

9/11/2023

Request for quotation (RFQ) – goods or services

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| RFQ Title: | Production of Eligibility and Compliance Video for Australia Awards Timor-Leste |
| RFQ Issue Date: | 9/11/2023 |
| 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, 22/11/2023 |
| Contact Person | Joaninha Coimbra |
| Details for Submission | All submission must be sent via email to AATL - Procurement < procurement@australiaawardstl.org > |

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 +670 332 2624 or by e-mail procurement@australiaawardstl.org

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.

Terms of Reference

Production of Short Video for Australia Awards Timor-Leste

RFQ Title : Production of Eligibility and Compliance Video for Australia Awards Timor-Leste

Beneficiary : Australia Awards Timor-Leste potential candidates

Program : Australia Awards Timor-Leste

Deadline : 22nd November 2023

1. Background

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

2. Purpose

The application process for Australia Awards Scholarships entails several steps that require attention to detail. In an effort to provide clarity on eligibility, compliance, and the navigation of the online application form for the 2025 scholarship intake, the program has decided to commission a new 'Eligibility and Compliance' explanatory video.

Australia Awards Timor-Leste (AATL) has a variety of explainer videos available on its website and YouTube channel. The 'Eligibility and Compliance' video is part of a series of videos aimed at guiding prospective applicants through the application process and ensuring a clear understanding of the requirements for the Australia Awards scholarship selection process.

For the 2025 intake application process commencing on February 1, 2024, the program is inviting proposals from experienced animators, graphic design companies, or consultants capable of producing a high-quality animated 'explainer' video tailored to the current selection process and guidelines.

3. Scope of The Work

The selected supplier will be required to produce an eligibility and compliance explanatory video to inform potential applicants about the 2025 Australia Awards scholarship application process.

- The video should be a maximum of 3 minutes and 30 seconds long, use motion graphics with English language text and include a voice over.
- The video must contextualise to Timor-Leste. For example, by use of the Timor-Leste flag and map. Animated figures and must reflect Timorese characters. Similar to the approach used in the current video series.
- The video should be informative, engaging and provide clear instructions.
- The video must include English subtitles embedded to the video.
- The video must clearly outline the prospective of scholarship applicants on how to prepare and complete the eligibility and compliance criteria and complement the current guideline Australia Awards selection 2025 intake selection criteria.
- The final video products to be provided in various version/formats suitable for TV, the Australia Awards in Timor-Leste website, YouTube, and Facebook.

Timeline for Deliverables:

- First draft 18 December 2023
- Second draft 15 January 2024
- Final product 22 January 2024

Please see below for reference of AATL website and YouTube channel for sample of current videos and other relevant information:

AATL website: <https://www.australiaawardstl.org/>

AATL YouTube Channel: <https://youtube.com/@australiaawardsscholarship9819>

Previous "Eligibility & Compliance" video:

https://www.youtube.com/watch?v=rQ4NbgDhrCQ&ab_channel=AustraliaAwardsScholarshipTimor-Leste

4. Reporting & Timeline

The contractor will report to the Scholarships Alumni Support team and Media & Communications Officer throughout the video production and sign off process.

- The project is scheduled to commence on 4 December 2023.
- The supplier is required to submit the final versions of revised explainer video on 22 January 2024.

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
- A clear plan on how you intend to revise the explainer videos.
- The proposal should incorporate two rounds of feedback for each video.
- Brief CVs of the team
- Two references

2. A pricing proposal in USD comprised of:

- Detail costing to deliver the services required (each point should be individually costed)

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

The proposal and supporting documentation must be submitted by 22 November 2023 by email to AATL procurement team: procurement@australiaawardstl.org

. Only short-listed candidates will be contacted.

Palladium is a child-safe organisation, and screens applications 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:

- 🕒 How you propose to provide the Goods/Services specified in this RFQ.
- 🕒 Demonstrated ability to manage/deliver the Goods/Services in terms of:
 - 🕒 The range and quality of Goods/services offered;
 - 🕒 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.