



ADDENDUM 2

Date: 26 March 2025
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Subject: Addendum 2 to the AAI: Strengthening the higher education system in Indonesia (AM12354) Short Course Request for Tender of 5 March 2025

Tenderers are advised of the following:

This addendum is openly available to all potential tenderers. It consists of responses to tenderers' questions.

QUESTION 1: For the course delivery in Australia we would need to cover the costs of:

1. Academics time to design and deliver the course content as well as monitoring, evaluating and writing up a report (post delivery)
2. Guest speakers, expert speakers and other academic presenters
3. The hire of the venues to deliver the course.
4. Any domestic travel such as buses from airport to hotel (return) and any site visits.
5. All accommodation costs while in Australia.
6. Catering
7. Per Diems for all 25 participants. \$82.20 per day for every day in Australia
8. Hire of welfare officer full time during the participants stay in Australia. (15 days)
9. Any extra recreational activities.
10. Pre-loaded Mobile Phone SIM Cards for each participant (\$30-50)
11. The participants Health Cover while in Australia
12. Any money spent on Embassy Liaison Officers for participation in AAI social excursion activities in Australia and catering costs

Australia Award in Indonesia would cover the cost of:

13. The international flights from Indonesia to CITY IN AUSTRALIA for each participant.
14. Visas to Australia

ANSWER 1: The course provider (Australian RTO) arranges items 1-11 and AAI reimburses the course provider for these costs. AAI arranges and pays for items 12-13 directly (no reimbursement to the course provider). Interpretation and translation is not provided. Not all meals are covered by the program, only essential meals, such as lunches when the participants cannot source their own lunches. Participants get per diem to cover their breakfast, most lunches and dinners. Reimbursable costs are **not** included in the financial proposal. **Reimbursable budget will be negotiated with the preferred provider** (please see RFT for more information).

QUESTION 2: For the Pre and Post workshops we would cover the cost of the course leaders:

- a) International flights for two course leaders to run both workshops.
- b) Per diems for two course leaders while in Indonesia. \$82 per day
- c) Travel insurance for two course leaders

Australia Award in Indonesia arranges and pays for the following directly to vendors:

- d) Accommodation costs for two course leaders while in Indonesia.
- e) Visa costs to Indonesia for two course leaders
- f) All flights and domestic travel for the participants
- g) Per Diems to participants while in Indonesia
- h) The venue costs for running the workshops
- i) The catering for the pre and post three-day workshops.
- j) The domestic transport for two course leaders to and from Indonesian airport

ANSWER 2: Correct. The course provider (Australian RTO) arranges items a-c and AAI reimburses the course provider for these costs. AAI arranges and pays for items d-j directly (no reimbursement to the course provider). Reimbursable costs are **not** included in the financial proposal.

Reimbursable budget will be negotiated with the preferred provider (please see RFT for more information).

QUESTION 3: I'm unclear about the OSHC process and payment. AAI are paying for the students' visas but are they paying for each students' OSHC or is this something we have to include in the costings? From the guidelines Course providers must provide a Certificate of Insurance for each of the participants covering them from their time of arrival in Australia to their time of departure.

ANSWER 3: AAI sends the course provider the participant list. The course provider arranges OSHC for the participants for the duration of the course. AAI reimburses the course provider for these costs. Reimbursable costs are **not** included in the financial proposal. **Reimbursable budget will be negotiated with the preferred provider** (please see RFT for more information).

QUESTION 4: Does the Pre workshop need to be in person. Can this be done online and the Post workshop be delivered in person?

ANSWER 4: At least one course needs to deliver the pre-course workshop in person. The pre-course workshop is an important part of the course, especially as it connects the course leader and the participants with the key Indonesian stakeholders.

QUESTION 5: If successful would participants fly direct into NAME OF THE CITY REMOVED?

ANSWER 5: AAI arranges participants' flights to the airport nominated by the course provider. The participants can depart from the same or a different airport. AAI also arranges Australian domestic flights (if required) if the course is delivered in 2-3 different locations.

QUESTION 6: Delivery days for the 2 week program – are we expecting 10 weekday delivery days (our assumption)? Or 14 work days? Or do we have wiggle room to propose additional days?

ANSWER 6: The group arrives in Australia on Saturday morning. They will depart on Sunday afternoon two weeks later. The course content is delivered from Monday to Friday both weeks. The course has 10 work days. The provider will provide social program in the middle weekend. Welfare Officer is available for the whole duration if the participants have any emergencies. If required, the course provider can set up a briefing for the participants on the day of arrival (Saturday) or the following day (Sunday). No additional days can be proposed.

QUESTION 7: If our course presenters are coming from interstate, are we assuming any travel / accommodation costs will be covered by the budget on reimbursables?

ANSWER 7: Yes, AAI will reimburse for the travel and accommodation costs, if the travel is necessary and presents value for money. Interstate presenters' travel will be negotiated with the preferred tenderer. The tenderers can propose interstate presenters in their tender proposal. Travel costs are included in the reimbursable budget (i.e. not included in the financial proposal).

QUESTION 8: *“Tetra Tech International Development is responsible for... pre-departure arrangements and briefings in Indonesia”*
Question: Are we right to assume that the Welfare officer and Coordinator will only need to be present in-Australia?

ANSWER 8: Welfare officer and coordinator are not involved in the pre-course workshop or the post-course workshop. AAI arranges the workshops.

All other information as set out in the RFT dated 5 March 2025 remains unchanged.