

19/06/2024

## Request for quotation (RFQ) – goods or services

RFQ Title:	Freelance writers and journalists panel
RFQ Issue Date:	19/06/2024
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Pacific Labour Facility
The Company	Palladium International Pty Ltd
Closing Date and Time	1 July 2024 9am AEST
Contact Person	Tiffany Carroll
Details for Submission	Submissions should be emailed to: PLF.Procurement@pacificlabourfacility.com.au

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on +61 448 021 654 or by e-mail [Tiffany.Carroll@pacificlabourfacility.com.au](mailto:Tiffany.Carroll@pacificlabourfacility.com.au).

Yours sincerely,

Tiffany Carroll

Communications & Knowledge Lead

## Terms and conditions

### 1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

### 2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

### 3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

### 4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

### 5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

### 6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

### 7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

### 8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

### 9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

### 10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

### 11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

### 12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

### 13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

### 14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

### 15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

### 16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

### 17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

**Program Background:**

**The Pacific Australia Labour Mobility (PALM)** scheme allows eligible Australian businesses to hire workers from 9 Pacific islands and Timor-Leste when there are not enough local workers available in unskilled, low-skilled, and semi-skilled positions within Australia. Under the PALM scheme workers have the opportunity to come and work in Australia on a seasonal or long-term basis. This helps to fill labour gaps in rural and regional Australia and allows workers to develop skills and send income to support their families and communities back in their home countries. The Australian government supports this circular labour mobility through the PALM scheme. The 2023-24 budget announced further expansion and improvements to the scheme which at the time provided jobs to over 37,000 workers.

Delivery of the PALM scheme is split within the Australian Government with the Department of Employment and Workplace Relations (DEWR) providing the operational delivery within Australia, and with the Department of Foreign Affairs and Trade (DFAT) overseeing the strategic policy and Pacific-facing implementation of the scheme, and certain new activities in Australia.

**The Pacific Labour Facility (PLF)** works with DFAT to support the administration of the PALM scheme and facilitate opportunities for Australian employers to connect with workers from the Pacific and Timor-Leste. The PLF is managed by Palladium International and has been established as a trusted intermediary in supporting Australia-Pacific circular labour mobility.

**Scope of Work:**

The PLF is seeking experienced writers to prepare content for the Pacific Australia Labour Mobility (PALM scheme). The content will include human interest stories on Pacific and Timor Leste workers currently working in Australia to be published on the PALM website, PALM Facebook page and pitched to regional and national news organisations in Australia and in the Pacific and Timor Leste.

Interviews with employers, workers and community members may be required, such as community and sporting groups where PALM scheme workers live and contribute. The Pacific Labour Facility will provide story leads however we welcome story pitches on PALM scheme success stories as well.

PALM scheme workers are located in all states and territories of Australia, mostly in rural and remote areas. Examples of worker stories can be found at [www.palmscheme.gov.au/stories](http://www.palmscheme.gov.au/stories) or on the PALM Facebook page.

As per the request of the PLF contact, the following tasks will be required as necessary, and an agreed timeline for each task will be stipulated upon request:

- prepare interview questions for approval by the PLF
- prepare story pitches
- seek approval to interview employers and workers
- ensure workers and employers sign PLF privacy consent forms
- supply photographs suitable for publishing both online and print (minimum 250 dpi)
- supply stories according to the brief provided by PLF
- arrange own transport and accommodation if required

**Qualifications and Experience:**

Writers will be required to be qualified in journalism with experience in travel and human interest stories preferred and be able to provide a portfolio of published work for review.

**Organisation of work:**

**Table 1: Expected response time for writers**

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**After initial assignment brief is sent out:**

Confirmation of receipt	24 hours
Submission expected inclusive of any queries related to the brief.	Within 48 hours

**After the writer is selected for assignment and interviews are completed**

Story (500 words) standard	Up to 5 days
Story (500 words) urgent	Up to 2 days
Story (2000 words) standard	Up to 10 days
Story (2000 words) urgent	Up to 3 days

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These are subject to change dependent on assignment requirements.

**Request for quote:**

The writers must include the following in their quotation proposal:

1. One page cover letter highlighting key competencies and skills in reference to the qualifications and experience outlined in the SoW and list of previous clients.
2. A folio of previous work as a PDF or website link
3. Current resume with:
  - a. Full name, address, telephone number and email address
  - b. Details of education, professional training and qualifications
  - c. Employment History, including present position
4. Rate card with per word rate and image charge
5. Indication of availability to respond to requests for content at minimum turnaround times (as outlined in Table 1).

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact

within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.