**International business readiness – a course for women-led MSMEs in the food sector (IA-CEPA)**

**Tender: AM5458**

TECHNICAL PROPOSAL

Submitted by:

|  |  |
| --- | --- |
| **Tender submission form: tenderer’s general information** | |
| Lead Business Name | Insert |
| ABN (if applicable) | Insert |
| Business type[[1]](#footnote-1) | Insert |
| Contact person  (authorised to negotiate and enter into a contract) | Insert |
| Registered business office address | Insert |
| Email | Insert |
| Phone | Insert |
| Fax | Insert |
| Consortium Business Name/s (if applicable) | Insert |

**Coffey International Development**

**Technical Proposal**

***Please see Part D for details of the selection criteria.***

Tenderers should submit a technical proposal, up to a maximum of six (6) pages plus required annexes, which substantively and individually address the selection criteria below. Each category should be addressed individually, considering each point detailed in Part D of the RFT.

* Capacity and training experience: 20% of the technical assessment
  + Points i – ii as identified in Part D of the RFT
* Response to course specification: 40% of the technical assessment
  + Points i – v as identified in Part D of the RFT
* Core personnel: 40% of the technical assessment
  + Points i – iii as identified in Part D of the RFT

**Annex 1 – Organisation’s Experience**

This Annex is to contain Description Sheets of only relevant activities which clearly demonstrate the Tenderer's ability to meet the Scope of Services as outlined in Part D. Up to three (3) Description Sheets can be included and must not exceed one (1) A4 page each.

Description Sheet (1 of 3): Please insert details in the template below

|  |  |
| --- | --- |
| Short course title/activity: | |
| Funding agency: | Approx. value of contract: |
| Start date: | Completion date: |
| Name of associated firm(s), if any: | |
| Participant profile: | |
| Short course overview and objectives: | |
| Organisation’s role in the design and delivery of the short course: | |
| Support services provided: | |
| Core personnel provided and functions performed: | |

**Organisation Experience Description Sheet (2 of 3)**

Description Sheet (2 of 3): Please insert details in the template below

|  |  |
| --- | --- |
| Short course title/activity: | |
| Funding agency: | Approx. value of contract: |
| Start date: | Completion date: |
| Name of associated firm(s), if any: | |
| Participant profile: | |
| Short course overview and objectives: | |
| Organisation’s role in the design and delivery of the short course: | |
| Support services provided: | |
| Core personnel provided and functions performed: | |

**Organisation Experience Description Sheet (3 of 3)**

Description Sheet (3 of 3): Please insert details in the template below

|  |  |
| --- | --- |
| Short course title/activity: | |
| Funding agency: | Approx. value of contract: |
| Start date: | Completion date: |
| Name of associated firm(s), if any: | |
| Participant profile: | |
| Short course overview and objectives: | |
| Organisation’s role in the design and delivery of the short course: | |
| Support services provided: | |
| Core personnel provided and functions performed: | |

**Annex 2 – Draft Course Program**

Insert a brief description of possible program topics (no more than 4 pages).

**Annex 3 – Curricula Vitae (CVs)**

*A summary table is to be inserted at the beginning of this Annex using the table below. The table must not exceed one (1) A4 page (single-sided).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **ARF job level & classification** | **Name** | **Nationality** | **Gender** | **Brief description of key qualifications, expertise and experience** | **Proposed number of design days** | **Proposed number of delivery days** |
| Course Leader/ Course Designer | Insert | Insert | Insert | Insert | Insert | Insert | Insert |
| *Additional nominated positions* ***(if applicable)*** | Insert | Insert | Insert | Insert | Insert | Insert | Insert |
| *Additional nominated positions* ***(if applicable)*** | Insert | Insert | Insert | Insert | Insert | Insert | Insert |
| Course Coordinator | Insert | Insert | Insert | Insert | Insert | Insert | Insert |
| Welfare Officer | Insert | Insert | Insert | Insert | Insert | Insert | Insert |

***Curriculum Vitae Proforma***

*Certified CVs of not more than three pages each are to be provided for the Course Leader/Course Designer, Course Coordinator, and Welfare Officer.*

*CVs should provide a clear response to the duties outlined above in Part D, Section 2 C Core Personnel.* ***Please note that the tenderer is also encouraged to insert the CVs of other personnel nominated in the tender proposal.***

*Insert details below*

**Curriculum Vitae of Course Leader/Course Designer**

**Position title:**

**Specialist fields of expertise of nominee:**

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| --- | --- |
| **Name:** | |
|  | |
| **Nationality:** | |
| **Academic qualifications:** | |
| **Languages & degree of proficiency:** | |
| **Professional affiliations:** | |
| **Other training:** | |
| **Countries of work experience:** | |
| **Professional experience (with particular reference to tender requirements)**  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities: | |
|  | |
| **Referees:**  Name:  Position:  Company:  Work Phone:  E-mail: | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Australia Awards Short Course tender in the role of [position title]”. | |
| **Signature:** | **Date:** |

**Curriculum Vitae of Course Coordinator**

**Position title:**

**Specialist fields of expertise of nominee:**

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| **Name:** | |
|  | |
| **Nationality:** | |
| **Academic qualifications:** | |
| **Languages & degree of proficiency:** | |
| **Professional affiliations:** | |
| **Other training:** | |
| **Countries of work experience:** | |
| **Professional experience (with particular reference to tender requirements)**  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities: | |
|  | |
| **Referees:**  Name:  Position:  Company:  Work Phone:  E-mail: | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Australia Awards Short Course tender in the role of [position title]”. | |
| **Signature:** | **Date:** |

