



Australia Awards

Australia Awards Timor-Leste

English Language Short
Course for Person with
Disability in Australia

Request for Tender #AATL-053-112023

Feb 2024



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Acronyms and Abbreviations

Acronym	Description
ABN	Australian Business Number
ACN	Australian Company Number
AUD	Australian Dollars
DFAT	Department of Foreign Affairs and Trade (Australia)
GEDSI	Gender Equality, Disability and Social Inclusion
GST	Goods and Services Tax
IP	Intellectual Property
MEL	Monitoring, Evaluation and Learning
OPD	Organization of Persons with Disabilities
PWD	Person with Disability
RFT	Request for Tender
RTO	Registered Training Organisation
TAP	Technical Assessment Panel

1 Introduction

1.1 Invitation to Tender

Palladium International Pty Ltd, the Managing Contractor for the Australia Awards Timor-Leste (the Program) is seeking tenders for a cost-effective solution to deliver English language short course for people with disability in Australia for 5 participants. Details of the course are included later in this RFT (see Section 4 – Scope of Services) and should be read in conjunction with the Program’s Short Course Provider Handbook.

To be eligible to tender for the delivery of this short course, the lead business must be a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution as defined in the Higher Education Support Act, 2003 Table A, B and C.

1.2 Key dates and details related to this RFT

A timetable for the tender process is outlined below:

Description	Date/ Details
Request for tender released	Friday, 02 February 2024
Closing date for registration of intent to submit a tender	5.00pm local time in Adelaide Thursday, 29 February 2024 <u>Note:</u> Only registered Tenderers will receive any addenda to the RFT.
Contact person for registration or enquiries related to this RFT	Tomi Zaini (Finance and Operations Manager)
Closing date for questions on the RFT	5.00pm local time in Adelaide Friday, 15 March 2024 <u>Note:</u> All queries pertaining to the RFT must be sent to: procurement@australiaawardstl.org before this closing time.
Closing date for Tender submission	5.00pm local time in Adelaide Friday, 15 March 2024 <u>Note:</u> Late submissions will not be considered unless the delay is solely due to mishandling by Palladium International Pty Ltd.
Mode of submission	Email submission to: procurement@australiaawardstl.org before the Tender submission closing time.
Number of copies and format of Tender	One (1) electronic (.pdf) file of the Technical Proposal including all required annexes. One (1) electronic (.pdf) file of the Financial Proposal.
Anticipated tender outcome notification date	From End of March 2024 <u>Note:</u> date is subject to change at

Description	Date/ Details
	DFAT/Palladium International Pty Ltd discretion.

1.3 Introduction to Australia Timor-Leste

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 Australia Awards 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.

1.4 Document Structure

This RFT consists of the following sections:

- Section 1: Introduction
- Section 2: Tender conditions
- Section 3: Tender requirements and attachments (including Statutory Declaration)
- Section 4: Scope of Services
- Section 5: Selection criteria and information required for technical assessment.
- Section 6: Selection criteria and information required for price assessment.
- Attachments 1 – 9: Note that attachment 5 and 6 (Financial Proposal and Indicative Budget), Attachment 8 (Short Course Provider Handbook) and Attachment 9 (Palladium Services Agreement Template) are separate files.

Tenderers should carefully read and familiarise themselves with the RFT documentation, including all attachments to ensure compliance with the tender requirements and ensure they can execute a contract without delay. Tenders deemed non-conforming by Palladium may be rejected.

1.5 Definitions

In this RFT, the following terms have the following meanings:

“DFAT” means the Department of Foreign Affairs and Trade

“Australia Awards Short Course” means targeted programs of intensive training for selected

cohorts to address specific technical or soft skills gaps. They are formal study or training opportunities, generally of less than three months' duration, delivered by an approved Australian higher education provider or an Australian Registered Training Organisation in Australia and/or in partner countries.

“the Commonwealth” means the Commonwealth of Australia and its implementing agency, the Department of Foreign Affairs and Trade;

“Contract” means Palladium’s draft Services Agreement or Services Agreement;

“RFT” means this document, Palladium’s draft Services Agreement and any Addenda issued by Palladium prior to the closing date and time for the submission of Tenders;

“participant(s)” means people in receipt of an Australia Award to attend a short course.

2 Tender Conditions

2.1 Corrections and Additions

If a Tenderer finds any discrepancy, error, or omission in the RFT, has a question, or wishes to make an enquiry concerning the RFT, it is to notify Palladium in writing and in accordance with Section 1.2 *closing date for queries*. Where appropriate, answers to any such notices or questions will be given by Palladium in the form of Addenda and will be issued to all registered Tenderers.

Palladium may amend any part of this RFT and attachments prior to the *closing date for tenders* (Section 1.2). Any amendment to, or clarification of, any aspect of the RFT will be issued in the form of an Addenda and provided to all registered Tenderers before the *closing date for tenders* (Section 1.2). Such Addenda will become part of the RFT.

Tenderers' attention is drawn to paragraph 2.19 regarding Addenda.

2.2 Expenses

Tenderers are responsible at their own expense for:

- making all arrangements and obtaining and considering all information relating to the preparation, delivery and lodgement of their Tender;
- answering any queries and providing any further information sought by Palladium;
- dealing with any issues, including disputes, that may arise out of the RFT process; and
- engaging in any further process, subsequent negotiation or discussions with Palladium that may result from the RFT.

2.3 Ownership of Tenders

All Tenders become the property of DFAT on submission.

Intellectual Property (IP) rights may exist in that the information contained in Tenders will remain the property of the Tenderer.

The Tenderer authorises Palladium to copy, adapt, amend, disclose or do anything else necessary (in Palladium's sole discretion) to all materials (including that which contains IP rights of the Tenderer or other parties) contained in the Tender for the purpose of its evaluation of Tenders, negotiating any contract with the Tenderer (if the matter proceeds that far) and all other matters relating there to, including governmental and parliamentary reporting requirements.

Palladium may make such copies of Tenders, as required for these purposes.

