

# South Asia Regional Infrastructure Connectivity (SARIC)

Training on 'Building Codes and Standards' (Maldives)

Request for Tender

12<sup>th</sup> August 2024

**SARIC Training- 2024**

## Training on 'Building Codes & Standards' (Maldives)

### Request for Tender

Palladium (hereinafter referred to as "Palladium" or "The Company") is the managing contractor for South Asia Regional Infrastructure Connectivity (SARIC) Training and Networking Services (hereinafter referred to as "SARIC" or "The Project"). This is a Department of Foreign Affairs and Trade (DFAT) funded Program. SARIC trainings are delivered through short courses/site visits/study tours/masterclasses focused on infrastructure-transport and energy.

Palladium invites bidders to tender for a training on 'Building Codes & Standards'. The training is envisaged to be delivered through two subject area experts. The training will be organised in the Maldives over two weeks during November 2024 to January 2025.

All Tenderers are required to follow Commonwealth Procurement Guidelines, details of which can be accessed via the website: <https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules>

The delivery will be carried out by the following eligible organisations (who are able to mobilise two experts for the training to Maldives):

- An Australian higher education provider (see Table A, B, C of the Higher Education Support Act 2003)<sup>1</sup>;
- Higher educational institutions that are officially accredited or recognised higher education institutions (HEIs) as per International Association of Universities<sup>2</sup>
- Approved regional/South Asian higher education institute; or Universities with global accreditations-accredited by Association to Advance Collegiate Schools of Business (AACSB)<sup>3</sup>;
- Vocational educational and training institutes/ organisations.
- Consulting firms registered under the respective countries land laws or government mandate.

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 - Annexures

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 11:59 pm (AEST) **09<sup>th</sup> September 2024**.

Organisations submitting Tenders are encouraged to fully inform themselves of the Tender conditions (both Activity and Standard) when preparing their Tenders. Please direct any enquiries to [procurement.saric@thepalladiumgroup.com](mailto:procurement.saric@thepalladiumgroup.com) no later than 11:59 pm (AEST) **19<sup>th</sup> August 2024**. Tenders that do not include both the technical and financial proposals will be assessed as non-compliant and will not be provided to the Technical Assessment Panel (TAP) for evaluation.

Kindly let us know if you are interested to tender by sending an email to [procurement.saric@thepalladiumgroup.com](mailto:procurement.saric@thepalladiumgroup.com). This will allow us to keep you informed about the information related to this tender.

We look forward to receiving your Tender.

Yours sincerely

Shivani Manaktala

Team Leader

South Asia Regional Infrastructure Connectivity (SARIC) – Training & Networking Services

**[This is an electronic version; signature is not required]**

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<sup>1</sup> [http://classic.austlii.edu.au/au/legis/cth/consol\\_act/hesa2003271/index.html](http://classic.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/index.html)

<sup>2</sup> <https://www.iau-aiu.net/>

<sup>3</sup> <https://www.aacsb.edu/members>

## List of Acronyms and Abbreviations

<b>ABN/CAN</b>	Australian Business Number/Australian Company Number
<b>AP</b>	Additional Participants
<b>AUD</b>	Australian Dollar(s)
<b>CV</b>	Curriculum Vitae
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>ESG</b>	Environmental, Social, and Governance
<b>GEDSI</b>	Gender Equality, Disability & Social Inclusion
<b>GST</b>	Goods and Services Tax
<b>MC</b>	Managing Contractor
<b>PAN</b>	Permanent Account Number
<b>PPP</b>	Public-Private Partnership
<b>RFT</b>	Request for Tender
<b>RTO</b>	Registered Training Organisation
<b>SARIC</b>	South Asia Regional Infrastructure Connectivity
<b>SiW</b>	SARIC in Workplace
<b>SoS</b>	Scope of Service
<b>TAP</b>	Technical Assessment Panel
<b>VET</b>	Vocational Education or Training

## Activity Specific Tender Conditions

1. **Endorsement:** SARIC Training- 2024 – Training on Building Codes & Standards (Maldives)
2. **Query submission date:** 11:59 pm AEST / 7:29 pm IST, 19<sup>th</sup> August 2024
3. **Closing Time:** 11:59 pm AEST / 7:29 pm IST, 9<sup>th</sup> September 2024
4. **Tender Submission:** [procurement.saric@thepalladiumgroup.com](mailto:procurement.saric@thepalladiumgroup.com)
5. **Contact:** [procurement.saric@thepalladiumgroup.com](mailto:procurement.saric@thepalladiumgroup.com)
6. **Page Limits:** **Technical proposal**, including:
  - a) Detailed training plan up to **Seventeen (17)** A4 pages (*Includes technical criteria, training plan through proposed experts, public diplomacy and value for money*)**Annexures:**
  - b) Curriculum Vitae (CV) for proposed Trainers of no more than **three (03)** A4 pages per CV template shared in this RfT
7. **Tender Validity Period:** 180 days
8. **Information:** Information about South Asia Regional Infrastructure Connectivity (SARIC) Training and Networking Services is available on the SARIC TNS website - <https://www.sarictns.org/>

### Eligibility to Submit a Technical Proposal

SARIC trainings are delivered through short courses/ site visits/ study tours/masterclasses focused on infrastructure- transport and energy. The delivery will be carried out by the following eligible organisations (who are able to mobilise two experts for the training to Maldives):

- an Australian higher education provider (see Table A, B, C of the Higher Education Support Act 2003)<sup>4</sup>
- approved regional/South Asian higher education institute; or Universities with global accreditations- accredited by Association to Advance Collegiate Schools of Business (AACSB)<sup>5</sup>
- higher educational institutions that are officially accredited or recognised higher education institutions (HEIs) as per International Association of Universities<sup>6</sup>
- Vocational educational and training institutes/organisations.
- Consulting firms registered under the respective countries land laws or government mandate

### A. RFT evaluation

- i. Tenderers will be assessed based on evaluation criteria set in this RFT. The proposal will be evaluated to ensure that it can provide the services in a manner that achieves best value for money.

