

Request for Tender (RFT) **Australia Awards and Alumni Engagement Program - Philippines**

Activity Title: Development of E-business Site and M&E Portal ***(Phase 1 – Deployment of Content Management System and Systems Design and Functional Specifications for the E-Business Site and M&E Portal)***

Coffey International Development (Coffey) as the managing contractor of Australia Awards and Alumni Engagement Program – Philippines (AAAEP-P) of the Australian Embassy, is seeking proposals from organisations (the Respondent) to develop the AAAEP's E-business Site and M&E Portal (the Activity).

Proposals must conform to the terms of this document and the attachment. The required services (the Services) are described in detail in the TOR.

This Request for Proposal (RFP) is in parts:

Part A: RFP requirements

Part B: Terms of Reference

Part C: Basis of payments

Part D: Tender assessment process and selection criteria

Information about the Program is available at our website www.australiaawardsphilippines.org.

Part A – RFT REQUIREMENTS

PROPOSAL CONTENTS AND FORMAT

The Proposal must contain:

PART 1 - TECHNICAL PROPOSAL

The technical proposal must respond to the selection criteria outlined in Part D. Respondents are requested to organize their proposals in the following manner. Proposals that are not in accordance with the required format and structure will not be considered.

SECTION 1 – CORPORATE REVIEW

Provide a short overview of the Respondent’s company or consortium. Briefly describe the products and service lines offered by your company as they relate to the AAAEP’s Portal Project.

SECTION 2 – TECHNICAL APPROACH

Provide your responses outlining the Respondent’s approach for addressing each of the capability statements. You may organize your response according to your preference.

SECTION 3 – MANAGEMENT APPROACH

Provide no more than a 4-page response outlining the Respondent’s approach for management of the project. Responses for this section must be organized according to the subsections below. Responses will be evaluated to the following criteria:

- General Project Management – Describe the method by which the Respondent will manage the project. Include any applicable standard methodology, proposed schedule, or graphical sequencing of tasks.
- Documentation and Configuration Control – Describe the Respondent’s approach for documenting the implementation and proposed configuration control processes once the Portal moves to production
- Status reporting – Describe the Respondent’s approach for providing the AAAEP Team with status updates on the progress of the implementation
- Representative CVs – Provide CVs with applicable experience of the team members who will be working on the project

SECTION 4 – PAST PERFORMANCES

Provide brief descriptions of no less than 3 and no more than 5 completed or current projects where the Respondent is delivering or has delivered similar services. If possible, provide URL for referenced project. Responses will be evaluated according to the following criteria:

- Applicability to the AAAEP Portal Project – Describe how the projects used to demonstrate past performance generally apply to the AAAEP Portal Project
- Use of Innovative Techniques or Solutions – Describe how the Respondent used any innovative techniques or solutions to overcome client challenges, deliver beyond expectations, or achieve cost savings.

Provide also names and contact info of two (2) individuals as referees, particularly in companies for which similar work were done.

PART 2. FINANCIAL PROPOSAL

The financial proposal must be a fully costed fixed price based on the outputs/inputs as specified in the TOR, including all necessary costs related to the conduct of the project.

The fully costed fixed price must be no greater than One Million and Two Hundred Thousand Pesos only (Php1,200,000) inclusive of tax.

The fee also includes support and all corrective maintenance for a period of six months after completion of the project (June 2018 - December 2018) including, without limitation, root cause analysis and bug fixes.

PROPOSAL SUBMISSION

The Proposal must be submitted electronically by uploading it through the tender page of the Australia Awards website: www.australiaawardsphilippines.org/tender (Tender Page) and addressed to Milalin Javellana, Facility Director by 5.00 pm on 28 February 2018 (Closing Time). The date and time of an electronic proposal will be that of the record of receipt in the web server.

The Respondent is responsible for the electronic submission of their Proposal. Failure to submit a Proposal in accordance with this clause may render the Proposal liable to rejection.

ENQUIRIES

Adhering to the principles of transparency and equal access on the procurement process, enquiries about the tender must be posted as comment in the website message board (www.australiaawardsphilippines.org/tender) created specifically for this tender. Questions and answers can be viewed by all prospective bidders.

AAAEP will respond to any enquiry within 48 hours of posting and no later than 2 days prior to Closing Time.

NON-CONFORMING TENDERS

Tenders will be regarded as non-conforming if they fail to conform to one or more of the requirements of the RFT. The Technical Assessment Panel (TAP), at its absolute discretion, can assess or reject a non-conforming tenders. AAAEP will not enter into correspondence about a decision to assess or reject a non-conforming proposal.