2.4 Tenderer's Acknowledgment

A Tender is made on the basis that the Tenderer acknowledges that:

- a) it examined the RFT documents (Sections 1 to 6 and Attachments 1 to 9)
- b) the RFT specifies Palladium's rights in respect of the RFT and the Tenderer agrees that Palladium may exercise its rights as set out in the RFT in respect to the RFT process
- c) it sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Palladium's requirements, including the risks and other

circumstances which may affect a Tender

- d) in lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether verbal, written, or otherwise made by or on behalf of Palladium other than any statement, warranty or representation contained in the RFT
- e) it did not use the improper assistance of Palladium's employees or ex-employees, or Commonwealth employees or ex-employees, or information unlawfully obtained from Palladium or the Commonwealth in compiling its Tender
- f) it satisfied itself as to the correctness and sufficiency of its Tender
- g) it is responsible for all costs and expenses related to its involvement in the RFT, in accordance with Section 2.2
- h) Palladium and the Commonwealth are not responsible for any costs or expenses incurred by the Tenderer or any other person in responding to or taking any other action in relation to this RFT, whether or not Palladium terminates, varies or suspends the RFT process or takes any other action permitted under this RFT
- i) the Tenderer understands that the selection of a successful Tenderer and/or Subcontractor must have DFAT agreement before Palladium can award a contract for the activity and that DFAT reserves its rights to accept or reject any Tenderer or Subcontractor for any reason
- j) the Tenderer will comply with the rules set out in this RFT and as applicable to short courses.

2.5 Right to Conduct Security, Probity and Financial Checks

Palladium, in its absolute discretion, reserves the right to conduct security, probity and/or financial checks on Tenders and/or Tenderers for the purpose of evaluating Tenders to this RFT or any other stage of the Tendering process for the services described in this RFT, as it deems necessary.

2.6 Palladium's Rights

Without limiting its rights at law or otherwise, without incurring any liability for any costs, losses or expenses or damages incurred by any Tenderer or Tenderers and without any obligation to inform any affected Tenderer or Tenderers of the grounds for such action, Palladium reserves the right in its absolute discretion at any time to:

- a) subject to the RFT, evaluate Tenders as Palladium sees appropriate in the context of its requirements
- b) cease to proceed with the process outlined in this RFT or any subsequent process
- c) suspend or vary the process or any part of it
- d) require additional information or clarification from any Tenderer or anyone else or provide additional information or clarification to any Tenderer
- e) call for new Tenders
- f) accept or reject any Tender that does not comply with this RFT
- g) add to, alter, delete or exclude any services as required by DFAT.

2.7 Contracting Entity with Palladium

Palladium intends to contract with one legal entity only. If the Tenderer is a member of a consortium or teaming arrangement then the tender must stipulate which part(s) of

Palladium's requirements each entity comprising the consortium or teaming arrangement would provide and how the entities would relate with each other to ensure full provision of the requirements.

Tenderers must provide detailed information on services proposed to be sub-contracted and will be expected to take full responsibility for all sub-contracted services.

2.8 Purchasing of Goods and Services

In its purchasing of goods and services, the appointed contractor will be required to comply with [Commonwealth Procurement Rules](#) in order to achieve "value for money" through "open and effective competition" in the selection of suppliers. In addition, the contractor will be required to follow Palladium's procedures as set out in the contract and its Scope of Services. All procurement processes must be carefully documented. The contractor will be liable to audit by Palladium or its nominee to ensure adherence to these principles. The sub-contractor must comply with Australian copyright law.

2.9 Relationship with Tenderers

Palladium is not bound contractually or in any other way to any Tenderer by this RFT.

2.10 Tender Validity

Tenders are accepted on the basis that they are valid for ninety (90) days from the closing date for receipt of Tenders.

2.11 Repeat Courses

Palladium may, from time to time and at its discretion, request a quotation from the selected Tenderer for repeat delivery of the course tendered for within the term of the Agreement. Upon receipt of the quotation, Palladium may enter negotiations with the selected Tenderer for repeat delivery of the course in the same or another location.

Tenderers interested in being considered for repeat delivery should indicate their interest within the tender proposal submission and specify within the Financial Proposal which costs would not apply to a repeat delivery. Palladium shall only seek to enter negotiations for delivery of repeat courses in circumstances where value for money can be demonstrated by not going to market.

2.12 Contract Format

Palladium intends to enter negotiations with the preferred Tenderer. These negotiations will be based on a contract including fixed and reimbursable cost components. The contract also provides for payments made against the achievement of measurable milestones for the delivery of defined outputs.

Palladium is responsible for ensuring that the Commonwealth obtains value for money through the tendering process.

The successful Tenderer will be required to enter into a Services Agreement with Palladium in the form outlined in Attachment 9 to this RFT. Tenderers seeking amendments to the Palladium Services Agreement Template (Attachment 9) are required to complete Attachment 7 and submit this along with the Tender by the *closing date for tenders* (Section 1.2). No representation is made by Palladium that proposed amendments will be accepted. This Palladium Services Agreement Template (Attachment 9) may be amended by Palladium to meet the specific requirements of the relevant short course for the program.

2.13 Disclosure of Information Provided by Tenderers

Palladium's selection process for services is conducted in accordance with Commonwealth Procurement Rules. It is Palladium policy not to divulge to one Tenderer, information that has been provided in confidence by another.

Tenderers should note that the Freedom of Information Act 1982 (The Act) gives members of the public rights of access to official documents of the Commonwealth Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Commonwealth Government and its agencies, limited only by considerations for the protection of essential public interest and of the private and business affairs of persons in respect of whom information is collected and held by departments and public authorities.

2.14 Technical Assessment

Palladium will rank Tenderers based on technical and financial assessments.

A Technical Assessment Panel (TAP), chaired by a representative from Palladium, will assess each submission using the criteria as set out in this RFT (*capacity and training experience, response to course specification, and core personnel*). The technical proposal of each submission will be worth 70% of the total assessment score and will be assessed separately to consideration of the financial proposal.

The result, together with any other factors relevant to the selection, will be considered by Palladium in deciding on the selection of the preferred Tenderer and/or award of Contract.

2.15 Financial Assessment

Following the technical assessment, the financial proposal of each submission will be assessed using the criteria set out in this RFT (*personnel, course design, delivery cost, and fixed management fee*). The financial proposal will be worth 30% of the total assessment score.