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<sup>4</sup> [http://classic.austlii.edu.au/au/legis/cth/consol\\_act/hesa2003271/index.html](http://classic.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/index.html)

<sup>5</sup> <https://www.aacsb.edu/members>

<sup>6</sup> <https://www.iau-aiu.net/>

### Technical Proposal

Technical submissions will be assessed according to the quality of the responses and the weightings indicated against each of the criteria. Each submission will be awarded a score out of 100. Technical submissions will require a marking of **60 or more** to be eligible for financial bid evaluations.

The assessment of the technical proposal will account for 80% of overall score.

### Financial Proposal

The financial score will represent 20% of the overall score.

Relative scoring method will be used to assess the financials submitted by the Tenderer. The score will be based on the total of following items (Management Fees, Personnel Costs, and networking events costs).

Financial score = (Lowest bid\*100/respective Tenderers bid) will account for 20% of overall score

### Final score calculation for selection

Final Weighted Score = Technical Score \* 80% + Financial Score \*20%

This will take into consideration the total cost proposed by the service provider.

The score will be based on the total of Fixed Cost (Management Fee, Personnel Costs and Out of Pocket expenses.).

*Reimbursable cost will not be taken into consideration for the financial proposal.*

Tenderer with Highest Summary Weighted Score will be selected and is hereinafter referred to as "Selected Tenderer" or "Contractor".

### 1.1. Technical Proposal (Tender Schedule A) – [Separate PDF file]

Technical Proposal Evaluation Criteria	Weighting	Submission / Evidence Required
<p><b>1.1.1 Technical capacity and response to Scope of Services (Not more than 10 pages)</b></p> <p>Tenderer must demonstrate how it will:</p> <ul style="list-style-type: none"> <li>(a) Design the activity to enable the achievement of the expected learning outcomes.</li> <li>(b) Facilitate participant learning through the proposed training plan.</li> <li>(c) Incorporate relevant experts for delivery of training</li> <li>(d) Monitor and evaluate progress towards, and achievement of, individual participant learning outcomes, as well as the overall progress and success of the activity against its outcomes and objectives</li> <li>(e) Successfully incorporate the SARIC in Workplace plan in the overall training plan.</li> <li>(f) Address key risks and/or challenges identified in the design and delivery of the activity.</li> </ul>	30%	<p><i>Completed template provided at Part 4- annex 1 of this RFT – Maximum 10 pages.</i></p>
<p><b>1.1.2 Public diplomacy and communication (Not more than 2 pages)</b></p> <p>Describe how your organisation will contribute to the recognition of DFAT and Australia as an active partner in South Asia's development. Consider how the capacity built, and networks formed because of SARIC, positive media coverage or contributions to SARIC publicity, or formal diplomacy events could contribute to this recognition</p>	10%	Two page document

<p><b>1.1.3 Prior performance and experience (Not more than 3 pages)</b></p> <p>(a) Prior experience in delivering similar programs/DFAT funded program/ South Asia training programs/ networking events/ industry interactions.</p> <p>(b) Describe the qualities and capabilities your organisation has that will enable them to meet the requirements of the activity and contribute to best practice. Include examples of past achievements.</p> <p>c) Demonstrate flexibility through the ability to respond to and accommodate changes in client requirements, because of change in political or economic circumstances</p> <p>(d) Ability to support assessments / monitoring and evaluation of outcomes</p> <p>(e) Financial system in place for ensuring cost consciousness through actively managing costs and creating efficiencies.</p>	<p>20%</p>	<p>Three page document.</p>
<p><b>1.1.4 Core Personnel</b> (Not more than 3 pages for each CV).</p> <p>The Tenderer must propose a team structure which provides the capacity to deliver the activity.</p> <p>A team of two experts will need to be mobilised for the training. Detail their relevant experience.</p>	<p>30%</p>	<p>Curricula Vitae are to be attached as an annexure as per the template in Annex 2</p>
<p><b>1.1.5 Value for Money</b> (Not more than 2 pages)</p> <p>The Tenderer must demonstrate how its Technical Proposal represents value for money, through cost effective delivery (i.e., factors such as existing delivery models, partnerships, industry connections, resources and materials that will contribute to effective activity delivery) and co-contributions from the Tenderer (either monetary or in-kind)</p>	<p>10%</p>	<p>Two page document</p>
<p><b>Minimum Technical Qualification Marks to be eligible for Financial Bid Evaluation.</b></p>	<p><b>60%</b></p>	

**Technical Proposal (Tender Schedule A) must be submitted as a separate document in PDF format and must be clearly identified with the Tenderer's name and course title: "TENDERER's NAME – Technical Proposal SARIC – 2024 - Training on 'Building Codes & Standards'**

## 1.2. Financial Proposal (Tender Schedule B) [Separate PDF File]

Tender Schedule B must be based on the outputs / inputs as specified in Tender Schedule A, including:

- i. Management Fee (Table 1)
- ii. Personnel Costs (Table 2)
- iii. Reimbursable Costs (Table 3)
- iv. Total Tender Price (Table 4)

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

The Financial Schedule will have three (3) 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 if 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.

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

### 1.2.1 General Requirements for Pricing

1. The Financial Proposal must be consistent with the requirements of this RFT.
2. Tenderers must complete the Price Tables as detailed below.
3. Any qualifications or assumptions relating to prices and escalators must be specifically stated.

### 1.2.2 Management Fees

1. Tenderers must provide details of all Management Fees related to provision of services by completing **Table 1 (Total Management Fees)**.
2. This Management Fee is to manage and deliver the short course and program services, including out-of-pocket expenses, award Implementation Costs, operational costs, etc. as required in this RFT.
3. 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:
  - i. profits, including commercial margins and mark-up for personnel and project management
  - ii. financial management costs, including the cost of an independent annual audit of the project and financing costs, if any;
  - iii. costs of any Contractor administrative and head office staff if approach identifies any needed, including the proposed cost of a Contractor Representative, if any;
  - iv. insurance costs as required by this Contract, but exclusive of the costs of medical insurance for Advisers.
  - v. any allowance for risks and contingencies; and
  - vi. all other costs not specifically identified (Tenderer to specify).