COFFEY’S RIGHTS

AAAEP reserves the right at any time and for any reason whatsoever in its absolute discretion to:

- (i) Cease to proceed with the RFT
- (ii) Suspend or vary the RFT
- (iii) Require additional information from Respondent
- (iv) Call for new proposals
- (v) Reject any Proposals that do not comply with the RFT or for any other reason

AAAEP may exercise this right without any liability for costs, losses or expenses or damages incurred by the Respondent and are not required to give any grounds for its actions. AAAEP is not bound contractually or in any other way to any Respondents by this RFT.

CONFIDENTIALITY OF PROPOSALS

All tenders will be treated as “commercial-in-confidence.” AAAEP will not use the proposal for any other purposes.

BACKGROUND CHECKS

AAAEP has the right to conduct security, probity and financial checks on the Respondent at its discretion for the purpose of evaluating the Proposal.

NEGOTIATION

AAAEP reserves the right to negotiate the price of services with any Respondent if the financial proposal submitted is deemed unreasonable or above the budgeted expenditure. If negotiation fails, AAAEP has the right to terminate negotiations in favour of another Respondent.

Part B – TERMS of REFERENCE (See separate TOR document)

Part C – BASIS OF PAYMENT

Total Amount

The total amount payable by Coffey for the provision of the Services shall not exceed up to a maximum of Php1,200,000 inclusive of tax. This amount is paid through a milestones basis agreed in the contract

Coffey shall not be liable for any costs or expenditure incurred by the Contractor in excess of this amount, unless previously approved by Coffey via a contract variation.

Where a payment is to follow acceptance of a report, AAAEP shall not be obliged to make full payment until all of the outputs to be achieved by the Contractor in the period covered by the report have been achieved to its satisfaction.

The payments will be payable to the Contractor progressively, on AAAEP 's acceptance of the satisfactory completion of identified outputs and a correctly rendered invoice.

Claims for Payment

The Contractor's claims for payment must be submitted when due pursuant to this Schedule in a form identifiable with the Services.

All claims for payment must include a certification by a duly authorised representative:

- (a) that the invoice has been correctly calculated;
- (b) that the Services included in it have been performed in accordance with this Agreement.

All claims for payment must be made to:

The Program Director
AAAEP-P
3rd Flr JMT Building, ADB Ave.,
Ortigas, Pasig City

AAAEP need not pay an amount that is disputed in good faith by AAAEP until the dispute is resolved.

Part D – TENDER ASSESSMENT PROCESS AND SELECTION CRITERIA

A Technical Assessment Panel (TAP) comprising of representatives from AAAEP and technical specialists appointed at AAAEP’s discretion will undertake the technical assessment. The TAP will assess the Proposal on the technical selection criteria.

TAP members are required to maintain the “commercial-in-confidence” nature of the proceedings of the TAP meeting. TAP members must not discuss matters relating to the technical assessment of any Proposal with any party. Respondents must not make contact with any member of the TAP, outside any

TAP meeting. Any such contact will be considered a breach of confidentiality and may result in Coffey rejecting the Proposal of the Respondent concerned.

To preserve the commercial-in-confidence data, the TAP will not be given copies of the financial proposals. The financial assessment will be undertaken by the AAAEP.

The technical assessment of the Proposal will account for 90% of the overall score using the following formula:

$$\text{Technical Score} = \frac{\text{Respondent's Weighted Technical Score (out of 100)}}{\text{Highest Weighted Technical Score (out of 100)}} \times 90\%$$

Following consideration of the technical merit of Proposals by the TAP, a like-for-like price assessment is undertaken by AAAEP of the Proposals that are assessed by the TAP as technically suitable. Coffey is not bound to accept the lowest priced Proposal; selection will be based on value for money.

The like-for-like price assessment will represent 10% of the overall score. The formula for scoring and ranking of Proposals on the basis of price is:

$$\text{Price Score} = \frac{\text{Bid Price of the Lowest Priced Technically Suitable Bid}}{\text{Respondent's Bid Price}} \times 10\%$$

SELECTION CRITERIA

To be eligible for this contract, the company must carry on business in Philippines.

The Technical Proposal will be assessed using the following selection criteria and corresponding weightings.

Part A – Response to TOR (Evaluation 80%)

This corresponds to the following sections of the proposal:

- SECTION 1 – CORPORATE REVIEW (10%). Provide a short overview of the Respondent's company or consortium. Briefly describe the products and service lines offered by your company as they relate to the AAAEP Portal Project.
- SECTION 2 – TECHNICAL APPROACH (50%). Provide your responses outlining the Respondent's approach for addressing each of the TOR's capability statement
- SECTION 3 – MANAGEMENT APPROACH (20%). Provide no more than a 4 page response outlining the Respondent's approach for management of the project. Responses for this section must be organized according to the subsections below. Responses will be evaluated to the following criteria: General Project Management, Documentation and Configuration Control, Status reporting, Representative CVs)

Part B – Example of similar work done (Evaluation 10%)

This corresponds to SECTION 4 – PAST PERFORMANCES of the proposal.