

02/02/2024

## Request for quotation (RFQ) – goods or services

RFQ Title:	Production of Short Videos for Australia Awards Timor-Leste Alumni
RFQ Issue Date:	02/02/2024
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, 12/02/2024
Contact Person	Tomi Zaini
Details for Submission	All submission must be sent via email to AATL - Procurement < <a href="mailto:procurement@australiaawardstl.org">procurement@australiaawardstl.org</a> >

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](mailto: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 Videos for Australia Awards Timor-Leste Alumni

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RFQ Title : Production of Short Videos for Australia Awards Timor-Leste Alumni

Beneficiary : Potential candidates of Australia Awards Scholarships and TL3A

Program : Australia Awards Timor-Leste

Deadline : 12 February 2024

# 1. Background

Australia Awards Timor-Leste (AATL) is a project funded by the Australian government. 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 purpose of these videos is to effectively convey success stories and inspiring narratives from Australia Awards Alumni in Timor-Leste to prospective scholarship applicants and the broader public. Our goal is to encourage more applications from underrepresented groups, such as individuals with disabilities, those living in rural areas, and women who have historically faced barriers to accessing formal education.

The program is seeking proposals from experienced videographer/filmmaker companies or consultants proficient in producing high-quality videos, which will be used for the website and social media platforms to increase awareness of Australia Awards Alumni activities and to further promote the Australia Awards scholarship opportunity to potential candidates.

## 3. Scope of The Work

The selected supplier will produce two videos of Australia Awards Alumni, with the following detail:

### 3.1 Alumni Living with Disability Inspiring Video:

Showcase inspiring stories from up to 4 (to be confirmed) Australia Awards Alumni living with disabilities in interview/discussion settings. These stories will feature enriching stories and messages from alumni about their experiences studying in Australia and how they applied their newfound skills and knowledge in their professional careers.

The video will also cover a clear message that the Australia Awards prioritizes Timorese individuals living with disabilities to apply. One scholarship place per year is reserved for applicants with disabilities (given the applicants meeting key requirements), who also have the option to study at the Diploma or Advanced Diploma level. The final video will:

- Up to 4 minutes in duration
- It will be recorded in English with Tetum subtitles.
- Include sign language translation in Tetum. The sign language interpreter is to be decided and arranged by AATL.
- Feature videos of alumni at their place of work in Timor-Leste and include existing footage from Australia.
- The final video to be provided in various version/formats suitable for TV advertisement, the Australia Awards in Timor-Leste website, YouTube, and Facebook

Key aspects to highlight in these stories may include and not limited to:

- How they learned about Australia Awards
- Motivations behind their application
- Their journey through the application process and support received from AATL
- Selection of courses and institutions
- Experiences in Australia, encompassing support from Australian institution disability services, attitudes towards disability acceptance, campus accessibility, broader sense of inclusion and access within the city they lived in, and the value of their courses.
- Overall benefits of the Australia Awards Scholarship and their contributions upon returning

- Skills, knowledge, and experiences gained in Australia that bolstered their confidence and career progression.
- Their current professional endeavours

Please see the following link for sample videos from other Australia Awards as reference.

- Australia Awards Nepal video: <https://www.australiaawardstl.org/inclusion/>
- Australia Awards Indonesia video: <https://www.youtube.com/watch?v=SFu3zrONCK4>
- For an example of the use of sign language translation, see: <https://www.facebook.com/LaosAustraliaInstitute/videos/546569540565418>

### 3.2 Alumni highlights video:

Showcase video highlights from up to 7 (to be confirmed) Australia Awards Alumni doing diverse social impact activities both in their workplaces and communities. These highlights will include reflections from each alumnus about their journey since graduating from Australia Awards.

The video will cover alumni showcasing their work, perspectives on Australia Awards, and contributions to Timor-Leste's development. The final video will:

- Up to 4 minutes in duration
- It will be recorded in English with Tetum subtitles.
- Include sign language translation in Tetum. The sign language interpreter is to be decided and arranged by AATL.
- Feature a voiceover. The voiceover artist will most likely be an alumni arranged by AATL.
- Feature videos of alumni doing diverse social impact activities both in their workplaces and communities in Timor-Leste
- The final video to be provided in various version/formats suitable for TV advertisement, the Australia Awards in Timor-Leste website, YouTube, and Facebook

Please see the following link for a previous alumni video film:

- 20 years Australia Awards Scholarship program in Timor-Leste <https://www.youtube.com/watch?v=kN2fqOkOOW8&t=235s>
- For additional reference, please visit the Australia Awards scholarship Timor-Leste page: <http://www.australiaawardstl.org>

## 4. Reporting & Timeline

The contractor will report to the Deputy Team Leader and Communications Officer throughout the video production and sign off processes.

Details	Description	Date
Alumni Living with Disability Inspiring Video	Start video production	19 February 2024
	First draft	11 March 2024
	Second draft	18 March 2024.
	Final version	22 March 2024.
Alumni highlights video	Start video production	28 March 2024.
	First draft	22 April 2024.
	Second draft	29 April 2024.
	Final version	6 May 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/organisation profile
- Experience of similar assignments in Timor-Leste or similar countries. Sample of similar work must be provided. Example, link to past video produced, etc
- A clear plan on how you intend to conduct video productions, including timelines, recourses and key milestones covering production submission of drafts, approval dates and sign off.
- 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
- Any Certifications or licences held for Timor-Leste standards or elsewhere.

**The proposal and supporting documentation must be submitted by 12 February 2024 by email to AATL procurement team: [procurement@australiaawardstl.org](mailto: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.

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.