### 1.2.3 Personnel Costs Table 2

1. Tenderers should note any positions identified and proposed must be remunerated as appropriate local labour market rates/standards.
2. Tenderers should use a daily rate to capture the personnel costs appropriately

### 1.2.4 Reimbursable Costs

Reimbursable costs specified in **Table 3 (Reimbursable Costs)**

### 1.2.5 Tender Price

Tenderers must provide a total Tender price comprising the sum of Tables [1 – 4] by completing Table 4 (Tender Price) below in a **separate PDF file**.

Table 1: Management Fee (AUD excluding GST)

Management Fees	Amount (AUD)
<b>Total Management Fee</b>	

*Note- Breakdown of management fee may include the profits, overheads, financial and all management costs, administrative costs, security costs, taxation, risks and contingencies, tendering and sub-contracting costs if any, compliance cost if any, insurance cost and any cost not covered in reimbursable and other heads.*

**Total of Table 1 = 'A'**

Table 2: Personnel Costs

The Tenderer is to nominate the positions and personnel required to design, deliver, and support the training. Tenderers must nominate the most **suitable experts (two)** for the training. The Tenderer should propose and cost the positions in line with the Tender response.

Table 2: Personnel Costs at Local labour rate (AUD excluding GST)

Position	Personnel Name	Maximum Number of Input Days	Fee rate per day	Maximum Amount Payable (AUD)
{Expert 1}				
{Expert 2}				
<b>Total (AUD)</b>				

*\*Note: Please note inputs days should consider days/time needed to organise the SARIC in Workplace one-day networking event post all trainings.*

**Total of Table 2 = 'B'**

Table 3: Reimbursable Costs (AUD excluding GST)

Reimbursable Costs will be paid based on actual costs incurred. The table below should specify the maximum estimated costs that will be incurred in the delivery of SARIC training. *The venue will be arranged by the Government of Maldives, however if at a later stage it has to be arranged by the bidder, the cost of such venue and related cost will be reimbursed on actual by SARIC.*

Tenders should note items to be included in Reimbursable Costs are not included in the Management Fee structure.

#	Item	Amount (AUD)
1	Air Travel from base country to Maldives	
2	Accommodation at Maldives	
3	Per Diem	
4	Local Travel within Maldives	
5	Visa Fee for Experts, etc.	
6	Any other reimbursable costs such as Admin support, documentation, etc. (Please provide details)	
7	Contingency cost (Please provide details)	
	<b>Total Reimbursable Costs</b>	

**Total of Table 3 = 'C'**



Table 4: Summary Information for Financial Assessment (AUD excluding GST)

The calculations from the table will be used to compare the relative costs of the financial submission against other tenders.

<b>Management Fees</b>	<b>A</b>
<b>Personnel Costs</b>	<b>B</b>
<b>Tender Price</b>	<b>A+B</b> <i>(To be taken into consideration for financial evaluation)</i>
<b>Reimbursable Costs</b>	<b>C</b>
<b>Total Tender Price</b>	<b>A+B+C</b> <i>(To be considered for final Contract)</i>

**\*Note:**

*Reimbursable Cost will not be considered for financial evaluations, however, the upper ceiling of the reimbursable cost proposed by the bidder will not be changed at contract signing stage for the selected bidder.*

### 1.3 Payment Milestone (Indicative)

Payment	Required deliverables	in percentage	Amount in numbers (AUD)	Anticipated dates
	(Payment: upon receipt of an approved invoice and satisfactory completion of identified outputs)			
<b>Payment Milestone 1</b>	Signing of contract and finalised training plan.	20 % of fixed cost		
<b>Payment Milestone 2</b>	Completion of training in Maldives	60 % of fixed cost		
<b>Payment Milestone 3</b>	Completion of SARIC in Workplace event and submission of Course Completion Report.	20% of fixed cost		

*Note- Payment of reimbursable costs will be agreed at the time of signing of the contract.*

**Tender Schedule B must be submitted as a separate document in PDF format and must be clearly identified with the Tenderer's name and course title: "TENDERER's NAME - Financial Proposal SARIC Training 2024 – Training on Building Codes & Standards (Maldives)**

## 2. Tender Cover Sheet

DETAILS OF ADVERTISED ACTIVITY	
<b>Request for Tender</b> <b>SARIC Training 2024 – Training on Building Codes &amp; Standards (Maldives) – Nov '24 – Jan '25</b>	
DETAILS OF TENDERER	
NAME OF ORGANISATION: {Kindly insert}	
TITLE OF COURSE: Training on Building Codes & Standards	
Address for correspondence:	Contact phone numbers: (including country code)
Email address:	Home:
	Work:
	Mobile:
Details of two professional referees:	
Name:	Name:
Position:	Position:
Phone number:	Phone number:
Email address:	Email address:
COMPETITIVE NEUTRALITY DECLARATION	
<p>The Tenderer has complied with the principles of competitive neutrality in preparing its bid (<b>publicly owned Tenderers only</b>).</p> <p>And I make this solemn declaration by virtue of the <i>Statutory Declarations Act 1959</i>, 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.</p> <p><i>(Signature of person making declaration)</i></p> <p>Declared at (    ) on the (    ) day of (2024)</p> <p>Before me, <i>(Title of person before whom the declaration is made)</i></p>	
DECLARATION	
<p>I, _____ declare that the information contained in this application is true and correct, and understand that giving false or misleading information is a serious offence. I declare that if selected for this activity, (<i>insert name of organisation</i>) will be available to commence work in August 2024 for the duration of the assignment as stated in the Subcontractor Agreement and its Scope of Services / Terms of Reference.</p> <p>I, _____ understand that the financial submission of this Tender is an unconditional offer and fixed for the duration of the Subcontractor Agreement. Any potential Subcontractor Agreement extension will be negotiated using the rates nominated in the financial submission of this Tender.</p> <p><i>(Signature of person making declaration)</i> Declared at (    ) on the (    ) day of ( 2024)</p>	

