

07/02/2023

Request for quotation (RFQ) – goods or services

RFQ Title:	Delivery of Women Leadership Short Course
RFQ Issue Date:	07/02/2023
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

Australia Awards Timor-Leste

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.

Terms of Reference for: Delivery of Women in Leadership Short Course

RFQ Title : Delivery of Women in Leadership Short Course

Beneficiary : Potential and emerging and women in leadership (Australia Awards alumni and non-alumni). Up to 25 participants.

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.

2. Objective (s)

Australia Awards Timor-Leste (AATL) and the Department of Foreign Affairs and Trade (DFAT) are committed to further develop the leadership skills of women alumni in Timor-Leste. The Government of Timor-Leste (GoTL) is committed to gender equity and social inclusion within its public sector and related private sector partners.

Underpinning all AATL activities is the goal of increasing access to scholarships, training and employment opportunities for women and girls, people with disabilities and Timorese living in municipalities outside of Dili.

Over the past seven years, the program has been successful in increasing the number of applications from female candidates and the proportion of scholarships awarded to female candidates.

There is a strong appetite for leadership training amongst female alumni. A 2021 alumni professional development survey highlighted 63 percent of female respondents had an interest in leadership training. Feedback from the 2021/2022 Women in Leadership course further emphasised a strong interest for this training.

Program data indicates that male alumni are proportionally more likely to hold influential and senior positions, with 66 percent of female alumni categorised as holding influential/ senior positions (e.g. Director, Deputy Director, CEO, Program Manager) compared with 73 percent of male alumni.

The course objectives are:

1. Participants to develop their leadership, influencing and communication skills.
2. Participants have the opportunity to strengthen their networks and develop career plans to help position them for leadership opportunities in their workplace.

3. Services required:

Under direct supervision by AATL team leader, the selected contractor(s) will be required to develop and deliver women in leadership training course, including an in-person component for up to 25 participants. The training needs to be tailored to participant needs and contextualised for the Timorese context.

First stage: Pre-assessment

Conduct a training needs assessment to identify participants aims, course timing suitability, deliver modality, the development areas and focus of course topics to be covered.

Second stage: develop and deliver short course.

It is envisaged that the course content would include the following, but this should be refined following the training needs assessment.

- Strategies to understand structural barriers and to overcome women's advancement in leadership positions.
- Strategies to identify the barriers and challenges female alumni face in their working environment.
- Strategies to manage, lead and influence decision making in their respective fields.
- Strategies for planning and management.
- How to work effectively with your line manager, senior management and other stakeholders.
- Improving communication with stakeholders through written, verbal and writing skills.
- Effective strategies for applying for senior roles (including but not limited to resume and interview skills).
- Individual career development including how to find and approach a mentor and effective networking.
- Consideration of virtual networking with Australia Awards alumni across the region.

A mix of theory, practical tasks and guest speakers should be included in the approach.

Third stage: Evaluation and future recommendations

- Conduct participant evaluation.
- Submit a completion report consisting of lessons learned and future recommendations.

Outcomes:

At course completion, participants will have:

- Improved understanding of, and engagement with structural barriers to advance women's status specific to Timor-Leste.
- Improved capacity to manage relations with colleagues and influence decision-making in the workplace.
- Improved planning and management skills.
- Improved communication skills- verbal, written and strategic.
- An enhanced capacity to identify personal values, motivations, and realistic career goals.
- A completed career plan.
- An appreciation of the benefits of self-care and resilience.

The anticipated number of inputs is 16 days:

- Needs assessment and course development (5 days)
- Course delivery (8 days)
- Evaluation (1 day)

- Completion report and lesson learnt and recommendations to inform future course content and delivery (2 days)

4. Reporting & Timeline

The contractor will report to the Team Leader, working closely with the Deputy Team Leader.

- Needs assessment with selected course participants: March-April 2023
- Submit course modules for review and sign off: April 2023
- Delivery of leadership training: Mid-April to Mid-May 2023
- Activity completion report and lessons learnt and recommendations: Early June 2023

5. Documents required

AATL invites technical and financial proposals from qualified organisations/ consultants to implement the short course. The proposal should include a detailed plan, training methodology, a cover letter/motivation letter explaining why you or your organisation are the most suitable for the assignment, information about the team members of training and a detailed budget.

Technically and financially qualified organisation/s will be awarded a contract as per AATL procurement and financial rules and regulations. The pricing proposal (USD) should be comprised of a detailed costing to deliver the services required inclusive of all associated costs (including travel and in-country costs, if required). 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 Registration Certificate for Timor-Leste or elsewhere
- Business Registration Certificate for Timor-Leste or elsewhere
- Personal identification
- Any Certifications or licences held for Timor-Leste standards or elsewhere

The proposal and supporting documentation must be submitted by 28 February 2023 by email to: Joaninha.coimbra@thepalladiumgroup.com

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:

- ① How you propose to provide the Goods/Services specified in this RFQ.
- ① Demonstrated ability to manage/deliver the Goods/Services in terms of:
 - ① The range and quality of Goods/services offered;
 - ① Understanding of the requirement, ability to meet deadlines, implementation methodology and project management processes;

- ⦿ Proven subject matter expertise;
 - ⦿ Past relevant performance (including goods/service delivery, performance management and assurance), and
 - ⦿ Expertise of particular individual(s) and subcontractors nominated to perform or provide the Goods/Services.
- ⦿ 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.