Promoting Rural Incomes through Support to Markets in Agriculture (PRISMA)

Request for Tender:
Survey on Financial Inclusion and Access (SOFIA)

Date of Issue:	**13 September 2015**
Submission Date and Time:	**18:00 WIB, 7 October 2015**

The funds are provided by the Australia Indonesia Partnership – Promoting Rural Income through Support for Markets in Agriculture (AIP-PRISMA)

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Promoting Rural Incomes through Support to Markets in Agriculture (PRISMA)

Request for Tender Survey on Financial Inclusion and Access (SOFIA)

Thank you for your interest in the Survey on Financial Inclusion and Access (SOFIA), which is an activity under the PRISMA program, a partnership between the governments of Australia and Indonesia to address the most significant constraints to rural income growth and boost farmer incomes in five provinces in Eastern Indonesia.

As managing contractor for PRISMA, Palladium International Pty Ltd (Palladium) invites you to tender for this activity. As this is a Department of Foreign Affairs and Trade (DFAT) funded Program, all Tenderers are required to follow the Commonwealth Procurement Guidelines, details of which can be accessed via the website: http://www.finance.gov.au/procurement/procurement-policy-and-guidance/commonwealth-procurement-rules/.

The current RFT is separated into four parts:

Part 1 – Activity Specific Tender Conditions;
Part 2 – Standard Tender Conditions;
Part 3 – Scope of Services;
Part 4 – Standard Contract Conditions.

If your organisation chooses to lodge a Tender it must be submitted on the terms of this document and the attached Parts (together referred to as the Request for Tender or RFT). Applications close at 18:00 WIB 7 October 2015.

Organisations submitting Tenders are encouraged to fully inform themselves of the Tender conditions (both Activity and Standard) when preparing their Tenders. To register your intention to bid, please email tenders2@aip-prisma.or.id by 24 September 2015. Please direct any enquiries to tenders2@aip-prisma.or.id no later than 29 September 2015.

Tenders that do not include both the technical and financial proposals or do not meet the tender requirements will be deemed non-compliant and, at PRISMA's discretion, may not be accepted.

We look forward to receiving your tender.

Part 1: Activity Specific Tender Conditions

1	**Activity**	Survey on Financial Inclusion and Access (SOFIA)
2	**Closing Date/ Time**	18:00 WIB 7 October 2015
3	**Mode of Submission**	Electronic submission, in word or PDF format. Technical and Financial Proposals must be submitted as two separate files and titled “TENDERER NAME_TECHNICAL PROPOSAL” and “TENDERER NAME_FINANCIAL PROPOSAL”.
4	**Delivery Address**	Tenders2@aip-prisma.or.id
5	**Contact**	Tenders2@aip-prisma.or.id
6	**Registration of Intention to Bid**	24 September 2015
7	**Tender Validity**	Tenders must be valid for three months from the closing date.
8	**Page Limits**	Technical Proposal must be no more than ten A4 pages, excluding annexes. - Detailed approach and methodology, personnel information and team structure– up to ten A4 pages. - Curriculum Vitae (CV) for each proposed team member up to a maximum of five CVs of no more than two A4 pages per CV. - Company experience sheet for three relevant projects/surveys, in total no more than six A4 pages. Financial proposal must be no more than 8 pages.
ELIGIBILITY CRITERIA		This activity requires the Tenderer to have previous experience in managing a FinScope survey (or equivalent). This includes designing questionnaires, arranging communication & coordination with key stakeholders, commissioning the survey in collaboration with local institution, quality assurance in data analysis and final reporting. As such, this tender is open to tenderers that fulfil this criteria. Tenderers that do not fulfil this criteria will be considered ineligible.

1. TENDER FORMAT

1.1. Covering Letter

Please enclose a covering letter signed by an authorised person from the company. The cover letter should have the tenderer's contact details and should also include the following statement:

"If negotiations are held during the period of validity of the tender, we/I undertake to negotiate on the basis of the proposed staff. Our tender is binding upon us and subject to the modifications resulting from contract negotiations.