## 3. Part 2

### 3.1. Standard Terms & Conditions

- I. 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 in writing at least seven 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 prior to the RFT closing date.
- II. 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.
- III. 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.
- IV. 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.
- V. Palladium reserves the right before closing date and time to extend the deadline for submission of Tenders. If Palladium extends the deadline for submission, it will do so in the form of written Addenda.
- VI. 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.
- VII. 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
- VIII. Palladium reserves the right to:
  - a. seek Tenders from any organisation
  - 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 Tenderer based on the documentation received
  - d. seek information or negotiate with any organisation that has not been invited to submit a Tender.
- IX. 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.
- X. 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.
- XI. 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.
- XII. The Tenderer's proposal will be valid for the Tender Validity Period specified on page 4 of this RFT.

### 3.2. Lodgement Of Tenders

- I. It is the responsibility of the Tenderer to ensure that the documentation via email 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.
- II. A late submission will normally not be considered unless it can be demonstrated by the Tenderer that without force majeure, the documentation would have arrived at the tender point by the required date

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and time as prescribed in this RFT. Palladium may allow a late Tender to be assessed at its absolute discretion.

- III. Palladium will not consider or entertain any queries about a decision to assess or reject a late Tender.
- IV. Tenders are to be in English.

### 3.3. Conforming Tender

- I. The Tenderer must submit as part of the RFT process a Technical Proposal and Financial Proposal that meets the criteria as outlined in Part 1A.
- II. The Tender is to be endorsed in the form of a Tender Form as outlined in Part 1B, with confirmation that the Tenderer has allowed in its Tender for the requirements contained in all Addenda issued to Tenderers. Each Addendum to be identified by its number and date of issue in the Tender Form.
- III. 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 ABN /CIN/ PAN/ GST/Equivalent.

### 3.4. Assessment

- 3.4.1 Tenders must comply with the requirements in this RFT. Failure to include all required information may result in rejection of the Tender by Palladium, based on non-compliance.
- 3.4.2 The Technical Proposal must:
  - c. indicate the Tenderer's nominated contact person on the front page
  - d. be in a type font of no less than 12 points
  - e. be in a single column format and be 10 A4 pages or less in length plus Annexures
- 3.4.3 Palladium's selection process is conducted in accordance with Commonwealth Government and DFAT Procurement Guidelines. It will assess through a Technical Assessment Panel 'TAP' the merit of the Technical Proposal submitted to ensure that it meets its requirements as set out in this RFT. The TAP will also assess the Tender having regards to the Selection Criteria as contained in Part 1A.
- 3.4.4 It is Palladium SARIC TNS policy not to reveal the names of TAP members in view of confidentiality of the TAP's proceedings and TAP members participate on that basis. TAP members are required not to contact or to discuss deliberations of the TAP with third parties.
- 3.4.5 Palladium shall not be bound by any oral advice given or information furnished but shall be bound only by written advice or information.
- 3.4.6 Palladium reserves the right, in its sole and absolute discretion, to:
  - i. require any proposed members of personnel to be available to be interviewed by the TAP or Palladium authorised personnel to assess their capability, commitment and understanding of the activity
  - ii. reject any proposed team members in any Tender
  - iii. 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
  - iv. consider 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
  - v. 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.

### 3.5. Acceptance

- 3.5.1 The Successful Tenderer will be notified in writing of the acceptance of its Tender which will include the formal instrument of agreement and the contract documents.
- 3.5.2 The Successful Tenderer must execute and return to Palladium the format instrument of agreement and the contract documents within seven (7) days of its receipt from Palladium.
- 3.5.3 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.
- 3.5.4 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.
- 3.5.5 Palladium is not bound or required to accept any Tender.

### 3.6. Further Requirements

- 3.6.1 If intending to lodge a Tender based on 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.

### 3.7. Competitive Neutrality

- 3.7.1 Competitive neutrality requires that government business activities do not have net competitive advantages over their private sector competitors simply as a result of their public ownership. Publicly owned Tenderers 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>.

### 3.8. Enquiries

- All enquiries must be directed to the following email address in writing:  
[procurement.saric@thepalladiumgroup.com](mailto:procurement.saric@thepalladiumgroup.com)

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

## 4. Part 3 - The Services

### Background

The Government of Maldives has requested support for a training course on building codes and standards under the South Asia Regional Infrastructure Connectivity (SARIC) program. Australia's building codes and the broader framework they rest within provide a solid a basis for provision of training and continued learning in building codes. Existing technical-based training programs will be tailored and expanded by Australian training institutions to meet the needs of participants from the Maldives public and private sectors.

SARIC Training and Networking Services supports the overall goal to deepen economic linkages, support regional prosperity and inclusive growth by enabling more, better-quality, and socially inclusive connectivity infrastructure in South Asia, with a focus on the energy and transport sector. SARIC trainings will be delivered as customised short courses between 2022-2025 addressing the capacity gaps identified by the World Bank and IFC as well as DFAT posts in select transport and energy projects across South Asia. The courses may be delivered by Australian universities/training institutes or South Asian universities/training institutes or by another country that offers the right course for the needs identified in case Australia or SAR are unable to offer the right program.

The SARIC training on building codes and standards is expected to be delivered in the Maldives over two weeks during November 2024-January 2025. The course fits well with SARIC's mandate of improving regional infrastructure for enhanced connectivity and economic growth. It is proposed to be a combination of on-line, classroom training and field trips to suitable sites. The list of eligible participants will be shared by the Maldives Ministry of Construction and Infrastructure.

