitive funding applications for DFAT and other international partners operating in Myanmar. The core curriculum focuses on proposal writing, tender preparation and compliance with donor requirements.  In addition to technical training, the course aims to foster stronger people-to-people connections by bringing together a diverse group of local practitioners. It provides a platform for dialogue, collaboration, and knowledge sharing across Myanmar’s civil society sector.  The following key skill gaps were identified and are directly addressed through the course objectives outlined below.  The course is intended to equip participants with the knowledge, skills and experience to:   * understand how and where to find available grants in specific contexts, and interpret tender and grant documentation * develop effective and impactful proposals that meet international development partner requirements * understand the systems, policy and procedures that international development partner require local partners to have in place and how to establish them * draw on a network of practitioners to foster collaboration and knowledge sharing within and across organisations * share their knowledge and experience of writing and submitting tenders and proposals with practitioners and a range of professionals working across the civil society sector in Myanmar   **Participant learning outcomes**  At the completion of the course, it is expected participants will be able to develop a proposal with specific outputs which demonstrates:   * the costs and the development benefits of the proposal * achievable and sustainable outcomes * soundness of the project's objectives and design * the practicability of the proposed implementation arrangements * whether the project conforms with the objectives of DFAT and the Direct Aid Program |
| Approach to the delivery of the Short Course | The program will be delivered in person in Chiang Mai, Thailand using a range of connected learning strategies. This approach will maximise opportunities for participant familiarisation, contextualisation of materials and learning as well as information exchange and interaction with key stakeholders and counterparts both in Myanmar and Australia.  In advance of the course, the provider will be required to conduct a Learning Needs Analysis with participants to identify specific learning needs and expectations. The provider will ensure that the course schedule is tailored to meet these learning needs where practical and appropriate. |
| Training Content | The Short Course will offer a structured learning process for participants utilising a range of learning methodologies, and it is expected that the in-person Short Course will include:   * Classroom sessions, balancing information delivery with interactivity and providing real-world scenarios and practical exercises * Discussion, reflective, and planning sessions that encourage application of ideas * Guest speakers and/or panel discussions relevant to subject matter * Relevant networking events to connect participants with relevant stakeholders in the NGO/civil society sectors in Chiang Mai   A schedule outlining delivery sequence, methodologies and time allocations will be prepared by the selected Provider.  **Please note** – this Short Course activity **does not require** participants to complete a Return-to-Work Plan (RWP). Participants will be supported to develop a mock grant proposal in line with training requirements, however, this will not be formally graded or assessed at the end of this course. |
| Participant Profile | Up to 25 Participants will be selected for this Course.  Priority will be given to employees from DFAT implementing partners, Civil Society Organisations (CSOs) or Non-Governmental Organisations (NGOs) in Myanmar. Participants will hold a senior leadership position within their organisation, with responsibilities in one or more of the following areas: management, finance, operations, business development, or substantial experience managing or working with grants.  The selection of participants will be merit-based in line with the confirmation of awards. The Program will ensure a diverse range of organisations and representatives across Myanmar where possible. If English language support is required, the Program will source appropriately qualified consecutive interpretation services for the full duration of the in-person course.  Gender equity will be adhered to in the selection process. People from diverse ethnic backgrounds and people with disabilities who are working in relevant areas will be strongly encouraged to apply.  Australia Awards is an inclusive program and there are likely to be participants with disability. The successful Tenderer will be provided with further information so that reasonable adjustments and accommodations can be made as required. |
| Gender Equality, Disability and Social Inclusion (GEDSI) | Practical approaches to the promotion of women as leaders and active participants in decision-making will be explored throughout this Short Course. Gender-sensitive perspectives will complement relevant theory through the development of individualised grant proposals by the end of the course. Consideration of the needs of those from traditionally marginalised groups, including people with disabilities, should also be included in the course.  The Program’s *GEDSI Strategy (Section 9 in Course Provider Handbook)* outlines how it promotes diversity and inclusion of women, people with disability, ethnic minorities, and people of diverse SOGIE and sexual characteristics in opportunities for human development.  The Program adopts a twin-track approach to address GEDSI. This involves mainstreaming GEDSI across all Program activities as well as implementing GEDSI-specific initiatives to address challenges and barriers preventing women, people with disabilities and people from marginalised groups from achieving their full potential.  GEDSI will be included in the concept note, design and curriculum. Service providers are encouraged to include a dedicated GEDSI Adviser/Trainer to design and deliver sessions on GEDSI issues relevant to the Short Course topic. |
| Indicative Training Schedule | The services are proposed for delivery in accordance with the following schedule:   * Short Course dates in Chaing Mai: Monday 17 November 2025 to Friday 21 November 2025 |
| Certification | There is no mandatory requirement for formal certification on completion of the training. However, submissions which identify opportunities to award an AQF qualification, Skill Set or micro-credential are encouraged.  At a minimum, the successful Tenderer will award the participants with a Certificate of Completion (template provided to the successful Tenderer by Australia Awards), which will be awarded to participants at the conclusion of the Short Course.  All participants who complete the requirements of the Short Course will become Australia Awards Alumni. |
| Communication and Public Diplomacy | The Provider will support and contribute to the program’s communication and social media plan as required. This includes recommending relevant participants or activities from the Short Course to be featured in the program’s social media content and/or website stories. |