2.16 Contract Negotiations

Palladium will conduct contract negotiations only with the person identified in the Tender with the authority to negotiate and conclude a contract on behalf of the preferred Tenderer.

If Palladium is unable to satisfactorily conclude contract negotiations with the preferred Tenderer, Palladium reserves the right, at its sole discretion, to terminate the negotiations and enter contract negotiations with the next ranked Tenderer(s).

Palladium expects contract negotiations to be concluded within a reasonable period, nominally within two (2) weeks.

Palladium reserves the right to negotiate with the most favourable Tenderer should it be deemed that 'the offering prices are unreasonable or greater than the targets set in the planning process' as per Commonwealth Procurement Rules. Award of Contract

Any contract resulting from the Tender process outlined in this RFT is subject to the negotiation of a mutually acceptable contract based on the Palladium Services Agreement Template (Attachment 9).

2.17 Payment Policy

Tenderers should note that it is Palladium policy to pay accounts in arrears on the due date specified in the agreement with the supplier. Palladium's standard terms are payment upon

acceptance of goods or services and the receipt of a correctly rendered invoice, and subject to the delivery of outputs against specified milestones to Palladium's satisfaction. Payment, however, does not mean that Palladium necessarily accepts that the work meets that milestone and Palladium reserves its rights to full reimbursement if DFAT does not accept that a milestone has been reached which justifies payment.

2.18 Intention to submit a tender

Interested parties are strongly encouraged to register their intention to submit a Tender no later than the date set out in Section 1.2.

Those parties who have registered their intention to submit a Tender by this time and date will be provided with any subsequent Addenda to the RFT. Parties who have not registered their intention to submit a Tender by this time and date will not receive Addenda to the RFT. Addenda may include responses to questions from other proposed Tenderers and/or amendments to the Scope of Services after the RFT is released.

Registrations of an intention to submit a Tender should be transmitted via email to: procurement@australiaawardstl.org

Registration can be made by providing the following information:

- name of organisation;
- name of contact person; and
- full contact details for receipt of Addenda.

Providing an intention to submit a Tender will not impose any obligation on any interested party to submit a Tender.

Parties who have registered their intention to submit a Tender are requested to notify Palladium if their intentions change.

2.19 Deed of Novation

At the time of executing the contract the selected Tenderer will be required to execute a Deed of Novation and Substitution, in the appropriate form to ensure the rights of DFAT, in the event of DFAT issuing a note of substitution.

3 Tender Requirements

Prospective Tenderers should read this statement of tender requirements carefully, along with the key dates outlined in Section 1.2. At Palladium’s sole discretion non-conforming Tenders may not be accepted.

3.1 Tender Format

Palladium's requirements with respect to the format of Tenders are as follows:

- Tenders are to be submitted in the name of the entity with which Palladium would enter the contract and include the name of the person authorised to negotiate and conclude a contract.
- The font type is to be no smaller than 10 point and in single column format.
- The Palladium or DFAT logo is not to appear on any Tender documentation.
- Number of copies: One (1) electronic (.pdf) file of the Technical Proposal including all required annexes. One (1) electronic (.pdf) file of the Financial Proposal.
- The Financial Proposal is to be submitted as a separate pdf file.

3.2 Tender Contents

3.2.1 TECHNICAL PROPOSAL (one separate PDF file)

The Technical Proposal must contain the following parts in the order as below:

Cover Page

The cover page must clearly indicate “**Technical Proposal**” and include the following information:

Tenderer’s General Information	
Lead Business Name	
ABN or ACN	
Business type	
Contact person (authorised to negotiate and enter into a contract)	
Registered business office address	
Email	
Phone	
Partner Organisations (as applicable)	

Response to the Selection Criteria

The Technical Proposal must substantively and individually address the selection criteria as set out in Section 5 and be no more than ten (10) A4 typewritten pages (including tables, diagrams, notes and references but excluding title page and annexes). Text in excess of ten pages will not be assessed.

Technical Proposal Annexes

The following annexes must be submitted in the format as requested in Section 5.3:

1. Annex 1 - Organisation's Experience
2. Annex 2 - Curricula Vitae
3. Annex 3 - Draft Short Course Outline (NOTE: no template provided)
4. Annex 4 - Proposed Delivery Schedule (NOTE: no template provided)
5. Annex 5 - Risk Management Matrix
6. Annex 6 - Statutory Declaration

3.2.2 FINANCIAL PROPOSAL (one separate PDF file)

The Financial Proposal is to include fully costed quotes in Australian dollars at current prices valid for ninety (90) days from the closing date for the receipt of Tenders.

The Financial Proposal must include the following parts in the order as below:

Cover Page

The cover page must clearly indicate "**Financial Proposal**", the Tenderer's contact person and contact details.

Schedule 1. English Course Fee

Tenderers must provide details as described in **Attachment 5.1** to this RFT.

Schedule 2. Personnel Costs for Delivery of Course

Tenderers must provide details as described in **Attachment 5.2** to this RFT

Schedule 3. Fixed Management Fee

Tenderers must provide details as described in **Attachment 5.3** to this RFT.

Schedule 4. Financial Proposal Summary

Tenderers must provide details as described in **Attachment 5.4** to this RFT.

Schedule 5. Indicative budget

Tenderers must provide details in the format described in **Attachment 6** to this RFT.

Note: Tenderers should be aware that the fixed cost information provided in Schedules 1 to 3 is required to be the same as those costs detailed in the fixed cost component within Schedule 4.

Schedules 1 to 3 form part of the "like-for-like" assessment of the Financial Proposal.

3.3 Lodgement of Tenders

Tenders must be submitted via email to procurement@australiaawardstl.org no later than **5.00pm local time** in Adelaide on Friday, 15 March 2024.

The subject line of the email tender submission should include the course title:

RFT #AATL 053-112023: English Language Short Course for People with Disability

in **Australia**. Late submissions will not be considered unless the delay is solely due to mishandling by Palladium.

