

Request for Proposals

Kisim Save na Kamapim Bisnis

APEP-2025-027

June 2025



Table of Contents

1.	Introduction	3
2.	Key details.....	4
	2.1 Key dates	4
	2.2. Contact Officer	4
	2.3. Registration	4
	2.4. Questions	4
	2.5 Industry Briefing	4
	2.6 Proposal submission requirements	4
	2.6 Proposal evaluation.....	6
	2.7 Contract terms	7
3.	Statement of Requirements	8
	3.1 Background	8
	3.2 Objectives and Outcomes	8
	3.3 Services required.....	9
	3.4 Deliverables	13
4.	RFP Conditions.....	14
	4.1 About this Request document.....	14
	4.2 Eligibility	14
	4.3 Minimum Content and Format Requirements	14
	4.4 Late lodgement	14
	4.5 Proposal Modification Procedure.....	14
	4.6 Unintentional Errors of Form	15
	4.7 Ownership of Response Material	15
	4.8 Conflict of Interest.....	15
	4.9 Health, Safety and Security	15
	4.10 Insurance.....	15
	4.11 Ethical dealing, financial and probity checks	15
	4.12 Safeguarding	16
	4.13 Costs Borne by Supplier	16
	4.14 Supplier Acknowledgements	16
	4.15 Rights of Abt Global.....	17
5.	Evaluation Process	18
	5.1 RFP Response	18
	5.2 Evaluation Process	18
	5.3 Negotiations with respondents	18
	5.4 Debriefing.....	18

1. INTRODUCTION

Abt Global is inviting proposals for the services specified in this Request for Proposal. A summary of the services is below with further details available in section 3 of this document.

Summary overview

Program

The Australia-Papua New Guinea Economic Partnership (APEP) is a multi-sector investment which is assisting the Government of Papua New Guinea (PNG) to achieve a resilient and diversified economy that provides a high quality of life for all Papua New Guineans.

The APEP Efficient and Inclusive Markets (EIM) work stream seeks to address common bottlenecks within the system, at both macro and micro levels, to deliver inclusive growth and increase economic opportunities for all, but especially women, marginalised groups, and rural populations.

The *Kisim Save na Kamapim Bisnis* (KSKB) project will work with the Centre for Excellence in Financial Inclusion (CEFI) and other stakeholders to create a better business enabling environment for small businesses to start up and expand by improving access to, and quality and relevance of, currently available business training.

Services

APEP is seeking to engage a firm to work with CEFI to adopt recommendations from an earlier phase of support, specifically:

- (a) revising CEFI's financial literacy training and business essentials skills curriculum;
- (b) designing and adopting a new monitoring and evaluation system; and
- (c) creating and rolling out new internal policies, procedures and training that facilitate and promote greater diversity and inclusion.

2. KEY DETAILS

2.1 Key dates

Request Issue date	13 June 2025
Industry briefing	Friday 20 June 2025, 1pm PNG time
Q&A Closing date	4 July 2025, 5pm PNG time
Closing date and time	11 July 2025, 5pm PNG time
Services period	July 2025 - January 2026

2.2. Contact Officer

The contact officer for this Request for Proposals (RFP) is the Abt Global Procurement Manager based in Port Moresby. The contact email address is png.tenders@amspng.org

2.3. Registration

Interested organisations should register their interest in submitting an RFP with the contact officer to ensure they receive any additional information, modifications and/or addenda that may be released by Abt Global.

2.4. Questions

Respondents may submit a query or request for clarification arising from this RFP to the nominated contact officer. Questions can be by email only.

Questions may be submitted up to 5pm PNG time on **4 July 2025**.

Questions and answers will be distributed to all registered organisations and not just the organisation submitting the question.

2.5 Industry Briefing

There will be an online industry briefing on **Friday 20 June 2025** at 1pm PNG time. The briefing will be hosted via Microsoft Teams.

Interested organisations are encouraged to register their interest in attending the briefing session by emailing the contact officer.

If an organisation is unable to attend the briefing, they can request the information from the briefing presentation along with responses to any requests for information raised during the briefing.

2.6 Proposal submission requirements

The following sets out the requirements for the submission of proposals. Please email the contact officer if you have any questions.