With reference to the tender policy, I certify that:

The information contained in this Tender including the CV's of nominated personnel submitted is factually based and I understand that if such information is found to be inaccurate or misleading it may result in disqualification of our Tender.

1. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.
2. The tender is accurate in every aspect and contains no false or misleading claims or statements.
3. We/I have not received improper assistance, or colluded with any other companies except those named in the tender, if any.
4. We/I are not:
    a. listed on a World Bank List or on a Relevant List;
    b. subject to any proceedings or an informal process which could lead to listing on a World Bank List or listing on a Relevant List;
    c. temporarily suspended from tendering for World Bank contracts by the World Bank, pending the outcome of a sanctions process;
    d. temporarily suspended from tendering by a donor of development funding other than the World Bank; or
    e. the subject of an investigation (whether formal or informal) by the World Bank or another donor of development funding.

I understand you are not bound to accept any tender you receive."

1.2. Tender Schedule A - Technical Proposal

Tenderers will be assessed on the basis of the value of their proposal as described in their response to the Scope of Services against the technical selection criteria, through the allocation of a score against each of the weighted criteria.

1.2.1. Technical Selection Criteria

The following are the technical selection criteria assessed in the Technical Proposal and Annexes.

Criteria		**Weight**
A. Organization		20%
	Tenderer's depth of experience in performing similar work in other countries.	
	Tenderer's ability to handle a project of this size and complexity and manage the risks associating with rapid mobilisation of large numbers of qualified supervisors and enumerators, while ensuring data quality.	
B. Approach and Methodology		50%
	Tenderer's understanding of the Indonesian context (financial sector and public policies on financial inclusion) and agricultural sector	
	A clear statement of the value of the data that can come out of survey of this nature in the current Indonesian context.	
	Tenderer's strategy for collaboration with the Badan Pusat Statistik (BPS – National Statistical Agency) to align with the Government of Indonesia, and a strategy for coordinating, engaging and building consensus with the Steering Committee.	
	Tenderer considers the costs and benefits of Pen and Paper Interviewing (PAPI) versus Computer Assisted Personal Interviewing (CAPI).	
	A realistic plan for the whole period of work with an emphasis on the first 3 months of project execution.	
C. Personnel		30%
	The level of experience of the team leader in similar work and the allocation of this person's time (level of effort) to the oversight of this assignment.	
	The level of experience of the core team in both financial inclusion surveys and familiarity with the Indonesian context.	

1.2.2. Structure of Technical Proposal

Tender Schedule A – the Technical Proposal – should respond to the Scope of Services and outline the company's understanding of the task, approach that will be taken, capacity to undertake the service, personnel who will be engaged to work on the activity, and the key risks and mitigating measures.

The technical proposal is to contain the following annexes, in addition to the main body of the proposal:

Annex 1 – Relevant Works or Projects

Tenderers are to provide relevant company experiences for three similar work/projects, which demonstrate strongly their ability to fulfil the objectives of the project. Only relevant examples completed within the last 5 years (prior to the RFT issue date) should be included. The template for this is included in Section 1.2.3.

Tenderers should respond to the following question in their company experience sheets:

- What have been the most important findings in past financial inclusion surveys in which they have been involved? and
- What are the most important outcomes that can be attributed to the financial inclusion surveys in which they have been involved?

Annex 2 – Detailed Work Plan

Tenderers are to develop a detailed work plan that identifies the main activities, their content and duration, phasing and interrelationships, milestones and delivery dates of any reports or other specified outputs.