**Curriculum Vitae of Welfare Officer**

**Position title:**

**Specialist fields of expertise of nominee:**

|  |  |
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| --- | --- |
| **Name:** | |
|  | |
| **Nationality:** | |
| **Academic qualifications:** | |
| **Languages & degree of proficiency:** | |
| **Professional affiliations:** | |
| **Other training:** | |
| **Countries of work experience:** | |
| **Professional experience (with particular reference to tender requirements)**  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities: | |
|  | |
| **Referees:**  Name:  Position:  Company:  Work Phone:  E-mail: | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Australia Awards Short Course tender in the role of [position title]”. | |
| **Signature:** | **Date:** |

**Curriculum Vitae of Gender Equality, Disability and Social Inclusion Advisor**

**Position title:**

**Specialist fields of expertise of nominee:**

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| --- | --- |
| **Name:** | |
|  | |
| **Nationality:** | |
| **Academic qualifications:** | |
| **Languages & degree of proficiency:** | |
| **Professional affiliations:** | |
| **Other training:** | |
| **Countries of work experience:** | |
| **Professional experience (with particular reference to tender requirements)**  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities:  Date/Position/Company:  Dot points of duties and responsibilities: | |
|  | |
| **Referees:**  Name:  Position:  Company:  Work Phone:  E-mail: | Name:  Position:  Company:  Work Phone:  E-mail: |
| **Certification:**  “I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Australia Awards Short Course tender in the role of [position title]”. | |
| **Signature:** | **Date:** |

**Annex 4 – Statutory Declaration**

**Commonwealth of Australia Statutory Declaration**

I, *(insert name, address and corporation of person making the declaration),* do solemnly and sincerely declare, on behalf of the Tenderer and on behalf of myself, that:

**Definitions**

1. In this statutory declaration:

**“Client”** means Coffey (ABN 63 007 889 081);

**“Services”** means the services described in the RFT for this Activity;

**“Tenderer”** means *(details of tendering corporation as appropriate);*

**“Tender Price”** means the fees, rates and prices indicated by a Tenderer as being the amounts for which that Tenderer is prepared to undertake the Services;

**Preamble**

1. I hold the position of *(managing director or other title)* of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

**Accuracy of Information**

1. The information contained in the Tender including CVs of nominated personnel submitted by (*name of organisation/company*) is factually based and I accept that if such information is found by Coffey to be inaccurate or misleading this may, at Coffey’s sole discretion, result in disqualification of the Tender.

**Tenderer’s Acknowledgment**

1. That (*name of organisation/company*)’s Tender is made on the basis that it acknowledges that:
2. the RFT specifies Coffey’s and DFAT’s rights in respect of the RFT and (*name of organisation/company*) agrees that Coffey and DFAT may exercise its rights as set out in the RFT in respect of the RFT process;
3. (*name of organisation/company*) sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Coffey’s requirements, including the risks and other circumstances which may affect a Tender;
4. in lodging its Tender (*name of organisation/company*) did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Coffey or DFAT other than any statement, warranty or representation contained in the RFT;
5. (*name of organisation/company*) did not use the improper assistance of Coffey   
   or Commonwealth employees or ex-employees, or information unlawfully obtained from Coffey or the Commonwealth in compiling its Tender;
6. (*name of organisation/company*) satisfied itself as to the correctness and sufficiency of its Tender;
7. (*name of organisation/company*) is responsible for all costs and expenses related to its involvement in the RFT, including:
8. preparation and lodgement of the Tender;
9. any subsequent negotiation; and
10. any other action or response in relation to the RFT.
11. Coffey and the Commonwealth are not responsible for any costs or expenses incurred by (*name of organisation/company)* or any other person in responding to or taking any other action in relation to the RFT, whether or not Coffey terminates, varies or suspends the RFT process or takes any other action permitted under the RFT; and
12. *(name of organisation/company)* will comply with the rules set out in the RFT.

**Availability of Personnel**

1. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.

**Security of Personnel**

1. The Tenderer warrants that all necessary arrangements will be made to ensure adequate protection/security for personnel in the field.

**Tender Price**

1. The Tenderer warrants that it can undertake and complete the Services for the Tender Price.
2. Should the training be deemed successful and a request is received by Aus4Skills for the Training Provider to repeat the delivery of the Short Course within 12 months, the same tender price will be offered by that Training Provider.

**Collusive Tendering**

1. Neither the Tenderer nor any of its servants or agents had knowledge of either the technical component of the Tender or the Tender Price for the Services of any other Tenderer prior to the Tenderer submitting its Tender for the Services.
2. Neither the Tenderer nor any of its servants or agents disclosed the technical component of its Tender or the Tender Price for the Services submitted by the Tenderer to any other Tenderer who submitted a tender for the Services or to any other person or organisation prior to the close of Tenders.

**Cover Bidding**

1. Neither the Tenderer nor any of its servants or agents provided information to any other Tenderer, person or organisation, to assist another Tenderer for the Services to prepare a tender known as a “cover bid”, whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.
2. The Tenderer is genuinely competing for the contract and its Tender is not a “cover bid”.

**Unsuccessful Tenderers’ Fees**

1. Prior to the Tenderer submitting its tender for the Services neither the Tenderer nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Services would pay any money, or would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully Tendered for the Tender.

**Competitive Neutrality**

1. The Tenderer has complied with the principles of competitive neutrality in preparing its Tender (publicly owned Tenderers only).

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, 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.

Insert signature

*(Signature of person making declaration)*

Declared at insert location on the insert date

Before me,

Insert the name and the title of the person before whom the declaration is made

1. Only Australian Registered Training Organisations or approved Australian higher education providers (as per Table A, B & C of the Higher Education Support Act 2003) may submit an RFT. [↑](#footnote-ref-1)