

7/02/2023

Request for quotation (RFQ) – goods or services

| | |
|--------------------------------------|---|
| RFQ Title: | Design and Delivery for Inclusive Teaching Strategies Short Course |
| RFQ Issue Date: | 7/02/2023 |
| Terms of Reference / Specifications: | The Goods and/or Services to be delivered are detailed in the attached Schedule |
| Project | Australia Awards Timor-Leste |
| The Company | Palladium Unipessoal Lda |
| Closing Date and Time | 5pm, 28/02/2023 |
| Contact Person | Joaninha Coimbra |
| Details for Submission | All submission must be sent via email to Joaninha Coimbra email: Joaninha.Coimbra@thepalladiumgroup.com |

Thank you for your interest in the above procurement. As managing contractor for the Australia Awards Timor-Leste the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on our office line +6703322624 or by e-mail Joaninha.Coimbra@thepalladiumgroup.com

Yours sincerely,

Tomi Zaini

Finance & Operations Manager AATL

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

Term of Reference for: Design and Delivery of Inclusive Teaching Strategy Short Course

RFQ Title : Design and Delivery for Inclusive Teaching Strategies Short Course

Beneficiary : English language teachers in Timor-Leste

Program : Australia Awards Timor-Leste (AATL)

Deadline : 5pm (Timor-Leste time) on 28th Feb 2023

1. Introduction

Australia Awards Timor-Leste (AATL) is a project funded by Australian government through the Department of Foreign Affairs and Trade (DFAT). Australia Awards scholarships have been offered to Timorese to undertake tertiary study in Australia since 2000. The awards support long-term education in Australia at Bachelor, Masters, and Doctoral levels, targeting priority human resource and development needs in Timor-Leste as aligned with the priorities of the Australian development program. Australia Awards Scholarships (AAS) are prestigious international awards offered by the Australian Government to the next generation of global leaders for development. Through study and research, recipients develop the skills and knowledge to drive change and help build enduring people-to-people links with Australia.

AATL adopts the End of Program Outcomes (EOPOs) of the DFAT Global AA Strategy 2021-2024 that support development and build partnerships and networks of influence. These EOPOs are;

Outcome 1: Diverse Timorese alumni use their skills, knowledge and networks to contribute to sustainable and inclusive development.

Outcome 2: Diverse Timorese alumni contribute to cooperation between Australia and Timor-Leste.

AATL is managed by Palladium International on behalf of the Australian Government.

Disability inclusion and Australia Awards in Timor-Leste

It is estimated that five to ten percent of people in Timor-Leste are reported to have a disability, however this number is likely to be higher in accordance with global statistics. The World Report on Disability indicates that 15% of the world's population, one in seven people have a disability, and 22% of people living in poverty in developing countries have a disability.

Access barriers for people with disability in Timor-Leste are wide ranging and include physical access barriers, teachers who have not been trained in relevant evidence-based inclusion strategies, altitudinal barriers, limited access to primary and secondary education and low levels of English language proficiency. This is especially the case for people who are blind or vision impaired and people who are deaf or hearing impaired. This is due to limited access to reading and writing tools such as computers with screen reading software and Braille; alongside the current limited expertise to train and use this technology. The research highlighted the highly reported barrier, that there are not specialist teachers for people who are blind, and no teachers trained to read and write in Braille, which restricts access to education and participation in English language courses.

AATL recognises that people with disabilities face multiple hurdles in accessing education and work opportunities in Timor-Leste. Gender equality, disability and social inclusion, in particular increased scholarship numbers for people living with a disability is a priority for Australia Awards Timor-Leste and the Australian Government. Since the 2017 intake, Australia Awards Timor-Leste has provided at least one scholarship for a person living with a disability, who meet minimum requirements, to study at any level (diploma to PhD level). Between 2015 and December 2022 only 6% of people who have received an Australia Awards Scholarship have a known/ disclosed disability.

In May 2022, Workforce Development Program Timor-Leste (WDPTL) commissioned research to identify the current access barriers and opportunities for improved participation by people with a disability through the Australia Awards cycle, including for English language training. More specifically, the report focused on the barriers and participation opportunities for people who are deaf or hearing impaired and blind or vision impaired, being the two disability groups currently least represented and with the greatest access barriers to participation in Australia Awards opportunities.

This initiative focuses on increasing English capacity and employment opportunities for people with disability in the long term. This short course recognizes the importance of inclusive teaching strategies and curriculum for people with disability particularly with vision and hearing impairment at English language institutions such as accredited English language training providers, local training centres and universities in Timor-Leste.

2. Objective (s)

AATL is seeking proposals from local or international provider(s) who have extensive knowledge in disability inclusive education and vast experience in facilitating training in inclusive teaching strategies. The selected provide(s) is to design an Inclusive Teaching Strategy short course module, develop training materials and deliver the training to the targeted participants. The participants will be 20 selected teachers from English language institutions such as accredited English language training providers, local training centres and universities in Timor-Leste.