4 Scope of Services

4.1 Activity identification

Client	Palladium International Pty Ltd
Program	Australia Awards Timor-Leste
Short course title	English Language Short Course for People with Disability in Australia
Short course core learning activity location	Australia
Short course duration and proposed delivery dates	<p>The short course program will be conducted fully in Australia and will follow an existing English Language Course (Open Course) from a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution. The selected contractor will deliver up to 15 weeks of English Language short course for up to 5 participants from Timor-Leste in their existing open course. The program will have at least 20 hours face to face contact hours per week (Monday- Friday).</p> <p>Delivery of the course is planned for September/October 2024 and must be completed by December 2024. In addition to outlining the proposed methodology and delivery strategies, Tenderers should specify the estimated time commitment for participants to complete the course per subject/element.</p>
No. of participants	Up to a maximum of 5 participants.

4.2 Contract details

Contract Type	Service Agreement to be negotiated between Palladium and the lead Tenderer.
Basis of Payment	Fixed delivery costs and management fee plus agreed reimbursable expenses (for example, actual costs incurred in delivery of the course as per an agreed budget including participant allowances, etc.). Reimbursable budget is negotiated with the preferred Tenderer.

4.3 Intended outcomes

AATL Program Outcomes	The AATL program logic covers the period 1 July 2022 to 30 June 2026 and sets out two end-of-program outcomes (EOPOs). These are described below along with three intermediate outcomes, four immediate outcomes and four outputs. A diagram of the program logic included at the end of this section.
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	<p>Goal: to support Timor-Leste to achieve its development goals through education and knowledge transfer, and to build enduring relationships with Australia that advance mutual interests.</p> <p>EOPO 1: Diverse alumni use their skills, knowledge and networks to contribute to sustainable and inclusive development.</p> <p>EOPO 2: Diverse alumni contribute to cooperation between Australia and Timor-Leste.</p> <p>Intermediate outcomes:</p> <ul style="list-style-type: none"> • Diverse alumni have necessary skills, knowledge and networks to contribute to sustainable and inclusive development • Diverse alumni have relevant and useful networks, relationships and connections with individuals (other alumni, Australian students, friends) and institutions (Universities, Australian Embassy, businesses) • Diverse alumni view Australia, Australians and Australian expertise positively <p>Immediate outcomes:</p> <ul style="list-style-type: none"> • Diverse Timorese complete relevant education and training. • Diverse alumni participate in reintegration activities, professional development and employment programs. • TL3A supports diverse alumni to actively participate in the Australia Awards networks, to attend events, to volunteer and to stay connected and contribute to the development of Timor-Leste. • DFAT engages with diverse alumni through networks and activities that foster links, networking and goodwill. <p>AATL Outputs:</p> <ul style="list-style-type: none"> • Promote, select, mobilise and support Timorese women and men to study in Australia. • Procure short courses, professional development opportunities, employment programs. • Facilitate alumni reintegration activities. • Provide resources, inclusive-focused technical assistance, advice and support for the Timor-Leste Australia Alumni Association (TL3A).
<p>Short Course output and Indicators</p>	<p>The Course Provider must evaluate and report on the following outputs, the Program will report on the long-term outcomes:</p> <ul style="list-style-type: none"> • Participants receive training to enhance their English language skills, enabling them to meet the IELTS score criteria required for Australia Awards scholarships • Participants acquire skills to further support their access to higher education and professional development, individuals from these groups will have better prospects for meaningful employment and

	<p>career advancement</p> <ul style="list-style-type: none"> • Participants develop a positive perception of Australia and its people • The short course will provide knowledge sharing and networking opportunities for the participants with the lecturers from and the University in Australia and other relevant organisations. <p>Tenderers should refer to the Short Course Provider Handbook, Section 15: Short Course Monitoring, Evaluation and Learning (MEL) for additional information.</p>
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4.4 Short Course details

<p>Purpose and objectives</p>	<p>Short Term Objective:</p> <ul style="list-style-type: none"> • Improved English Proficiency: The short course will provide participants with intensive English as a Second Language (ESL) courses to enhance their language skills, enabling them to meet the IELTS score criteria required for Australia Awards scholarships. • Diverse Participation: Encourage a more diverse pool of applicants in Australia Awards, leading to greater representation from underrepresented groups in the scholarship programs. • Increased Awareness: This short course activity will further raise awareness among people with disabilities as underrepresented groups in Timor-Leste, about the Australia Awards program and the opportunities it offers. • Cultural Exchange and Global Integration: Foster cultural exchange and international exposure through immersion in Australia, promoting a more globally integrated and culturally diverse participants from Timor-Leste. • Knowledge sharing and Networking to Australian & Australia’s University: The short course will provide knowledge sharing and networking opportunities for the students, lecturers from and the University in Australia and other related stakeholders. <p>Long Term Objective:</p> <ul style="list-style-type: none"> • Higher Educational Attainment: the short course will enhance opportunities for people with disability to access Australia Awards in the future. This will ultimately increase the number of individuals from underrepresented groups who successfully secure Australia Awards scholarships, leading to higher levels of educational attainment and expertise within Timor-Leste. • Improved Employment Opportunities: Through increased English language skill and access to higher education and professional development, individuals from these groups will have better prospects for meaningful employment and career advancement.
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	<ul style="list-style-type: none"> • Reduced Disparities: Contribute to reducing socio-economic and gender disparities within Timor-Leste by empowering individuals from marginalized backgrounds with the skills and qualifications necessary to actively participate in and contribute to the country's development.
<p>Training Content</p>	<p>The short course will be conducted fully in Australia and will follow an existing English Language Course (Open Course) proposed from the selected contractor. The suggested courses that we are looking for include (but not be limited to) the following:</p> <ul style="list-style-type: none"> • Intensive General English courses • Intensive IELTS preparation course • or Academic English Preparation course <p>The activity will be implemented in partnership with the selected Contractor. The course provider will deliver up to 15 weeks (subject to change based on proposals) English Language short course for up to 5 selected participants from Timor-Leste to enrol in the contractor's existing course, together with other participants in the public course.</p> <p>To ensure the selection of participants meets the university course requirement, the university will need to provide details of the course requirement for the proposed courses.</p> <p>The program will have at least 20 hours face to face contact hours per week (Monday- Friday), and will include listening, speaking, reading, and writing which involve (but not limited to):</p> <ul style="list-style-type: none"> • Inclusive, communicative, interactive classes • Maximise fluency, confidence, and independence. • Course books and high-quality material from the university • Practical English skills, through projects and presentations. • Pre assessment and post assessment • Arrangement for participants to sit an Academic IELTS test at the conclusion of the course. • Certificate of completion of the course. • Access to Social activities organised by the institution. <p>This approach will maximise the learning outcomes for the participant familiarisation, contextualisation of materials and learning as well as information exchange and interaction to further improve English language skills of the participants.</p>
<p>Course Output</p>	<p>The course output will include:</p> <ul style="list-style-type: none"> • Certificate of completion of the course. • Official IELTS certificate • Course completion report consisting of participant evaluations, overall course lessons learned and future recommendations
<p>Approach to delivery of the short course</p>	<p>The Short Course will be delivered face to face in the contractor's classroom facility in Australia.</p> <p>Indicative responsibilities for the selected University provider include:</p> <ul style="list-style-type: none"> • The successful tenderer will be responsible for all aspects of the activity, from course preparations and delivery, certifications,