### Context

A building code provides rules and standards for the design, construction, alteration, materials, maintenance, and performance of buildings. The main purpose of building codes is to protect public health, safety, amenity and general welfare in the construction and occupancy of buildings. A building code is a collection of criteria and standards that are updated on a regular basis (e.g., every three years) and in response to emerging building performance objectives (e.g., energy efficiency or natural disaster resilience). Building codes are prepared and enforced by government agencies, often through specialised agencies, with the private sector playing the key role in implementation.<sup>7</sup>

Building codes regulation have a crucial role to play in investment programs for improving the liveability and sustainability of urban areas and reducing disaster risk. To be effective, however, building codes and standards must be an active part of a larger "culture of safety" that includes engineering education and construction skills training as well as legislation, support for implementation, and enforcement strategies.<sup>8</sup>

The Maldives has adopted various regulations relating to the design and construction of buildings and land use. Key entities involved are:

- The Ministry of Construction and Infrastructure (MCI) is the developer of regulations, codes, standards and guidelines related to construction sector. The ministry also monitors the implementation of the building code and carries out the registration of contractors in the construction sector including engineers and designers; MCI also recognizes construction sector associations, gives approval of imported and produced construction materials controlled by regulation as well as register material testing laboratories.

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<sup>7</sup> US Congressional Research Service. 2023. Building Codes, Standards, and Regulations: Frequently Asked Questions. Washington D.C.

<sup>8</sup> The international experience with and good practices in building codes are introduced in World Bank. 2015. Building Regulation for Resilience. Managing Risks for Safer Cities. Washington DC

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- The Ministry of Housing and Urban Development specifies building heights, ventilation, and other building requirements;
- Building Consent Authorities, that issues and monitors building permits are registered under the “Regulation on Registration of Building Consent Authorities” under the Construction Act; and
- The Construction Sector Council brings the government and private operators together to ensure that the best services are delivered.<sup>9</sup> The council is under the Maldives National Skills Development Authority that deals with the constructor sector skills development. Presently there are more than 40 construction firms who take up construction related projects in the Maldives.

The Maldives National Building Code was gazetted on March 2019, with an preliminary 2008 version used as a guideline prior to gazettal. The code is performance-based and aimed at providing flexibility in design. The code also provides for the possibility of regular changes to the compliance documents and standards they refer to, depending on developments in the construction industry. Compliance documents are yet to be developed under the Building Code, the compliance documents will have either/and prescriptive methods and verification methods which describes performance measuring methods etc. to see if the building code is achieved. This flexibility allows developments and innovation in building design, technology, and systems. The purpose is to create the enabling environment to achieve a safe, durable, and usable building design.<sup>10</sup>

Rapid growth in the Maldives construction sector in response to the expansion in the tourism industry and increased demand for housing, and massive development programmes such as the Hulhumale urban development program, have raised the imperative for continuous improvement of Maldives' building codes and the capacity to develop and use them. The latest forecasts of the Maldives Ministry of Finance projects are for continued real GDP growth over the medium term of 6.7% p.a., driven by tourism, transport, real estate, construction, and fisheries. The construction and real estate sector grew by 20.1% in 2022, 22.2% in 2023 and is projected to growth at an average rate of 6.9% p.a. between 2024 and 2026.<sup>11</sup>

Australia is well placed to assist the Maldives meeting its training needs in building codes and standards, offering a wide range of training opportunities. These opportunities include:

The Australian Building Codes Board (ABCB).<sup>12</sup> The board has established a range of [education products](#) used by continuous professional development (CPD) and Vocational Education Training (VET) educators, such as [NCC CPD](#) and [NCC Tutor](#). These products introduce practitioners to all key aspects of the National Construction Codes (NCC), including performance requirements, building classifications, energy efficiency, fire safety, health, amenity, plumbing and drainage, accessibility and structural reliability and robustness. The boards' extensive library of guidance and education materials is freely available on the [ABCB website](#). The boards' library of guidance and support materials provides guidance in various formats, including case studies, handbooks, articles, videos, webinars, and calculators. Universities and providers of vocational training that deliver short, medium, and long-term training courses and continuing professional development.<sup>13</sup> Private providers of certification and other continued professional development programs based on the NCC.<sup>14</sup>

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<sup>9</sup> <https://www.mnsda.gov.mv/sectors/Construction>

<sup>10</sup> [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_lang=fr&cur\\_job\\_id=13070](https://jobs.undp.org/cj_view_job.cfm?cur_lang=fr&cur_job_id=13070)

<sup>11</sup> <https://www.finance.gov.mv/publications/reports-and-analyses/macroeconomic-update>

<sup>12</sup> [Australian Building Codes Board | ABCB](#)

<sup>13</sup> See for example <https://www.uts.edu.au/research/institute-public-policy-and-governance/professional-learning-and-development/building-regulation-courses>; Building Codes and Compliance (ARBE1304) / Course / The University of Newcastle, Australia; 14 Building & Construction Courses - Online, TAFE Courses

<sup>14</sup> See for example <https://eea.org.au/courses/introduction-building-code-australia>; [Australia National Construction Codes, Regulations and Compliance | Chartered Institute of Professional Certifications \(charteredcertifications.com\)](#)



## The South Asia Regional Infrastructure Connectivity (SARIC)

**SARIC** has the following components:

- a) The identification of a pipeline of transport and energy projects that connect the economies of the South Asia region, to be financed by an appropriate mix of public and private financing. This component is being anchored by the World Bank and the International Finance Corporation (IFC) and runs until 2024.
- b) The provision of short course training and networking component for individuals in two streams (the training component) which is the subject of this concept note is being managed by Palladium as below:
  - Professionals from the public and private sector directly involved in the preparation and/or eventual delivery of the projects identified by the World Bank and IFC under (a) above, specifically individuals from the public and private sector directly involved in the operations and maintenance of infrastructure assets in the Maldives; and
  - Senior decision makers in the infrastructure and construction sector, covering private and public sector officials, academics, and senior civil society members.