## Financial Details

|  |  |
| --- | --- |
| Funding of courses | The successful Tenderer is to submit a detailed indicative budget using the templates included at **Attachment 6** to this RFT.  The indicative budget will be finalised in conjunction with Palladium during contract negotiations. |
| Invoicing and payment | Palladium will pay the Contractor the Service Fees in instalments known as Milestone Payments based on outputs as summarised below.  The Milestone Payments will be payable to the Contractor progressively, on Palladium’s acceptance of the satisfactory completion of identified outputs and a correctly rendered invoice.  Where a Milestone Payment is to follow acceptance of a report, Palladium will not be obliged to make full payment until all outputs to be achieved by the Contractor in the period covered by the report have been achieved to its satisfaction and within the agreed timeframes. |
| Value for money | Most aspects of the funding of courses are developed in conjunction with Palladium using the indicative budget template (Course Budget) included at **Attachment 6** to this RFT. Many costs incurred are reimbursable, so Tenderers can be assured that they do not carry major financial risk in conducting Australia Awards Short Courses. However, within their submissions Tenderers are asked to provide information that will assist Palladium to determine value for money of the tender bid (core personnel course design and course delivery cost, and the fixed management fee to design and deliver the course). |

## Services to be provided

|  |  |
| --- | --- |
| Overview | The successful Tenderer will be responsible for all aspects of course design and delivery. See list of roles and responsibilities in the below section.  The *Short Course Provider Handbook* (**Attachment 8)** has been provided to potential Tenderers and will form a binding part of the contract with the preferred Tenderer. The Short Course Provider Handbook stipulates the requirements for: pre-course preparation; delivery; logistics; welfare/pastoral care; MEL; course materials; and communication and public diplomacy.  The various component tasks including any required service levels associated with the Course Provider’s responsibilities are set out in the Short Course Provider Handbook.  **Please note** - some sections of the Handbook **may not be relevant** for this RFT. Please review the scope of services and refer to the below list of roles and responsibilities split between the Tenderer and Palladium. |
| Summary of Roles and Responsibilities between Palladium and Provider | The tenderers are responsible for   * Course design and delivery in Chiang Mai * Coordination of workshop implementation in Chiang Mai, including troubleshooting logistics and administration as required, * Recruitment and management of all staff engaged directly by the Provider (see below section on Recommended List of Personnel) * Management and payment of all travel support costs for all staff engaged directly by the Provider (see below required travel support costs) * Submission of milestones, invoices and reports   Palladium will manage   * Selection of participants - please note the final list of participants will be determined by DFAT Post. * Management and payment of participants’ travel support costs * Booking and payment of staff and participant accommodation, workshop venue, catering and associated ICT and services in Chiang Mai * Recruitment, management and payment of Welfare Officers and Interpreters |
| Recommended list of Personnel | * Course Designer / Leader * Course Co-Designer / Co-Facilitators * Course Coordinator * GEDSI Specialist * Myanmar Expert Advisers / Facilitators   **Please note** - this is a recommended list only based on anticipated inputs required of the provider for course design and implementation.  The Program will arrange Welfare Officers and Interpreters as required. |
| Required Travel Support Cost for Provider Staff | * Return economy airfares to Chiang Mai * Estimate per diems in line with Australian Taxation Office rates (exclusive of meals provided; assume that breakfast is included in the hotel booking and lunch is provided at the workshop) * Airport transfers in Australia and Thailand * Any other travel support costs as required   **Please note** - accommodation in Chiang Mai for all staff will be booked by the Program as part of the venue package. Tenderers are not required to include this cost in the financial proposal. |