	<p>participants logistics support while in Australia, and through to course completion.</p> <ul style="list-style-type: none"> • AATL will provide the Short Course Provider Handbook to potential provider and will form a binding part of the contract with the successful Tenderer. The Short Course Provider Handbook stipulates the requirements for: pre-course preparation; delivery; logistics; welfare; MEL; course reporting; and communication and public diplomacy. The various component tasks including any required service levels associated with the course provider's responsibilities are set out in the Short Course Provider Handbook. • Ensure facilities are accessible, accommodations (homestay is preferred to further support immersion), and all part of the participations including disability support services, counselling service provider (if needed), etc. The participants will be introduced to international student contact offices and network of Australia Awardees or Timorese community in the university (if any). • As the participants will be people with disability, the successful Tenderer will be provided with further information so that reasonable adjustments and accommodations can be made as required. <p>As the short course will be conducted fully in Australia, all participants will be supported with flights, stipends, accommodations, and other necessary support throughout the program.</p> <p>Contextualisation</p> <p>Understanding of local context and approaches are strongly encouraged. This includes consideration of the choice of short course coordinator and welfare officer to be someone with strong experience dealing with international students from developing country such as Timor-Leste. Tenderers will also be required to demonstrate cultural understanding and the capacity to support diverse student needs (especially for students with disability).</p> <p>The provider will prepare a schedule outlining the delivery sequence, methodologies, and time allocations mapped to course outcomes.</p> <p>The course delivery facilitators will be encouraged to offer regular checking to the participants.</p>
<p>Participant Profile</p>	<p>AATL will be conducting a selection process for the participants of the short course. The course is allocated for up to 5 participants with disability. Target group for selection process include:</p> <ul style="list-style-type: none"> • Unsuccessful candidates with disability from past Australia Awards Timor-Leste intakes. • Students with disability who participated /completed ELT short course in Timor-Leste. • Other nominated participants from organisations for people with disability <p>All participants must meet a requirement of minimum level of English based on the contractor's short course requirement.</p>
<p>Gender Equality, Disability and Social Inclusion (GEDSI)</p>	<p>AATL's approach to Gender Equality, Disability and Social Inclusion (GEDSI) aligns with the following existing DFAT policies:</p>

	<ul style="list-style-type: none"> • DFAT’s Gender equality and women’s empowerment strategy • Partnerships for Recovery: Australia’s COVID-19 Development Response • Development for All 2015–2020: Strategy for strengthening disability-inclusive development in Australia’s aid program • Disability Inclusion in the DFAT Development Program Good Practice Note <p>AATL notes some DFAT policies and guidance are currently under review and will continue to engage with DFAT to update the GEDSI strategy and approaches, as necessary.</p> <p>This short course is specifically designed for groups of persons with disabilities. To uphold gender equity, strong efforts will be made to maintain balance in both the initial nomination and final selection processes.</p>																				
Indicative Schedule	<p>Course delivery (estimated dates to be finalised with course provider)</p> <table> <tr> <td>RFT issued:</td> <td>02 Feb 2024</td> </tr> <tr> <td>RFT closes:</td> <td>15 Mar 2024</td> </tr> <tr> <td>Procurement finalisation:</td> <td>30 Mar 2024</td> </tr> <tr> <td>Contract start date:</td> <td>15 Apr 2024</td> </tr> <tr> <td>Participant promotion selection processes:</td> <td>Apr-May 2024</td> </tr> <tr> <td>Visa and Medical check processes:</td> <td>Jun 2024</td> </tr> <tr> <td>Pre departure briefing:</td> <td>Aug 2024</td> </tr> <tr> <td>Participants mobilisation:</td> <td>Sep/Oct 2024</td> </tr> <tr> <td>Short Course commenced:</td> <td>Sep/Oct 2024</td> </tr> <tr> <td>Completion of Short course:</td> <td>Dec 2024</td> </tr> </table>	RFT issued:	02 Feb 2024	RFT closes:	15 Mar 2024	Procurement finalisation:	30 Mar 2024	Contract start date:	15 Apr 2024	Participant promotion selection processes:	Apr-May 2024	Visa and Medical check processes:	Jun 2024	Pre departure briefing:	Aug 2024	Participants mobilisation:	Sep/Oct 2024	Short Course commenced:	Sep/Oct 2024	Completion of Short course:	Dec 2024
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Participants mobilisation:	Sep/Oct 2024																				
Short Course commenced:	Sep/Oct 2024																				
Completion of Short course:	Dec 2024																				
Certification	<p>There is no mandatory requirement for formal certification on completion of the training. It is expected the successful Tenderer will award the participants with a Certificate of Completion (template provided to the successful Tenderer by Australia Awards), which will be awarded to participants at the conclusion of the Short Course.</p> <p>All participants who complete the requirements of the Short Course will become Australia Awards Alumni.</p>																				