## Purpose

This short course training (for the participants who are selected for the cohort of SARIC training) aims to:

- Enhance knowledge of the hierarchy of building laws and legislation and how they are created and used.
- Enhance the practical understanding of (a) the operation of performance-based building codes consisting of performance requirements that can be complied with in multiple ways and (b) best-practice assessment methods and approval processes.
- Deepen the understanding and support in the Maldives public and private sectors for continuous improvement to the building codes.
- Provide individuals with increased knowledge and exposure to a wider set of relationships and networks, including with Australian industry and government.
- Influence the knowledge, attitudes and behaviours of staff engaged on large regional infrastructure projects as well as key eco-system stakeholders through right series of SARIC training and networking opportunities.
- Ensure best use of Australian expertise to contribute to the development of individuals and institutions concerned with regional connectivity by leveraging Australian universities or Training Institutions expertise for trainings.
- Introduce, influence, and promote adoption of relevant best practices of GEDSI among the program participants in project design and operations towards transformative outcomes on Gender equality, Inclusion of vulnerable sections, Disability and Safeguards.

## Participant profile

Participants will be selected for this cohort of SARIC training from the Maldives public and private sectors. Expected cohort size would be twenty. Subsequent courses could build on lessons learnt from the delivery of this cohort.

It is anticipated that the participants will be in middle and senior ranking positions within their organisations. With reference to ensuring adequate gender representation, the cohort will aim to reach a target of 30% women participants and other under-represented categories.

It is expected that participants will have reasonably good proficiency in the English language. For those with limited working proficiency, the Government of Maldives will make required arrangements.

### Expected learning outcomes

Through a combination of classroom and site visits, case studies and interactions with experts/trainers, the participants will benefit from:

- Awareness of the role that building codes play in setting minimum standards for the design and construction of buildings to protect people's health, safety, welfare, and amenity and to promote sustainable development.
- Increased understanding of the principles and practice in establishing and updating building codes, global and Australian best practices, emerging approaches, and techniques applicable to the Maldives.
- Insights on incorporating building codes within urban planning, health and safety, climate change resilience, and the larger developmental priorities of the government.
- Enhanced understanding and knowledge of quality control imperatives and accountability mechanism for building code agencies within country-specific contexts.
- Trainings and networking that fosters coalitions and networks.
- An ability to understand and apply the knowledge at workplace post training.

Even though it is expected that learning outcomes shall be delivered through a short course, efforts would be made to design a course that is transformative in nature and creates sustainable impact for the participants.

### Course content

The course content for the cohort would be aimed at serving the End of Investment Outcomes (EOIO) through capacity building in the indicative list of topical areas, mentioned below, for the desired changes in the program participants:

Topics/ areas	Desired Change
<b>General</b>	
<ul style="list-style-type: none"> <li>- The role of building codes in setting minimum standards for the design and construction of buildings to protect people's health, safety, welfare and amenity and to promote sustainable development.</li> <li>- Evidence from other countries in how well building codes are meeting their intended purpose.</li> <li>- The calibration of building codes for the development context with an emphasis on the affordability of their application.</li> <li>- The linkages between building codes and development priorities, including protecting the most vulnerable members of society (e.g., people with disabilities and the urban poor), the achievement of gender equality, climate change mitigation and adaptation, and disaster preparedness.</li> <li>- The continuous improvement process required for building codes to ensure they keep up with changing circumstances such as the introduction of different building typologies and bio-based materials.</li> <li>- The legislative foundation of building codes.</li> <li>- How building codes work within the broader regulatory framework for planning, health &amp; safety etc and the hierarchy of building laws and legislation</li> <li>- The involvement of stakeholders (e.g., political representatives, technical experts, legal experts, planners, builders, community representatives) in preparing, maintaining, and using building codes.</li> <li>- Good governance and accountability mechanisms.</li> <li>- Global and Australian best practices in building codes.</li> </ul>	Attitudinal / behavioural / improved practices

Technical	Desired Change
<ul style="list-style-type: none"> <li>- Characteristics of effective building codes.</li> <li>- The steps involved in ensuring a successful building code, including the preparation of designs, design review, site inspection and certification.</li> <li>- Data collection and market research for preparing and maintaining building codes.</li> <li>- Conducting effective knowledge sharing, stakeholder consultation and community awareness campaigns for building codes.</li> <li>- Linking building codes to other regulatory instruments.</li> <li>- The role of IT in efficient operation of building codes.</li> <li>- Internationally recognised testing standards and the software or technologies that can be used.</li> <li>- Sample training in modern testing software.</li> <li>- The benefits of and how to certify practitioners such as architects, engineers, and planners.</li> <li>- How the responsibilities for different parts of the building code are assigned to different professionals.</li> <li>- Managing risks from unqualified practitioners and/or poor-quality contractors.</li> <li>- Institutional arrangements for building code agencies.</li> <li>- Operating practices, budgets, and human resource needs of building code agencies.</li> </ul>	<p>Attitudinal / behavioural / improved practices</p>
Institutional Strengthening	Desired Change
<ul style="list-style-type: none"> <li>- Monitoring, evaluation and reporting, including sustainability reporting.                             <ul style="list-style-type: none"> <li>o Key performance indicators</li> <li>o Organizational structure</li> </ul> </li> <li>- Identifying roles and actions required by all stakeholders, and regulatory institutions, and associated competency requirements.</li> <li>- Stakeholder management and communication strategy</li> </ul>	<p>Attitudinal / behavioural / improved practices</p>

\*The above is only an indicative list and the actual course may be adapted to the submissions received from potential training institutions, the desired course timeline, and other situational constraints.