Annex 3 – CVs of Key Personnel

Tenders CVs for each proposed team member, up to a maximum of five CVs of no more than two A4 pages per CV. Submitted CVs should conform with the requirements outlined below:

- The CV for team members must include the following information:
    - name and personal contact details (this can be an email address or phone number),
    - nationality and if relevant permanent resident status,
    - professional qualifications, including institution and date of award, and
    - details of recent relevant professional and development work experience, including the duration and extent of inputs.
- CVs must be signed and dated by the proposed team member and must include the following certification:

  "I, [insert name], declare that:

  The information provided in this CV is accurate and hereby authorise Palladium to make whatsoever inquiries it may consider reasonable and necessary to undertake in the course of the Tender assessment in relation to the information I have provided in this CV or any other matter which may relate to my suitability for the position for which I have been nominated; and

I am available to participate in the Project in the role in which I have been nominated in the Tender for the period or periods indicated in the Tender".

- Tenderers are reminded of their duty to ensure that all personnel nominated are available to commence duties as required in the Tender documents. Should any personnel be found to not be available as specified in the Tender, the Tenderer will be found to have submitted a non-conforming tender and may be disqualified on this basis.
- Tenderers must nominate at least two referees who can provide an objective assessment of the quality of relevant and recent work performed by the proposed team member.
- Tenderers must ensure that nominated referees do not have an actual or potential conflict of interest when acting as a referee. In particular, Tenderers must ensure that referees:
    - are not an employee of, or the holder of a current executive office (or similar position) within the organisation of, or do not have a business in association with, the Tenderer or a subsidiary organisation of the Tenderer
    - are not included in the Tender as proposed team members, and
    - are not managing contractor or DFAT employees currently involved in the delivery of services under PRISMA.
- Palladium reserves the right to check with nominated referees and with other persons as Palladium chooses, the accuracy of the information and quality of work performed.

Annex 4 – Risk Management and Mitigation

The Tenderer is to provide a description of the key risks in delivering the services, and identify methods and strategies to manage and mitigate these risks.

Annex 5 - Letters of Association and Details of Proposed Subcontractors

Details should also be provided for any work to be subcontracted and proposed subcontractors, where these are reasonably known at the time of Tender and who have made known their willingness to be involved with the activity, limited to a single A4 page per organisation.

1.2.3. Company Experience Sheet

The template below should be used to complete Annex 1: Relevant Works or Projects.

Please detail relevant activities or projects in which the Tenderer has been involved for the previous 5 years which demonstrate the Tenderer's ability to fulfil the objectives outlined in the Scope of Services. This must be presented in the format outlined below. This annex must not contain more than three examples.

Activity Name:			
Activity Location(s):			
Activity Duration:		Client/Donor:	
Activity Value:		Dates of Activity Commencement and Completion:	
Brief description of the activity or project:			
Brief description of Services provided and outcomes achieved:			
Statement of the similarities between this activity and the requirements of the activity currently being tendered and how this activity supports your statements addressing the Selection Criteria:			
Nominated Activity Referee Details Engaged in Oversight of This Activity			
Name :			
Position:			
Company:			
Work:			
Email:			

1.3. Tender Schedule B – Financial Proposal

Tender Schedule B must be a fully costed fixed price based on the outputs / inputs as specified in Tender Schedule A, including:

- Management Fee (Table 1)
- Key Personnel Costs (Table 2A)
- Other Personnel Costs (Table 2B)
- Reimbursable Costs (Table 3)
- Total Tender Costs (Table 4)
- Milestone and Payment Schedule (Table 5)

The Financial Schedule must contain the information required and adhere to the format detailed in this Clause.

The Financial Schedule will have three purposes:

1. To provide information that will enable Palladium to assess the value for money of the Tender.
2. To provide information that will enable provision to be made in the Subcontractor Agreement with the successful Tenderer for variation to the Agreement in the event that the Project inputs are subsequently varied by DFAT either within the term of the Agreement or to facilitate possible extension to the Agreement term and
3. To provide information that will facilitate subsequent negotiation of the progressive flow of payments to the Subcontractor over the life of the Agreement.