4.5 Financial details

Funding of courses	<p>The successful Tenderer is to submit a detailed budget proposal using the templates included at Attachment 6 to this RFT.</p> <p>The indicative budget will be finalised in conjunction with Palladium during contract negotiations.</p>
Invoicing and	<p>Palladium will pay the Contractor the Service Fees in instalments known as Milestone Payments based on outputs as summarised</p>

<p>payment</p>	<p>below.</p> <p>The Milestone Payments will be payable to the Contractor progressively, on Palladium’s acceptance of the satisfactory completion of identified outputs and a correctly rendered invoice.</p> <p>Where a Milestone Payment is to follow acceptance of a report, Palladium will not be obliged to make full payment until all outputs to be achieved by the Contractor in the period covered by the report have been achieved to its satisfaction and within the agreed timeframes.</p> <p>It is expected that the Contractor will submit first invoice by May 2024 and a final invoice by January 2025.</p>
<p>Value for money</p>	<p>Most aspects of the funding of courses are developed in conjunction with Palladium using the indicative budget template (Course Budget) included at Attachment 6 to this RFT. Many costs incurred are reimbursable, so Tenderers can be assured that they do not carry major financial risk in conducting Australia Awards Short Courses. However, within their submissions Tenderers are asked to provide information that will assist Palladium to determine value for money of the tender bid (core personnel course design and course delivery cost, and the fixed management fee to design and deliver the course). Value for money will be a key consideration in the evaluation of proposals.</p>

4.6 Services to be provided

<p>Overview</p>	<p>The successful Tenderer will be responsible for all aspects of the activity until the course completion.</p> <p>The Short Course Provider Handbook (Attachment 8) has been provided to potential Tenderers and will form a binding part of the contract with the preferred Tenderer. The Short Course Provider Handbook stipulates the requirements for: pre-course preparation; delivery; logistics; welfare/pastoral care; MEL; course materials; and communication and public diplomacy.</p> <p>The various component tasks including any required service levels associated with the course provider’s responsibilities are set out in the Short Course Provider Handbook.</p> <p>Tenderers please note:</p> <ul style="list-style-type: none"> • many tasks associated with the delivery of the short course are covered under the reimbursable component of the negotiated indicative budget. • the provider will also be responsible for nominating a representative to contribute to assessing eligible and compliant applications, providing advice and guidance to AATL team and for DFAT’s ultimate selection. The final list of participants is to be approved by DFAT.
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5 Selection Criteria and Information Required for Technical Assessment

5.1 Selection Criteria

Proposals should be presented in the following format. Each category should be addressed individually, considering the following points:

A. Capacity and Short Course experience: (10% of the technical assessment)

The Tenderer must demonstrate:

- i. Capability and expertise in delivering a short course as outlined in the Scope of Services at Section 4.
- ii. Experience in the delivery of short courses for international participants, including the ability to provide administrative, logistical and welfare support services for person with disability as outlined in the Scope of Services Section 4.

B. Response to course specification: (60% of the technical assessment)

The Tenderer must provide details of their approach to deliver the short course. Specifically, Tenderers must demonstrate how they will:

- i. Show the proposed English short course program (open course) will enable the achievement of course objectives, as well as program outcomes within the given timeline.
- ii. Effectively deliver the course including providing comprehensive administrative, logistical, and welfare support to maximize outcomes within the allocated budget, ensuring a value-for-money approach.
- iii. Effectively monitor and evaluate progress towards, and achievement of, individual participant learning outcomes, as well as the overall progress and success of the course against its objectives.
- iv. Effectively address key risks in the and delivery of the course.
- v. Facilitate the establishment of linkages between participants and organisations in Australia to promote collaboration during the short course, including innovative approaches to establishing linkages with Australia (I.e. organising a field visit to local organisation for people with disability in Australia).

C. Core personnel: (30% of the technical assessment)

The Tenderer must demonstrate that the following team members have the appropriate qualifications and experience to design and implement the Short Course:

- Course Facilitators (1-3 nominee) from the proposed English Course (open course)
- Course Coordinator (1 nominee)
- Welfare Officer (1 nominee)

Terms of Reference for these positions are included in the Short Course Provider Handbook.

To enable a like for like assessment Tenderers must comply with the number of nominees indicated for each position above. It is expected that the successful Tenderer will field the key specialists identified in the proposal. Substitution of these specialists will require Palladium approval.

5.2 Annexes

The Technical Proposal should include the following Annexes:

Annex 1 – Organisational Experience

This Annex is to contain Description Sheets of relevant activities which clearly demonstrate the Tenderer's ability to meet the Scope of Services as outlined in Section 4. Up to three (3) Description Sheets can be included and must not exceed one A4 page each. Proformas for these description sheets can be found as **Attachment 1** to this document.

Annex 2 – Curricula Vitae (CVs)

A summary table (as below) is to be inserted at the beginning of this Annex. The table **must be** in landscape and must not exceed **one** A4 page.

Position	Name	Nationality	Gender	Brief description of key qualifications, expertise, and experience (in bullet points)
Course Facilitator(s)				
Course Coordinator				
Welfare Officer				

Certified CVs are to be provided for each of the nominees, to a maximum of three (3) pages, for the following Core Personnel positions **only**:

- Course Facilitator(s) (1-3 nominee) from the proposed English Course (open course)
- Course Coordinator (1 nominee)
- Welfare Officer (1 nominee)

CVs should provide a clear response to the duties outlined in the Short Course Provider Handbook. A proforma for CVs can be found as **Attachment 2** to this document.

Palladium regards the withdrawal or substitution of personnel to be grounds for the cancellation of negotiations and reserves the right to consider alternative offers where personnel nominated in Tenders are subsequently not available.

Annex 3 – Detail of the proposed English Course (Open Course) (NOTE: no template provided)

Overview and detail of the delivery of the course sessions (classes, timeline, hours, etc) based on the curriculum of the existing English course (open course) proposed by the Course Provider. Core delivery personnel should also be clearly identifiable for each of the sessions covered.

Annex 4 - Proposed Delivery Schedule (NOTE: no template provided)

The Tenderer should indicate dates and timeframes for the delivery of the short course in line with the Indicative Schedule noted in Section 4.4 *Short Course Details*.