### GESDI content in course curriculum

It is essential that a GESDI lens is applied to all topics where relevant, as the lack of a GESDI perspective may distort the understanding of the actual situation for different categories of stakeholders affected by the projects. This could lead to project designs which are not compatible with on the ground realities and affect individuals and communities adversely. Although the courses offered will be on a range of topics and GESDI lens will be applied across the board, a specific module on GESDI may be included. This module will contain some or all the following elements which may be adapted selectively to the various courses offered:

- a. National level institutional arrangements and mechanisms to address GESDI.
- b. National level policies and strategies
- c. International commitments, e.g. CEDAW, SDGs, CRPD
- d. An analysis of key GESDI issues for the SARIC countries
- e. DFAT, WB and IFC guidelines on GESDI
- f. Project information – project scope, GESDI concerns, design features, activities and operational modalities, targets, and indicators
- g. GESDI implications for different project modalities, e.g., GESDI in PPP
- h. Design mechanisms and tools for GESDI analysis in project conceptualisation and preparation.
- i. A focus on disability friendly buildings

### SARIC in Workplace (SiW) plan

The SARIC in workplace plan refers to the return-to-work plan that aims to apply the knowledge and skills gained through the training after the participant has returned to their work. The SiW plan will describe how participants will apply their newly acquired skills and knowledge to a specific project or set of activities.

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Participants will be encouraged to develop their initial thinking and approach to individual SiWs through consultations with the trainers during the training phase.

### **Public diplomacy**

The Selected Tenderer, during the delivery of the course, will focus on strengthening Australia's influence, reputation, and relationships internationally. Selected Tenderer is expected to take into consideration the Short Course objectives, to strengthen existing partnerships and create new connections between the participants organisations and Australian education or training provider for our mutual interests. All communications shall be targeted to present the inspiring vision of Australia's international policy agenda that reflects the national interests and improves domestic understanding of the Department of Foreign Affairs and Trade role.

### **Media Coverage of the course**

The Selected Tenderer may highlight their approach to social media, media releases, PowerPoint briefing for recipients, photography, and videos. Any media/external communication will require an approval from Palladium prior to release.

## Responsibilities/ Deliverables of the Subcontractor

Selected Tenderer will undertake the following:

Design and deliver a flexible program of teaching in accordance with the approved Course Plan, recipient profiles and ongoing discussions with Palladium.

Ensure that participants who successfully complete the training are provided with certificates after the completion criteria set by Selected Tenderer

Submit the course budget as prepared during the RFT stage to Palladium for records

Pre-course participant assessments (learning needs assessment and other participant profile related data) will be undertaken. The content and timing of pre-course assessments will be discussed with Palladium

Develop pre-departure questionnaire and pre-departure presentation.

Develop a detailed course session plan in English.

Develop a communications plan and social media plan and submit to Palladium for approval

Prepare necessary course documents as required

Employ and manage key personnel required to perform contract services as outlined in the response to RFT shared by the Selected Tenderer.

Provide support for the participation of DFAT personnel if requested

Conduct the training course for around 20 recipients selected by the Government of Maldives.

Manage delivery of the agreed teaching and learning program, including supervision of support and academic staff, maintaining flexibility of arrangements, and adjusting content as new needs and issues emerge. Within the allowable budget, arrange for the translation of key documents if required

Organise networking events as required in coordination with Palladium.

The SARIC brand must take precedence over subcontractor branding for all communications.

Not issue or release any media statements, photographs, articles, newsletter items, invites or website content without the express written permission of Palladium. This includes not assisting any media representative to interview any of the recipients or to publish an account relating to the course or any of the recipients. All photographs taken by the subcontractor during the course will be subject to consent policies and review by Palladium.

Strategically manage components of the course through effective coordination, consultation and liaison with Palladium and as directed, DFAT or other relevant stakeholders.

Comply with the provisions and rates as submitted in the proposal.

Not contact DFAT Post, DFAT Canberra government officials for any matter related to this short course without first requesting the approval of the Palladium team. The SARIC team leader/ Palladium representative must be present in key meetings related to this short course and Selected Tenderer staff and sub-contractors.

Develop materials suitable for facilitating online delivery, led by the course leader. Materials will be supplemented by a course manual and a selection of pre course readings. The course manual may be translated depending on results from the pre-course learning needs analysis.

Revise the SARIC in Workplace (SiW) plan, if necessary, and engage with recipients to provide support with the initial development of individual SARIC in Workplace.

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The cohort may be encouraged to participate in 'SARIC in Workplace' (SiW) workshop. This online workshop will be a short refresher, will understand the institutionalisation of SARIC course learnings and tool for collecting feedback from course participants. This online 1-day event will be delivered by the Selected Tenderer. Certificates to participants should only be issued once they have attended the SiW event.

Cooperate fully with Palladium staff involved in the review, monitoring and evaluation of the activity, including allocating reasonable time within the program to provide access to recipients for monitoring and review purposes.

Monitoring and Evaluation (M&E) – During the training, administer a survey to recipients which assesses their experience, learnings and feedback from the training. The summary of findings should be incorporated in the **Course Completion Report** and the full dataset of survey responses should be Annexed.

**Course Completion Report** - At the conclusion of the program, prepare a course completion report (including coverage of site visits) of no more than fifteen (15) pages in length (plus annexures). The report is to be submitted within four weeks of course completion and provided in electronic format. The completion report is to be accompanied by electronic copies of all SARIC in Workplace plans and presentations of participants. Media releases and associated social media posts are to be compiled as part of an Annex. All course materials (including translated versions) are to be presented within appropriately labelled sub-directories, include a compilation of photographs, and be submitted electronically with the report.