Tenders will outline their costs in the format requested below. All six tables must be completed in order for tenders to be assessed.

General Requirements for Pricing

- The Financial Proposal must be consistent with the requirements of this RFT.
- Tenderers must complete the Price Tables as detailed below.
- Any qualifications or assumptions relating to prices and escalators must be specifically stated.
- The Financial Proposal is to be a firm fixed price including all costs, escalation, taxes and any allowance for foreign exchange rate variations for the duration of the contracted Activity.

Management Fees

Tenderers must provide details of all Management Fees related to provision of the Goods and/or Services by completing Table 1 below.

Tenderers must also provide a breakdown of proposed costs in the following cost item areas of Management Fee. The reason for these costs should be explained in the response to selection criteria, and the breakdowns should be provided in separate table form in the financial proposal, providing rates and inputs if needed, to explain proposed costs:

- profits, including commercial margins and mark-up for personnel and project management;
- financial management costs, including the cost of an independent annual audit of the Project and financing costs, if any;
- costs of any Contractor administrative and head office staff if approach identifies any needed, including the proposed cost of a Contractor Representative, if any;
- insurance costs as required by this Contract;
- any allowance for risks and contingencies; and
- all other costs not specifically identified (tenderer to specify).

The proposed costs of the required Personnel positions, proposed Management Fees and Reimbursable Costs will be included in cost assessment and comparisons between bidders during the technical, price and value for money assessment for this tender.

Key Personnel and Other Personnel Costs

Personnel costs for international advisers should be based on the DFAT's Advisor Remuneration Framework (ARF). This is available from: http://dfat.gov.au/about-us/publications/Pages/adviser-remuneration-framework.aspx. Tenderers must ensure that all Advisers are assigned a Job Level and Professional Discipline Category in accordance with the Adviser Remuneration Framework.

Personnel costs for National advisers should be based on national competitive market rates.

Tenderers should use a monthly rate for all inputs that exceed 4 months in duration and work at more than 50% of time.

Personnel costs must represent the exact amount paid to the specified personnel and be exclusive of:

- Any profit, overheads, administration or management fee, or any other mark-up/margins on the part of the subcontractor;
- Medical and travel insurance; and
- Travel costs, including domestic and international program-related travel and accommodation, per diems, and local transport costs when required.

Reimbursable Costs

Reimbursable costs shall be subject to the following conditions:

Airfares: Local and international airfares should be undertaken in economy class travel. Any travel undertaken at cheaper rates (e.g. discount fares) does not entitle the Subcontractor to

reimbursement of the cost of any higher class of travel. Travel must be via the most direct and cost effective route.

Hotel accommodation: Providers are responsible for all accommodation payments which will be reimbursed at actual reasonable cost incurred at a maximum of AUD160 per night in Jakarta. Hotel accommodation costs are expected to include breakfast as part of the room rate, and are expected to be significantly lower than the maximum rate outside of Jakarta.

Travel allowance: separate travel rates should be provided for travel allowances in Jakarta, Surabaya, and all other locations.

Visa Costs: directly relating to the Services and for overseas travel purposes only. All visa application processes and costs are the responsibility of the subcontractor.

Travel Costs: directly relating to the Services, including items such as taxis to/from airport and attending meetings, car hire costs and other local transport required.

Communication costs: which are directly related to the Services will be reimbursed to the subcontractor at actual incurred cost.

Milestone and Payment Schedule

The Tenderer should provide a proposed milestone and payment schedule, which identifies:

- Specific milestones in the delivery of the services, which trigger payment of personnel or management fee costs;
- Payment schedule for reimbursable expenses (i.e. quarterly or semester invoicing), along with a forecast for the amount of reimbursable expenses that will be incurred in each invoicing period.
- Any outcome or performance-based payments (if proposed), which trigger payment of personnel or management fee costs.

Tenderer should note that a standard penalty clause will be included in the contract to protect against delays in contract deliverables.