Annex 5 – Risk Mitigation Matrix

A Risk Mitigation Matrix identifying key risks to the successful design and delivery of the course as per the Scope of Services. Tenderers are to complete the proforma as in **Attachment 3** to this document (maximum 2 pages).

Annex 6 – Statutory Declaration

Format is provided as **Attachment 4** to this RFT.

6 Selection Criteria and Information Required for Price Assessment

6.1 Introduction

Tenderers must submit a Financial Proposal as a part of their submission. Palladium is seeking a cost-effective training solution for up to 5 participants (person with disability) from Timor-Leste. Financial Proposals should be flexible enough to consider a change in the proposed participant numbers.

6.2 Approach to the Financial Proposal

Palladium will undertake a financial price assessment of those Tenders assessed as technically suitable by the Technical Assessment Panel (TAP). Palladium reserves the right to provide the financial component of any Tender to TAP members for their examination in the context of resource adequacy evaluation against the selection criteria in the technical assessment process.

6.3 Limited Information Required for Price Assessment

The final *Course Budget* for the Program's short courses is negotiated with the preferred Tenderer and therefore the financial detail required for the Financial Proposal includes Tenderers personnel costs and management fee.

The *consolidated budget* template is provided as **Attachment 6** and consists of two parts, as outlined below.

Part A: Fixed (non-reimbursable costs)

- A1 English Course fee (tuition fee for the proposed English Course)
- A2 Fixed personnel costs for delivery of course
- A3 Fixed management fee (head office administration costs and fees)

Part B: Reimbursable costs incurred by contractor.

- B1 Personnel Costs for Course Delivery
- B2 Course Delivery Costs
- B3 Accommodation, per diems and insurance
- B5 In Australia (Domestic) Travel & Transfers
- B6 Other costs and expenses

Please note – Estimated reimbursable costs associated with Part B of the *Course Budget* **are to be included as part of the Financial Proposal**. These costs are not assessed as part of the "like-for-like" assessment but will be provided to DFAT as part of the approval process. They will be subject to negotiation with the selected Tenderer as part of the contract process in line with mandated service levels.

6.4 Content of Financial Proposal

Within the Financial Proposal Tenderers must address the criteria as set out in the table below. These criteria will be used to make a like-for-like financial comparison.

Financial Proposal Criteria
<p>Criterion 1: English course fee (tuition fee for the proposed English Course)</p> <p>Total cost of the tuition fee for the proposed English course (open course) for up to 15 weeks for up to 5 participants.</p>
<p>Criterion 2: Personnel course delivery cost</p> <p>Personnel costs for the delivery of the course, expressed as number of days per person at a daily rate for each of the key delivery positions. Tenderers must provide details in Schedule 2: Fixed core personnel costs for delivery of course.</p> <p>Tenderers need to make their own assessment of how many days per person will be required to undertake these tasks, noting that this component forms part of the like-for-like assessment.</p>
<p>Criterion 3: Fixed management fee</p> <p>Total management fee to be charged by the Tenderer for delivery of the course as described in the Scope of Services. This must include any applicable insurance as outlined in the Palladium Services Agreement Template (Attachment 9) of this RFT. Tenderers must provide details in Schedule 3: Fixed Management Fee.</p> <p>Tenderers must clearly detail any other fees to be charged to the course (for example financial costs, administration costs, special fees, staff on costs, etc.). Other fees will be subject to approval during the contract negotiation process. Noting this component forms part of the like-for-like assessment.</p> <p>The Fixed Management Fee is exclusive of personnel costs and any other costs directly associated with course design and delivery.</p>

Tables for inclusion within the Financial Proposal, including those containing information required for the purposes of the financial assessment, are:

- Schedule 1: English Course Fee
- Schedule 2: Personnel Course Delivery Cost
- Schedule 3: Fixed Management Fee
- Schedule 4: Summary of Unit Costs for Palladium Price Comparison.

The format for each of these schedules is provided as **Attachment 5** to this RFT. It is this information that is assessed as part of the like-for-like price comparison.

Tenderers must complete all schedules showing their firm quotations in whole Australian Dollars (AUD). Palladium requires these calculations for the purposes of disaggregating and checking the accuracy of Tenderers' total financial assessment figure. Only the final figure provided at **Schedule 4** will be subject to the financial price assessment.

Tenderers should note that inaccurate or inconsistent calculations in the financial component of any Tender may, in Palladium's sole discretion, be grounds for Palladium to deem that the Tender is non-conforming and exclude it from further consideration under the RFT process.

Tenderers are also required to submit an indicative course budget using the template provided as **Attachment 6** to this RFT. Information contained in this indicative budget will be provided to DFAT as part of the approval process and Sections A1, A2, A3 and B may

be subject to review as part of contract negotiations.

6.5 Retention of Price Component of Tenders by Palladium

Palladium will retain the financial components of all Tenders, including those not considered technically suitable.

6.6 Escalation

There is no provision for escalation.

6.7 Goods and Services Tax (GST)

Unless expressly stated otherwise, all amounts payable under this Agreement are exclusive of GST.

Attachment 1 - Organisation Experience Description Sheet Proforma

Short Course title/activity:	
Funding agency:	Approx. value of contract:
Start date:	Completion date:
Name of partner organisation/s, if any:	
Participant profile, please also provide the number of participants that attended the course:	
Short Course overview and objectives:	
Organisation's role in the delivery of the Short Course:	
Support services provided:	
Core personnel provided and functions performed:	

Attachment 2 – Curriculum Vitae Proforma

Notes: CV must not exceed three pages. Referees MUST NOT be employees of the tendering organisation.

Curriculum Vitae

Position title: e.g. Course Coordinator

Specialist fields of expertise of nominee:

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Name:

Nationality:

Academic qualifications:

Languages & degree of proficiency:

Professional affiliations:

Other training:

Countries of work experience:

Professional experience (with reference to tender requirements)

Date/Position/Company:

Dot points of duties and responsibilities:

Referees:

Name:

Position:

Company:

Work Phone:

E-mail:

Certification:

"I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Short Course tender for *Course name* in the role of *position title*".