# Selection Criteria and Information Required for Technical Assessment

## Selection Criteria

Proposals should be presented in the following format. Each category should be addressed individually, considering the following points:

**A. Capacity and training experience: (10% of the technical assessment)**

The Tenderer must demonstrate:

1. Capability and expertise to design and deliver a short course on *Grants Ready: A Practical Course for Civil Society Organisations in Myanmar*, as outlined in the Scope of Services at Section 4.
2. Experience in the design and delivery of Short Courses for international participants including the ability to provide administrative, logistical and welfare support services as outlined in the Scope of Services Section 4.

**B. Response to course specification: (60% of the technical assessment)**

The Tenderer must provide details of their approach to the design and delivery of the Short Course. Specifically, Tenderers must demonstrate **how** they will:

1. Design and deliver the training components of the course to enable the achievement of the Program outcomes, as well as course objectives and desired learning outcomes, including how gender equality, disability and social inclusion will be integrated into course content.
2. Propose to tailor course design and delivery to align with the individual work contexts and individual needs of participants.
3. Design and deliver the course using an action-based learning approach.
4. Monitor and evaluate progress towards, and achievement of, individual participant learning outcomes, as well as the overall progress and success of the course against its outcomes and objectives.
5. Address key risks and mitigate/manage realised risks during the design and delivery of the course.
6. Facilitate the establishment of linkages between participants and Australian and other relevant stakeholders to promote collaboration during and after Short Course completion.

**C. Core personnel: (30% of the technical assessment)**

The Tenderer must demonstrate that the following team members have the appropriate qualifications and experience to design and implement the Short Course:

* Course Designer / Leader (1 nominee)
* Course Co-Designer / Co-Facilitator (1-2 nominees)
* GEDSI Specialist (1 nominee)
* Course Coordinator (1 nominee)
* Myanmar experts (2 nominees)

Terms of Reference for these positions are included in the Short Course Provider Handbook.

To enable a like for like assessment Tenderers must comply with the number of nominees indicated for each position above. It is expected that the successful Tenderer will field the key specialists identified in the proposal. Substitution of these specialists will require Palladium pre-approval.

Salaries and consulting fees on Australia Awards Myanmar are still governed by the Australian Government’s Aid Adviser Remuneration Framework (ARF). Fees for personnel selected to design and deliver this short course must align with the short-term adviser rates (FY2025/26) in the ARF and be no higher than the listed Market Reference Point (MRP).

## Annexes

The Technical Proposal should include the following Annexes:

***Annex 1 – Organisational Experience***

This Annex is to contain Description Sheets of relevant activities which clearly demonstrate the Tenderer's ability to meet the Scope of Services as outlined in Section 4. Up to three (3) Description Sheets can be included and must not exceed one A4 page each. Proformas for these description sheets can be found as **Attachment 1** to this document.

