

Generic Brief for Tenderers under ACEDP

The following comments are provided for the information of tenderers bidding for activities funded by the ACEDP and are based on Tender Assessment Panel (TAP) comments on tenders received for the first five activities tendered to date, reflecting a number of common shortcomings and errors.

1. Tenderers should ensure that their tenders are received at the PCO by the due date and time indicated in the RFT. All times quoted in the RFT are Beijing times. Unless an extension of time has been requested in writing and approved (for all tenderers) late tenders will be disqualified.
2. In accordance with the RFT, failure to submit a fully complying Statutory Declaration will result in disqualification of the tender.
3. Tenderers should pay close attention to the RFT compliance requirements with respect to page numbers, the number and nature of annexes and the requirements for referees and statements of availability. Additional material provided is not considered in tender evaluation. Failure to comply with the criteria may lead to the value of the material being discounted or in extreme cases disqualification.
4. Tenderers should fully address the Organisation selection criteria in Attachment B to the RFT. A tenderer's capacity to manage and implement the activity is judged solely on the materials presented in the tender. A number of tenderers have failed to properly address these criteria, relying on broad statements of capacity and reputation, and have failed at this stage of the assessment. Management approaches should be fully addressed, including management of activities within China.
5. Tenderers should ensure that CVs are pertinent and relevant to the assigned role and clearly provide evidence of the nominee's specific experience related to that role. Generic CVs listing long consulting or academic credentials score less well than well-targeted ones. Personnel should be clearly assigned to each of the specified team specialists identified in the RFT.
6. Technical proposals should fully address the approach to each activity and deliverables and should clearly indicate the resources that will be applied to them.
7. Compliance with the Social Impacts, Public Participation and Gender Mainstreaming Framework and development and implementation of an activity Monitoring and Evaluation Plan complying with the program level framework form an important part of every ACEDP activity. Tenders should specifically describe how these requirements would be met including identification of resources to be used.
8. Tenderers should give reasonable detail on design of study tours including, organisations, locations and evidence of any in-principle agreement of Australian agencies to participate.
9. Tenderers should clearly identify key risks and their proposed management responses.
10. The RFT requires that tenderers provide detailed breakdowns of reimbursable costs. A number of tenderers are submitting large lump sums, which will be rated low by the TAP in value for money assessments. As stated in the Basis of Payment annexed to each draft contract, reimbursable costs cover travel and accommodation, study tours and workshops and any required procurement. These items should be fully detailed. They must not include general management or staff costs which should be itemised under personnel costs.