Table 1 – Management Fee

The fixed cost for delivery of the Services is to be detailed in Table 1.

This may include the items listed below as relevant. Additional items may be added under “other” with an additional line item added clearly detailed what other includes.

Type of Management Cost	Amount of Cost (AUD)	Percentage of Total Management Fee
Profit, including margins and mark-up for personnel and project management		
All overheads		
Financial management costs, including the cost of financial charges		
Cost of subcontractor administrative and head office staff		
Security, medical and other insurance costs for all personnel		
Taxation, as applicable		
Costs of complying with the Contractor’s reporting and liaison obligations under this Contract;		
Any allowance for risks and contingencies		
Other		
Total Fixed Management Fee		

Table 2A – Specified Personnel Costs

The Tenderer is to nominate the positions and personnel required to deliver the Scope of Services. There is no limit to the number of positions that a Tenderer may propose. Tenderers must provide the maximum number of input days required by the proposed personnel. Positions may be either part-time or full-time and may be filled by more than one person.

Position	ARF Classification (if applicable)	Personnel Name	Max. Number of Inputs (Specify Days/Months)	Fee Rate (AUD per day/month)	Max Amount Payable (AUD)
Total Specified Personnel Cost					

Table 2B – Other Personnel Costs

The tenderer should specify other personnel costs that will be required for the delivery of the Services, in addition to the named personnel above. This may also include personnel costs that are subcontracted to other organisations.

Position	ARF Classification (if applicable)	Max. Number of Inputs (Specify Days/Months)	Fee Rate (AUD per day/month)	Max Amount Payable (AUD)
Total Other Personnel Costs				

Table 3 – Reimbursable Costs

Reimbursable Costs will be paid based on actual costs incurred. The table below should specify the maximum estimated costs that will be incurred for the delivery of the Services. Tenderers are not limited to the reimbursable costs listed below and should include all other reimbursable costs as relevant.

Item	Unit Cost (AUD)	Units	Maximum Amount Payable (AUD)
International flights			
Local Flights			
Per diem (Jakarta)			
Per diem (Surabaya)			
Per diem (all other locations)			
Accommodation			
Local transportation			
Visas			
Other: please specify			
Total Reimbursable Costs			

Table 5 – Total Tender Costs

The Tenderer is to include the summary costs of each table below, and any tax if relevant. If tax (including VAT/GST/PPN) is relevant, the Tenderer must provide information regarding their tax liability.

Cost	Amount (AUD)
Management Fee	
Specified Personnel Costs	
Other Personnel Costs	
Reimbursable Costs	
Tax (if relevant, please specify)	
Total Tender Price	

Table 6 – Milestone and Payment Schedule

The Tenderer is to provide the proposed milestone and payment schedule, which includes: specified milestones in the delivery of the services, which trigger payment of personnel or management fee costs; the payment schedule for reimbursable expenses (i.e. quarterly or semester invoicing), along with a forecast for the amount of reimbursable expenses that will be incurred in each invoicing period; and any outcome or performance-based payments (if proposed). There is no specified template for this table.

1.4. Tender Assessment – Value for Money

Tenderers will be assessed on both the Technical and Financial components of their Proposal. The Technical Proposal (Response to Selection Criteria), and specified Annexes, will be assessed first by the Evaluation Panel.

Following the assessment of compliant technical proposals and the calculation of final aggregate technical scores, the Evaluation Panel will conduct a separate overarching Value for Money assessment of technically suitable Tenders, which will consider the:

- Technical ranking of Tenders;
- Overall cost of the Tenderers bids;
- Tenderers' financial proposals, including an assessment of any risks associated with the structure of the financial proposal;
- Overall past performance of the Tenderers; and
- Tenderers' ability to undertake the work at the price tendered.