***Annex 2 – Curricula Vitae (CVs)***

A summary table (as below) is to be inserted at the beginning of this Annex. The table **must be** in landscape and must not exceed **one** A4 page.

| Position | Name | Nationality | Gender | Brief description of key qualifications, expertise and experience (in bullet points) |
| --- | --- | --- | --- | --- |
| Course Designer / Leader |  |  |  |  |
| Course Co-Designer / Co-facilitator |  |  |  |  |
| GEDSI Specialist |  |  |  |  |
| Course Coordinator |  |  |  |  |
| Myanmar Experts/ Facilitators |  |  |  |  |

Certified CVs are to be provided for each of the nominees, to a maximum of three (3) pages, for the following Core Personnel positions **only:**

* Course Designer / Leader (1 nominee)
* Course Co-Designer / Co-Facilitator (1-2 nominees)
* GEDSI Specialist (1 nominee)
* Course Coordinator (1 nominee)
* Myanmar Experts (2 nominees)

CVs should provide a clear response to the duties outlined in the Short Course Provider Handbook. A proforma for CVs can be found as **Attachment 2** to this document.

Palladium regards the withdrawal or substitution of personnel to be grounds for the cancellation of negotiations and reserves the right to consider alternative offers where personnel nominated in Tenders are subsequently not available.

***Annex 3 – Draft Training Course Program***

A Draft Training Course Program using **Attachment 3** to this document. Core delivery personnel should also be clearly identifiable for each of the sessions presented.

***Annex 4 – Risk Mitigation Matrix***

A Risk Mitigation Matrix identifying key risks to the successful design and delivery of the course as per the Scope of Services. Tenderers are to complete the proforma as in **Attachment 4** to this document (maximum **2** pages).

***Annex 5 – Statutory Declaration***

Format is provided as **Attachment 5** to this RFT.

# Selection Criteria and Information Required for Price Assessment

## Introduction

Tenderers must submit a Financial Proposal as a part of their submission. Palladium is seeking a cost-effective training solution for 25 of participants with diverse backgrounds.

## Approach to the Financial Proposal

Palladium will undertake a financial price assessment of those Tenders assessed as technically suitable by the Technical Assessment Panel (TAP). Palladium reserves the right to provide the financial component of any Tender to TAP members for their examination in the context of resource adequacy evaluation against the selection criteria in the technical assessment process.

## Limited Information Required for Price Assessment

The final *Course Budget* for the Program’s Short Courses is negotiated with the preferred Tenderer and therefore the financial detail required for the Financial Proposal (i.e. price assessment) includes Tenderers personnel costs and management fee.

The *Course Budget* template is provided as **Attachment 6** and consists of two parts, as outlined below.

Part A: Fixed (non-reimbursable costs)

A1 Fixed personnel costs for design of course

A2 Fixed personnel costs for delivery of course

A3 Fixed management fee (head office administration costs and fees)

Part B: Reimbursable costs incurred by contractor

B1 Travel support costs for Course Delivery Team (see Section 4.6 for details)

**Please note** - all in-Thailand workshop costs and travel support costs for Myanmar participants will be managed and paid for by the Program. Tenderers are not required to include accommodation cost into the financial proposal.

**Please note** – Estimated reimbursable costs associated with Part B of the *Course Budget* **are to be included as part of the Financial Proposal**. These costs are not assessed as part of the ‘like-for-like” assessment but will be provided to DFAT as part of the approval process. They will be subject to negotiation with the selected Tenderer as part of the contract process in line with mandated service levels.