The short course objectives include:

- To provide capacity building to the nominated English language teachers/trainers from the targeted organisations by training up to 20 participants. This includes representatives from the English faculty from local universities, TVET trainers from the accredited training centres and other English training providers.
- To provide capacity building to staff from Organisations of Persons with Disabilities (OPD) throughout the preparation and delivery of the course.
- To improve inclusive teaching practices to targeted English language institutions in Timor-Leste.
- To increase awareness to targeted institutions and their educators about inclusive education to people with disabilities (particularly with vision and hearing impairment)
- To provide knowledge sharing and networking opportunities for the teachers/trainers from various organisations or institutions in Timor-Leste regarding inclusive teaching.

3. Services Required:

Under direct supervision by AATL team, the selected contractor(s) will be required to develop and deliver Inclusive Teaching Strategy short course for up to 5 days (subject to change). The course needs to be contextualised for Timor-Leste. The contractor will be assisted for contextual input and support from local Organisations of Persons with Disabilities (OPD).

The selected provider will:

- Develop inclusive teaching strategies course content (module, training materials, activities, assessment) with consideration of mixed participants from different targeted organisations.
- A mix of theory and practical tasks should be included in the approach.
- Course delivery in person for 5 days
- Coordinate closely with the partner Organisations of Persons with Disabilities (OPD) throughout the course, from design until completion of the short course.
- Collate participant feedback.
- Identify logistic requirements to support participants during the training.
- Provide course completion report with course evaluation, lessons learnt and recommendations.

Course content will be proposed and designed by the contractor (subject to approval from AATL). It is expected for the course material to incorporate the following:

- Understanding the diversity of people with disability in Timor-Leste education environment
- Understand barriers for people with disability to access training and educations (particularly for English language training).
- Strategies for teachers to create an inclusive environment for students with disabilities in their classrooms.
- Strategies to improve effective communications with students with disabilities (particularly with vision and hearing impairment)
- Strategies to promote and improve enrolments of students with disabilities.

4. Reporting & Timeline

The role reports to the Australia Awards Timor-Leste Team Leader. Reporting requirements include:

- Close coordination with Deputy Team Leader and Scholarship Coordinator
- Provision of regular updates (monitoring and reporting) to Team Leader during the planning and implementation of activities.
- Completion report submission including lesson learnt and suggested next steps.

For the timeline of the service, the course content design work to commence on 7th March 2023 and to be finalised by 27th of March 2023. The short course is to be delivered on 3rd – 7th of April 2023 in Dili, Timor-Leste.

5. Documents required:

The interested supplier (consultant, organisation, or company) is required to provide the following documents:

1. A technical proposal comprised of:

- Consultant, company/organization profile
- Experience of similar assignments
- Brief detail of the proposed short course module and content.
- Approach for activity delivery
- Resources available and quality: academic qualifications, relevant experience, competencies, and knowledge of nominated personnel
- Brief CVs of the team

2. A pricing proposal in USD comprised of:

- Detail fees to complete the service.
- Other support cost required (travel, etc).
- Please note that training venue, catering, stationery and printing materials will be provided by AATL program.

In addition, the following documentation is required to be submitted:

- Tax Indication Number (TIN), for individuals in Timor-Leste or elsewhere
- Tax Registration Certificate for Timor-Leste or elsewhere
- Business Registration Certificate for Timor-Leste or elsewhere
- Any Certifications or licences held to support the selection process

All applicants should submit a cover letter and resume through the Palladium's website in the link provided before 5pm (AEST) 28th Feb 2023.

Please note applications not including all the above information will not be reviewed. Only short-listed candidates will be contacted.

Palladium is a child-safe organisation, and screens applicants for suitability to work with children. We also provide equal employment to all participants and employees without regard to race, colour, religion, gender, age, disability, sexual orientation, veteran, or marital status.

Palladium will assess each submission based on Selection Panel Report, and will be based on compliance with this Request for Quotation (RFQ), ability to meet the requirement as specified and overall value for money using the following criteria:

- ④ How you propose to provide the Goods/Services specified in this RFQ.
- ④ Demonstrated ability to manage/deliver the Goods/Services in terms of:
 - ④ The range and quality of Goods/services offered;
 - ④ Understanding of the requirement, ability to meet deadlines, implementation methodology and project management processes;
 - ④ Proven subject matter expertise;
 - ④ Past relevant performance (including goods/service delivery, performance management and assurance), and
 - ④ Expertise of particular individual(s) and subcontractors nominated to perform or provide the Goods/Services.
- ④ The fee to be charged for providing the Goods/Services.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.