### Subcontractor Deliverables

The subcontractor is required to adhere to required deliverables set out in the RFT and in their proposals. These should include the following:

Key deliverables
Online orientation of participants prior to formal training
Deliver the training as per the agreed session plan
One day online post completion session - SARIC in Workplace (SiW)
Submission of CCR and Financial report

### Course Completion Report (CCR)

The following guidelines provide the minimum details required to comply with the milestone reporting requirements of the SARIC training. Reports should incorporate sufficient information to allow DFAT and Palladium to monitor and assess the outcomes of the training activities. The reports should demonstrate an understanding of flexibility in developing responses to identified issues as they arise, and ways of engaging productively with stakeholders. Reports may be reasonably revised by Palladium from time to time. **In addition to below, monitoring / impact assessment templates may be provided by the Palladium team, which will be discussed and shared closer to the start of the training program.**

#### (CCR to include the following:

*(To be submitted no later than after 1 month of the training completion, not more than 15 pages)*

- **Narrative summary:** This section should capture the crux of the report and should include the key outcomes, challenges and learnings from the program.
- **Course Outputs**
  - Detail the number of Course participants and the submission status of SiW
  - Details of participants who did not satisfy assessment requirements or complete the course and the reasons for this
  - Details of the recognition awarded (or to be awarded) if relevant
  - Details of any critical incidents
- **Summarise course delivery, and briefly evaluate this by summarising better than expected, unsuccessful or unexpected outcomes arising from:**
  - Course methodology and content
  - Networking activities – details of activities and list of participants and invitations to be annexed.

- **Guest lecturers – If any** (please provide a summary of guest lecturers in the following table. Pen portraits of guest lecturers, if provided, should be annexed):

Country	Lecturer Name	Organisation	Lecture topic/focus

- **Summary of key findings from the survey deployed.** The summary of findings should be incorporated and the full dataset of survey responses should be Annexed.
- **Public Diplomacy and media leverage** (please reflect on specific events/opportunities in the following table):

Event/ Media Opportunity	Notable delegates in attendance	Summary of discussions and intended outcomes	Where was the story reported (if applicable)?

- **Innovations applied** (please reflect on those aspects of delivery that are innovative, have not been previously applied, and describe the improvement that has resulted from it. Ideas for future innovation may also be discussed)
- **Lessons learned** (Please use the following categories to detail lessons learnt and describe how these lessons will be used to improve the course delivery in future). Lessons learnt can pertain to following areas
  - Course delivery methodology (including content)
  - Logistics
  - Guest lecturers (if applicable)
  - SiW Plans
  - Public Diplomacy and media leverage
  - Others
- **Photos** (May be provided as an annexure) - Photos from course activities or participant networking activities. Original files (vector or JPEG) are preferable. Due to file sizes, photos can be posted on CDs or USBs, or send via Dropbox to staff in New Delhi office. Photos should be labelled in a manner to allow for identification of the occasion.
- **Financial Reporting.** The report should include financial reporting in terms of actual expenses incurred against the original proposed financial proposal. The section should highlight deviations (if any) with justification of need and approvals taken, etc. [Link to all the reimbursable vouchers/ receipts should be shared.]

## Penalty

- In case the tenderer changes the agreed timeline (without approval and notice to Palladium), Palladium will have the right to recover the costs incurred on logistics for mobilising the participants for training.
- In addition to the above clause, Palladium also holds the right to seek a refund of the payment released if the tenderer fails to execute the program as per the agreed timelines.
- In case of any failure to deliver the reporting requirements as per the agreed timelines, Palladium has the right to withhold the release of milestone-based payments.
- If it is found that the delivery was not satisfactory and did not meet the agreed deliverables, Palladium has the right to hold a joint review with Selected Tenderer to decide on the financial and non-financial implications. Subcontractor will be expected to support the review meeting with fact sheets, documents and survey responses as required by Palladium.
- The above clauses will not be applicable in case of force majeure (for example, natural disaster, act of war or terrorism, riot, labour condition, governmental action, and global disturbances)

### **Responsibilities of the Company (Palladium)**

- Palladium will provide the list of participants.
- Palladium shall support the tenderer with templates for monitoring and evaluation if requested.
- Palladium shall provide communication guidelines to the tenderer for branding and external communication purposes, photographs, etc. to assist them in developing their Communication Plan.
- Palladium will offer guidance on networking activities.
- Palladium will provide templates for SARIC in workplace component.
- Palladium will ensure that any communication from DFAT that affects the tenderer or, or the implementation of this training is timely communicated to the tenderer.



## 4 Part 4- Annexures

### Annex 1: Curricula Vitae of team members (Only two)

CVs for proposed team members of **no more than three A4 pages** per CV. CVs must be submitted as per the below template:

<b>Nominated Position Title</b>	Insert Position Title
<b>Name</b>	Insert Name Surname
<b>Current Country of Residence</b>	Insert Country
<b>Relevant Employment History</b>	Position Title Organisation Name Period of Employment
<b>Academic Qualifications</b>	Academic qualification Educational Institution Year obtained
<b>Languages known</b>	Insert language
<b>Relevant Professional Qualifications</b>	Insert as required
<b>Applicant Name and Date</b>	_____ Applicant Name and Date

- CVs must be signed and dated by the proposed team member and must include the following certification:  
"I, **[insert name]**, declare that:
  - (a) The information provided in this CV is accurate and hereby authorise Palladium to make whatsoever inquiries it may consider reasonable and necessary to undertake during 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
  - (b) 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.
- Tenderers must nominate at least two referees (for each CV) who can provide an objective assessment of the quality of relevant and recent work performed by the proposed team /team member.
- Tenderers must ensure that nominated referees do not have an actual or potential conflict of interest when acting as a referee. Tenderers must ensure that referees:
  - (a) 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
  - (b) are not included in the Tender as proposed team members, and
  - (c) are not Palladium or DFAT employees currently involved in the delivery of the SARIC training program.
- Tenderers must ensure that nominated referees:
  - (a) are available to be contacted during the evaluation period and
  - (b) are able to provide comments in English.

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- 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.

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

- (a) the Tenderer's ability to comply with the Contract Conditions
- (b) the Tenderer's past performance on any non-DFAT project or activity
- (c) the past performance of the Personnel nominated by the Tenderer on any previous DFAT or non-DFAT project or activity
- (d) 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
- (e) the Tenderer's demonstrated understanding of the cultural environment of The Project. Factors relevant to the final assessment are not allocated any specific weighting.