## Content of Financial Proposal

Within the Financial Proposal Tenderers must address the criteria as set out in the table below. These criteria will be used to make a like-for-like financial comparison.

| Financial Proposal Criteria |
| --- |
| **Criterion 1: Personnel course design cost**  Personnel costs for the design of the course, expressed as number of days, per person, at a daily rate (i.e. cost of the Course Designer/s). The Tenderer needs to assess the composition of personnel and associated number of days per person required to design the course. Tenderers must provide details in Schedule 1: Fixed personnel costs for design of course. |
| **Criterion 2: Personnel course delivery cost**  Personnel costs for the delivery of the course, expressed as number of days per person at the ARF daily rate for each of the key delivery positions. The positions of **Course Coordinator and GEDSI Specialist must include a nomination of one person only; and the positions of Myanmar experts must include two nominations.** Tenderers must provide details in Schedule 2: Fixed core personnel costs for delivery of course.  Tenderers need to make their own assessment of how many days per person will be required to undertake these tasks, noting that this component forms part of the like-for-like assessment. |
| **Criterion 3: Fixed management fee**  Total management fee to be charged by the Tenderer for the design and delivery of the course as described in the Scope of Services. This must include any applicable insurance as outlined in the Palladium Services Agreement Template (Attachment 9 of this RFT). Tenderers must provide details in Schedule 3: Fixed Management Fee.  Tenderers must clearly detail any other fees to be charged to the course (for example financial costs, administration costs, special fees, staff on costs, etc.). Other fees will be subject to approval during the contract negotiation process. Noting this component forms part of the like-for-like assessment.  The Fixed Management Fee is exclusive of personnel costs and any other costs directly associated with course design and delivery. |

Tables for inclusion within the Financial Proposal, including those containing information required for the purposes of the financial assessment, are:

Schedule 1: Personnel Course Design Cost

Schedule 2: Personnel Course Delivery Cost

Schedule 3: Fixed Management Fee

Schedule 4: Summary of Unit Costs for Palladium Price Comparison.

The format for each of these schedules is provided as **Attachment 6** to this RFT. It is this information that is assessed as part of the like-for-like price comparison.

Tenderers must complete all schedules showing their firm quotations in whole Australian Dollars (AUD). Palladium requires these calculations for the purposes of disaggregating and checking the accuracy of Tenderers’ total financial assessment figure. Only the final figure provided at **Schedule 4** will be subject to the financial price assessment.

Tenderers should note that inaccurate or inconsistent calculations in the financial component of any Tender may, in Palladium’s sole discretion, be grounds for Palladium to deem that the Tender is non-conforming and exclude it from further consideration under the RFT process.

Tenderers are also required to submit an indicative course budget using the template provided as **Attachment 6** to this RFT. Information contained in this indicative budget will be provided to DFAT as part of the approval process and Sections A1, A2, A3 and B may be subject to review as part of contract negotiations.

## Retention of Price Components of Tenders by Palladium

Palladium will retain the financial components of all Tenders, including those not considered technically suitable.

## Escalation

There is no provision for escalation.

## Goods and Services Tax (GST)

Unless expressly stated otherwise, all amounts payable under this Agreement are exclusive of GST.

## Attachment 1- Organisation Experience Description Sheet Proforma

|  |  |
| --- | --- |
| Short Course title/activity: | |
| Funding agency: | Approx. value of contract: |
| Start date: | Completion date: |
| Name of partner organisation/s, if any: | |
| Participant profile: | |
| Short Course overview and objectives: | |
| Organisation’s role in the design and delivery of the Short Course: | |
| Support services provided: | |
| Core personnel provided and functions performed: | |

## Attachment 2- Curriculum Vitae Proforma

**Notes: CV must not exceed three pages. Referees MUST NOT be employees of the tendering organisation.**

**Curriculum Vitae**

**Position title: e.g. Course Designer**

**Specialist Fields of Expertise:**

**Name:**

**Nationality:**

**Academic qualifications:**

**Languages & degree of proficiency:**

**Professional affiliations:**

**Other training:**

**Countries of work experience:**

**Professional experience (with particular reference to tender requirements)**

Date/Position/Company:

Dot points of duties and responsibilities:

**Referees:**

Name:

Position:

Company:

Work Phone:

E-mail:

**Certification:**

“I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Short Course tender for ***Course name*** in the role of *position title*”.