In making its final assessment, the Evaluation Panel or Palladium may have regard to other factors relevant to the suitability, capacity and qualifications of a Tenderer including but not limited to:

- the Tenderer's ability to comply with the Contract Conditions
- the Tenderer's past performance on any non-DFAT project or activity
- the past performance of the Personnel nominated by the Tenderer on any previous DFAT or non-DFAT project or activity
- information obtained from any source which is relevant to the capacity of the Tenderer to perform the Contract and achieve the Project goals and objectives. Such information may be the result of inquiries made by Palladium, and
- the Tenderer's demonstrated understanding of the cultural environment of the Project. Factors relevant to the final assessment are not allocated any specific weighting.

Part 2: Standard Tender Conditions

1. If the Tenderer finds any discrepancy, error or omission in this RFT or wishes to make any enquiry concerning this RFT, it is to notify Palladium International Pty Ltd (Palladium) in writing to the contact contained in clause 31 at least ten days prior to the RFT closing date. 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 tenderers up until five days prior to the RFT closing date.

2. Palladium may amend the RFT at any time prior to the closing date and time, including (without limitation) the Contract Conditions. The Tenderer may rely on no explanation or interpretation of the RFT unless given in the form of Addenda. Such addenda will become part of the Invitation.

3. The information contained in this RFT is not guaranteed with respect to accuracy and completeness and Palladium accepts no responsibility for interpretations placed on the information by Tenderers. Tenderers should submit their proposals based on their own investigations and determinations.

4. The Tenderer is responsible for examining the RFT and any other information relevant to the risk, contingencies and other circumstances having an effect on its Tender which it is responsible to obtain.

5. Palladium reserves the right before closing date and time to extend the deadline for submission of Tenders. In the event that Palladium extends the deadline for submission, it will do so in the form of written Addenda.

6. Palladium may, in its absolute discretion, terminate or abandon the RFT process, or reject Tenders by giving notice in writing to the Tenderers. If Palladium does terminate or abandon the process, it will not be liable for any costs, losses, expenses or damage incurred by the Tenderer as a result of such termination or abandonment.

7. The Tenderer is responsible for all costs incidental to the preparation and delivery of the Tender, or any subsequent stage(s) of the procurement process, including answering any queries and providing any further information sought by Palladium.

8. Palladium reserves the right to:

    a. seek Tenders from any organization.

    b. request clarification in relation to the Tender, or request for additional information, to enable it to make an assessment as to the Tenderer’s technical capacity to undertake the Activity. If the Tenderer fails to submit any information required by Palladium by the date and time stipulated, the Tender may be treated as invalid.

    c. publish the name of any short listed bidders on the basis of the documentation received.

9. No legal obligations or agreement whatsoever is intended to be or is created between Palladium and the Tenderer by virtue of this RFT (including but not limited to statements contained in this RFT or its Addenda) unless and until contract negotiations are completed and a formal written agreement acceptable to Palladium is entered into and executed by an authorised officer of the successful Tenderers.

10. The Tenderer acknowledges and agrees that Palladium, its employees, agents and advisers are not, and will not be responsible, or liable for the accuracy or completeness of any information contained in the RFT or any Addenda.

11. The Tenderer must warrant that it has not engaged in collusive or anti-competitive practices with any other tenderers in the preparation of the Tender.

ELIGIBILITY CRITERIA

12. To be eligible as a Tenderer, the organization must have previous experience in managing a FinScope survey (or equivalent). This includes designing questionnaires, arranging communication & coordination with key stakeholders, commissioning the survey in collaboration with local institution, quality assurance in data analysis and final reporting.

LODGEMENT OF TENDERS

13. It is the responsibility of the Tenderer to ensure that the documentation is received at Palladium by the closing date and time prescribed in this RFT. A Tender lodged after the closing date and time is a late submission.

14. A late submission will normally not be considered unless it can be demonstrated by the Tenderer that the documentation would have arrived at the tender point by the required date and time as prescribed in this RFT. Palladium may allow a late Tender to be assessed at its absolute discretion.

