

RFQ-FJ24-048 Landscape Assessment of Accelerators and Incubators in Fiji

Addendum 1

Date: 07 June 2024

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Amendments:

1. The **Contact Person** is changed to **Notue Touakin**: notue.touakin@thepalladiumgroup.com

Questions from Tenderers:

1. **Question:** Is there a budget and logistic budget ceiling for this assignment? If so, could you please provide the details, including but not limited to the rates for travel costs?

Answer: The budget for this tender will not be released to encourage competitive bidding and to allow the market to set the price.

It is expected that quotes submitted will be "all-inclusive", factoring in market rates for services such as consultancy fees, report development costs and travel logistics and accommodation to fulfil the requirements of this RFQ. MDF aligns to the Australian Department of Foreign Affairs and Trade (DFAT) policies for travel and per diem.

Please refer to clause 6 of the Terms of Reference Schedule on the RFQ document for more details on the evaluation criteria for quotes.

2. **Question:** Except for the final presentation to national key stakeholders, is there any requirement or preference regarding physical travel to Fiji as part of the project?

Answer: Whilst there is no requirement for in-country presence during the other stages of this work, it would be preferred that at least one representative (such as the project lead) of the service provider be physically present for key parts of the assignment such as (but not limited to) the stakeholder consultation and the presentation of the final report at the national stakeholder's event. Alternatively, the service provider could engage a local counterpart to ensure local transfer of knowledge, access to local contacts and contextualisation of findings or a suitable alternative to achieve the requirements of this RFQ.

3. **Question:** Is it possible to conduct everything online including the stakeholder consultations?

Answer: Yes, it would be possible to conduct the requirements of this RFQ online. However, to ensure best quality of work and understanding of local MSME context it would be preferred to have at least one representative (such as the project lead) present during key parts of the project such as (but not limited to) the stakeholder consultation and the presentation of the final report at the national stakeholder's event. Alternatively, the service provider can also engage a local counterpart to access local stakeholders and contextualise findings to achieve the requirements of this RFQ.

4. **Question:** If successful, what kind of contract is it? Is it a service contract?

Answer: The successful service provider will be contracted through a consultancy agreement or sub-contract (depending on the type of business registered).

5. **Question:** Could you provide details on the expected timelines for the assignment? What are the expected start, end and final report due dates?

Answer: It is expected that items (3)(i)-(iv) of the Scope of Services of the Terms of Reference will be completed within six-weeks from the start date of the service provider's contract. The final item (3)(v) will be coordinated by MDF and RBF within 1-week of the submission of the final report.

MDF intends to identify and contract the successful service provider within 2-weeks from the closing date of this RFQ.

6. **Question:** According to the Fiji immigration website, the provision to travel for business purposes for non-citizens is limited to 14/21 days and cannot be extended. A "work permit" is required for work beyond 14/21 days. How does Palladium plan to address this provision?

Answer: Palladium's MDF will provide a support letter to facilitate work permit applications to the Fiji Immigration Department. However, the service provider will need to facilitate all other requirements in terms of applications, payment of fees and compliance with the Fiji Immigration Department requirements and travel to Fiji.

7. **Question:** The technical form requests links to three recent examples of past work. Due to non-disclosure agreements with our clients, we are unable to share the actual work. Would it be acceptable to provide assignment completion letters instead? Please clarify your expectations for this requirement.

Answer: Completion letters from past assignments and clients as evidence of past work done, will suffice. Please also include a brief description of the assignment (including but not limited to project period, overall purpose or objective and location). If possible, contact details of past clients willing to act as a referee for the applicant would also be acceptable.

8. **Question:** How will the payment process be handled, and what are the logistic considerations for service providers based outside of Fiji?

Answer: Payments will be processed via direct bank transfer from our MDF Fiji office (if a local service provider) or our MDF/Palladium offices in Australia (if an international service provider).

End of Addendum