**Signature: Date**

## Attachment 3- Course Outline Proforma

### In-person Short Course components (in Chiang Mai, Thailand)

Please provide, in calendar format, the structure of the in-person component of the Short Course. Please include details regarding activity, location, date, timing of sessions, facilitators (Core delivery team and intended guest presenters/organisations), and any travel. The below calendar is a sample layout only and can be adjusted based on the structure and timing of the course. There is no page limit for this section. For in-person delivery, session times need to be In Chiang Mai time only.

|  | Morning Session 1 | Morning Session 2 | Afternoon Session 1 | Afternoon Session 2 |
| --- | --- | --- | --- | --- |
| Chiang Mai time |  |  |  |  |
| Arrival: *Sunday 16 Nov 25* | **Participants arriving in Chiang Mai at hotel and check-in** | | | |
| DAY 1: *Monday 17 Nov 25* |  |  |  |  |
| DAY 2: *Tuesday 18 Nov 25* |  |  |  |  |
| DAY 3: *Wednesday 19 Nov 25* |  |  |  |  |
| DAY 4: *Thursday 20 Nov 25* |  |  |  |  |
| DAY 5: *Friday 21 Nov 25* |  |  |  |  |
| Departure: *Saturday 22 Nov 25* | **Participants depart Chiang Mai** | | | |

## Attachment 4- Risk Mitigation Matrix Proforma

The table **must be** in landscape and **must not** exceed **two** A4 pages. Refer to the Short Course Provider Handbook, Annex 1 for risks, management actions, and responsibilities related to COVID 19.

| # | Risk | Impact on Program | L | C | R | Contractor Risk Management | Nominated Contractor Personnel |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *Sentence summarising the risk to the design and/or delivery of the Short Course* | *Sentence summarising the possible impact on the design and/or delivery of the Short Course* |  |  |  | *Actions taken by the Contractor to manage the risk including any relevant timeframes* | *e.g. Course Leader, Course Designer, GEDSI Specialist, Course Coordinator etc.* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**KEY**

L = Likelihood (5 = Almost certain, 4 = Likely, 3 = Possible, 2 = Unlikely, 1 = Rare)

C = Consequence (5 = Severe, 4 = Major, 3 = Moderate, 2 = Minor, 1 = Negligible)

R = Risk Level Determined by Risk Level matrix below (4 = Very high, 3 = High, 2 = Moderate, 1 = Low)

**RISK LEVEL**

| **Consequence**  **Likelihood** | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| --- | --- | --- | --- | --- | --- |
| **Almost Certain** | Medium | Medium | High | Very High | Very High |
| **Likely** | Medium | Medium | High | High | Very High |
| **Possible** | Low | Medium | Medium | High | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

## Attachment 5- Commonwealth of Australia Statutory Declaration

**Commonwealth of Australia Statutory Declaration**

I, *(name, address and corporation of person making the declaration),* do solemnly and sincerely declare, on behalf of the Tenderer and on behalf of myself, that:

**Definitions**

1. In this statutory declaration:

**“Client”** means Palladium (ACN 054 575 567);

**“Services”** means the services described in the RFT for this Activity;

**“Tenderer”** means *(details of tendering corporation as appropriate);*

**“Tender Price”** means the fees, rates and prices indicated by a Tenderer as being the amounts for which that Tenderer is prepared to undertake the Services;

**Preamble**

2. I hold the position of *(managing director or other title)* of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

**Accuracy of Information**

3. The information contained in the Tender including CVs of nominated personnel submitted by (*name of organisation/company*) is factually based and I accept that if such information is found by Palladium to be inaccurate or misleading this may, at Palladium’s sole discretion, result in disqualification of the Tender.