Signature:

Date

Attachment 3 – Risk Mitigation Matrix Proforma

The table **must be** in landscape and **must not** exceed **two** A4 pages.

#	Risk	Impact on Program	L	C	R	Contractor Risk Management	Nominated Contractor Personnel
1	<i>Sentence summarising the risk to the design and/or delivery of the short course</i>	<i>Sentence summarising the possible impact on the design and/or delivery of the short course</i>				<i>Actions taken by the Contractor to manage the risk including any relevant timeframes</i>	<i>e.g. Course Coordinator etc.</i>

KEY

- L = Likelihood (5 = Almost certain, 4 = Likely, 3 = Possible, 2 = Unlikely, 1 = Rare)
- C = Consequence (5 = Severe, 4 = Major, 3 = Moderate, 2 = Minor, 1 = Negligible)
- R = Risk Level Determined by Risk Level matrix below (4 = Very high, 3 = High, 2 = Moderate, 1 = Low)

RISK LEVEL

Consequence \ Likelihood	Negligible	Minor	Moderate	Major	Severe
Almost Certain	Medium	Medium	High	Very High	Very High
Likely	Medium	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Attachment 4 – Commonwealth of Australia Statutory Declaration

Commonwealth of Australia Statutory Declaration

I, *(name, address and corporation of person making the declaration)*, do solemnly and sincerely declare, on behalf of the Tenderer and on behalf of myself, that:

Definitions

1. In this statutory declaration:

“**Client**” means Palladium (ABN 23 010 020 201);

“**Services**” means the services described in the RFT for this activity;

“**Tenderer**” means *(details of tendering corporation as appropriate)*;

“**Tender Price**” means the fees, rates and prices indicated by a Tenderer as being the amounts for which that Tenderer is prepared to undertake the Services;

Preamble

2. I hold the position of *(managing director or other title)* of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

Accuracy of Information

3. The information contained in the Tender including CVs of nominated personnel submitted by *(name of organisation/company)* is factually based and I accept that if such information is found by Palladium to be inaccurate or misleading this may, at Palladium’s sole discretion, result in disqualification of the Tender.

Tenderer’s Acknowledgment

4. That *(name of organisation/company)*’s Tender is made on the basis that it acknowledges that:

a) the RFT specifies Palladium’s and DFAT’s rights in respect of the RFT and *(name of organisation/company)* agrees that Palladium and DFAT may exercise its rights as set out in the RFT in respect of the RFT process;

b) *(name of organisation/company)* sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Palladium’s requirements, including the risks and other circumstances which may affect a Tender;

c) in lodging its Tender *(name of organisation/company)* did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Palladium or DFAT other than any statement, warranty or representation contained in the RFT;

d) *(name of organisation/company)* did not use the improper assistance of Palladium or Commonwealth employees or ex-employees, or information unlawfully obtained from Palladium or the Commonwealth in compiling its Tender;

e) *(name of organisation/company)* satisfied itself as to the correctness and sufficiency of its Tender;

- f) *(name of organisation/company)* is responsible for all costs and expenses related to its involvement in the RFT, including: preparation and lodgement of the Tender;
- I. any subsequent negotiation; and
 - II. any other action or response in relation to the RFT.
- g) Palladium and the Commonwealth are not responsible for any costs or expenses incurred by *(name of organisation/company)* or any other person in responding to or taking any other action in relation to the RFT, whether or not Palladium terminates, varies or suspends the RFT process or takes any other action permitted under the RFT; and
- h) *(name of organisation/company)* will comply with the rules set out in the RFT.

Availability of Personnel

5. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.

Security of Personnel

6. The Tenderer warrants that all necessary arrangements will be made to ensure adequate protection/security for personnel in the field.

Tender Price

7. The Tenderer warrants that it can undertake and complete the Services for the Tender Price.
8. Should the training be deemed successful and a request be received for the Tenderer to repeat the delivery of the Short Course within 12 months, the same tender price will be offered by that Tenderer.

Collusive Tendering

9. Neither the Tenderer nor any of its servants or agents had knowledge of either the technical component of the Tender or the Tender Price for the Services of any other Tenderer prior to the Tenderer submitting its Tender for the Services.
10. Neither the Tenderer nor any of its servants or agents disclosed the technical component of its Tender or the Tender Price for the Services submitted by the Tenderer to any other Tenderer who submitted a tender for the Services or to any other person or organisation prior to the close of Tenders.

Cover Bidding

11. Neither the Tenderer nor any of its servants or agents provided information to any other Tenderer, person or organisation, to assist another Tenderer for the Services to prepare a tender known as a “cover bid”, whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.
12. The Tenderer is genuinely competing for the contract and its Tender is not a “cover bid”.

Unsuccessful Tenderers’ Fees

13. Prior to the Tenderer submitting its tender for the Services neither the Tenderer nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Services would pay any money or

would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully Tendered for the Tender.

Competitive Neutrality

14. The Tenderer has complied with the principles of competitive neutrality in preparing its Tender (publicly owned Tenderers only).

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

[Signature of person making declaration]

[Optional: Email address and/or telephone number of person making the declaration]

Declared at () on the () day of ()

Before me,

[Signature of person before whom the declaration is made]

[Full name, qualification and address of person before whom the declaration is made (in printed letters)]

[Optional: Email address and/or telephone number of person before whom the declaration is made]

[Attachment 5 - Financial Proposal Tables \(see separate file\)](#)

[Attachment 6 - Indicative Budget \(see separate file\)](#)

The indicative budget should be completed and lodged as part of the Financial Proposal.

Important note: Part B (reimbursable costs) does not form part of the like-for-like price assessment of this RFT. Part B will be further developed and negotiated with the preferred Tenderer and included in the sub-contractor agreement.

Attachment 7 – Comment on Draft Contract

Note: This form is required to be lodged as part of the Tender.

Clause/schedule/item	Comments	Service provider proposed wording of amendment to clause/schedule/item	Palladium comment (provided to the successful Tenderer through contract negotiations)

Attachment 8 – Short Course Provider Handbook (see separate file)

Attachment 9 – Palladium International Pty Ltd Services Agreement
Template (see separate file)