15. Palladium will not consider or entertain any queries about a decision to assess or reject a late Tender.

16. Tenders are to be in English.

CONFORMING TENDER

17. The Tenderer must submit as part of the RFT process a Technical Proposal and Financial Proposal that meets the criteria as outlined in Part 1.

18. If the Tenderer is a firm, it is to provide:

    a. the name and address of the Authorised Executive Representative.

    b. the name of the company or corporation, the address of the registered office and the registration number for the country in which the company is registered.

ASSESSMENT

19. Tenders must comply with the requirements in this RFT. Failure to include all required information may result in rejection of the Tender by Palladium, on the basis of non-compliance.

20. The Technical Proposal must:

    a. indicate the Tenderer’s nominated contact person on the front page

    b. be in a type font of no less than 11 points

    c. be ten A4 pages or less in length plus Annexes

21. Palladium’s selection process is conducted on a commercial-in-confidence basis in accordance with Commonwealth Government and DFAT Procurement Guidelines. It will assess through an

Evaluation Panel the merit of the Technical Proposal submitted to ensure that it meets its requirements as set out in this RFT. The Panel will also assess the Tender having regards to the Selection Criteria as contained in Part 1.

22. Palladium shall not be bound by any oral advice given or information furnished, but shall be bound only by written advice or information.

23. Palladium reserves the right, in its sole and absolute discretion, to:

    a. require any proposed members of personnel to be available to be interviewed by the Palladium authorised personnel in order to assess their capability, commitment and understanding of the activity;

    b. reject any proposed team members in any Tender;

    c. require the Tenderer to propose another team member of appropriate experience and expertise in the team member's place if any proposed team members are rejected;

    d. take into account in assessing Tenders, past performance of the Tenderer and proposed personnel members:

        a. as a contractor, consultant or subcontractor on previous projects

        b. as an associate of a contractor, consultant or subcontractor or as a joint venture partner on previous projects, and

    e. seek reference from third parties in respect of the Tenderer's previous projects or contracts and to take these references into account in the Tender assessment.

ACCEPTANCE

24. Palladium is not bound or required to accept any Tender.

25. Tenderers may be required to provide certification to Palladium that it has satisfactory financial management and control systems with the capability to administer any claim for payment, reimbursement or expenditure acquittal.

26. Palladium may reject a Tenderer and consider others, in circumstances where, upon accepting a Tender and during the contract negotiation / finalisation period:

    i. key members of the proposed team are withdrawn or substituted or

    ii. the preferred Tenderer and Palladium fail to agree on modifications or later alterations to the scope of the Tender to meet Palladium specific requirements.

FURTHER REQUIREMENTS

27. If intending to lodge a Tender on the basis of a joint venture, the Tenderer must include detailed information on the proposed joint venture and the manner in which it will meet the selection criteria.

COMPETITIVE NEUTRALITY

28. Competitive neutrality requires that government business activities do not have net competitive advantages over their private sector competitors simply as a result if their public ownership. Publicly owned bidders are required to formally declare that their bid complies with competitive neutrality principles. These principles include:

i. the activity's full costs like depreciation and costs of capital

ii. any in-house activity does not enjoy regulatory advantages

iii. actual, or equivalent, taxation arrangements are put in place, and

iv. there is an appropriate rate of return.

More information on the application of competitive neutrality can be found at the following internet web site at http://www.dofa.gov.au and http://treasury.gov.au.

ENQUIRIES

29. All enquiries must be directed to the following email address in writing:

tenders2@aip-prisma.or.id

Thank you for your interest in this Tender. We look forward to a rewarding and successful working relation with you.

Part 3: Scope of Services

Please see separately attached document for Scope of Services.

Part 4: Standard Contract Conditions – Subcontractor Agreement

PRISMA will email the Standard Contract Conditions - Subcontractor Agreement to all parties who register their intention to bid.