**Tenderer’s Acknowledgment**

4. That (*name of organisation/company*)’s Tender is made on the basis that it acknowledges that:

a) the RFT specifies Palladium’s and DFAT’s rights in respect of the RFT and (*name of organisation/company*) agrees that Palladium and DFAT may exercise its rights as set out in the RFT in respect of the RFT process;

b) (*name of organisation/company*) sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Palladium’s requirements, including the risks and other circumstances which may affect a Tender;

c) in lodging its Tender (*name of organisation/company*) did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Palladium or DFAT other than any statement, warranty or representation contained in the RFT;

d) (*name of organisation/company*) did not use the improper assistance of Palladium or Commonwealth employees or ex-employees, or information unlawfully obtained from Palladium or the Commonwealth in compiling its Tender;

e) (*name of organisation/company*) satisfied itself as to the correctness and sufficiency of its Tender;

f) (*name of organisation/company*) is responsible for all costs and expenses related to its involvement in the RFT, including: preparation and lodgement of the Tender;

1. any subsequent negotiation; and

II. any other action or response in relation to the RFT.

g) Palladium and the Commonwealth are not responsible for any costs or expenses incurred by (*name of organisation/company)* or any other person in responding to or taking any other action in relation to the RFT, whether or not Palladium terminates, varies or suspends the RFT process or takes any other action permitted under the RFT; and

h) *(name of organisation/company)* will comply with the rules set out in the RFT.

**Availability of Personnel**

5. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.

**Security of Personnel**

6. The Tenderer warrants that all necessary arrangements will be made to ensure adequate protection/security for personnel in the field.

**Tender Price**

7. The Tenderer warrants that it can undertake and complete the Services for the

Tender Price.

8. Should the training be deemed successful and a request be received for the Tenderer to repeat the delivery of the Short Course within 12 months, the same tender price will be offered by that Tenderer.

**Collusive Tendering**

9. Neither the Tenderer nor any of its servants or agents had knowledge of either the technical component of the Tender or the Tender Price for the Services of any other Tenderer prior to the Tenderer submitting its Tender for the Services.

10. Neither the Tenderer nor any of its servants or agents disclosed the technical component of its Tender or the Tender Price for the Services submitted by the Tenderer to any other Tenderer who submitted a tender for the Services or to any other person or organisation prior to the close of Tenders.

**Cover Bidding**

11. Neither the Tenderer nor any of its servants or agents provided information to any other Tenderer, person or organisation, to assist another Tenderer for the Services to prepare a tender known as a “cover bid”, whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.

12. The Tenderer is genuinely competing for the contract and its Tender is not a “cover bid”.

**Unsuccessful Tenderers’ Fees**

13. Prior to the Tenderer submitting its tender for the Services neither the Tenderer nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Services would pay any money or would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully Tendered for the Tender.

**Competitive Neutrality**

14. The Tenderer has complied with the principles of competitive neutrality in preparing its Tender (publicly owned Tenderers only).

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

*[Signature of person making declaration)]*

*[Optional: Email address and/or telephone number of person making the declaration]*

Declared at ( ) on the ( ) day of ( ) Before me,

*[Signature of person before whom the declaration is made]*

[*Full name, qualification and address of person before whom the declaration is made (in printed letters)*]

[*Optional: Email address and/or telephone number of person before whom the declaration is made*]

## Attachment 6 - Financial Proposal Tables (See separate file)

The indicative budget should be completed and lodged as part of the Financial Proposal.

Important note: Part B (reimbursable costs) does not form part of the like-for-like price assessment of this RFT. Part B will be further developed and negotiated with the preferred Tenderer and included in the sub-contractor agreement.

## Attachment 7- Comment on Draft Contract

Note: This form is required to be lodged as part of the Tender.

|  |  |  |  |
| --- | --- | --- | --- |
| **Clause/schedule/item** | **Comments** | **Service provider proposed wording of amendment to clause/schedule/item** | **Palladium comment (provided to the successful Tenderer through contract negotiations)** |
|  |  |  |  |
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## Attachment 8- Short Course Provider Handbook (See separate file)

## Attachment 9-Palladium Services Agreement Template (See separate file)