Lodgement
By email to png.tenders@amspng.org



Eligibility

This request for proposal is open to organisations based in Papua New Guinea and internationally. To be eligible for consideration, organisations must be registered on the company register of their country of incorporation.

Organisations registered outside of Papua New Guinea must ensure that they are permitted by Papua New Guinean legislation to provide the proposed services in Papua New Guinea. Further information on the requirements for registration of overseas companies in Papua New Guinea can be found in the *Companies Act 1997* and on the Investment Promotion Authority website.

Responses from individuals will not be considered.

Technical Proposal

Respondents are required to submit a comprehensive technical proposal detailing how they will deliver the services outlined in this RFP. The proposal should include a draft workplan and implementation schedule.

The Technical Proposal should not exceed 20 pages (excluding annexes such as CVs, references, and supporting documents).

All annexes and supporting documents (e.g., detailed CVs, letters of reference, and examples of previous work) should be clearly labelled and referenced within the main proposal text.

Financial Proposal

Respondents are also required to submit a financial proposal for the provision of the services and associated expenses. Respondents should note the following financial proposal requirements:

- the proposal should be in PGK if the organisation is registered in Papua New Guinea
- the proposal should be in AUD if the organisation is registered outside of Papua New Guinea
- the proposal should be GST exclusive and if this is not clearly notated in the proposal it will be assumed the proposal is GST exclusive
- the proposal should include a budget proposal in two sections: fees and reimbursable expenses.
 - The 'fees section' should be a lump sum proposal for the fees for the project. It should include technical fees and any visa expenses, per diems, meal allowances, ground transport costs and other costs not identified in the expense category.
 - The 'reimbursable expenses section' should include an estimate of expenses for flights and accommodation. These are the only expenses that will be reimbursable in the final contract. Expenses in this section will be paid as reimbursables with receipts for exact amounts requiring submission for verification before payment.
- if the fee proposal is based on the number of input days, the proposal should include the number of input days proposed.

Abt Global will contract with the successful respondent using a fee for service arrangement. There will be no upfront payment and fees will be paid following acceptance of milestone deliverables. The milestone deliverables will be derived from the deliverables listed in this document and agreed between the parties. A percentage of the agreed fee will be attached to each milestone deliverable.

Supporting documents

The following supporting documents and information is required to be submitted with the proposal:

1. For Papua New Guinean organisations:
 - IPA Certificate of Good Standing long form (must be for the entity the organisation will contract with if successful)
 - TIN certificate
2. For international organisations:
 - Company extract showing the directors and shareholders of the company
 - IPA Certificate of Foreign Registration (where applicable)
 - IPA Certificate of Good Standing for Overseas company (where applicable)
3. Nominated representative for the RFP (name, email address and phone number)
4. CVs of all personnel nominated to deliver the services
5. Certificates of currency for public liability, professional indemnity and workers compensation insurance
6. Specifics of any conflict of interest that exist or that could be perceived to exist in relation to this RFP and/or any contract. If there are no conflicts of perceived conflicts, please state that no conflict exists.
7. Statement of Contract compliance - Respondents should indicate any provisions of the contract forming part of the RFP package that they are unwilling to comply with and provide suggested amendments where relevant.

2.6 Proposal evaluation

Organisations will be assessed in two stages:

- (a) Compliance with the response requirements, submission of all requested document and pre-qualification and due diligence checks; and
- (b) Assessment against the following technical evaluation criteria:

Criterion No.	Weighting %	Description
1	35%	Proposed approach, methodology & implementation plan within timeframe required
2	35%	Organisation's experience providing similar services and qualifications and technical experience of personnel proposed to lead the services
3	20%	Approach taken to provide the services – tools, systems and methodology to engage with the relevant stakeholders
4	10%	Price and cost effectiveness



2.7 Contract terms

The successful respondent will be invited to enter a contract arrangement with Abt Global in the form of the contract included in this RFP package.

The contract will be in Papua New Guinean kina for organisations registered in Papua New Guinea and in Australian dollars for organisations registered elsewhere. Please contact the contact officer ahead of proposal submission if alternative arrangements will be sought.

3. STATEMENT OF REQUIREMENTS

3.1 Background

Small and Medium Enterprises (SMEs) are a recognised catalyst for economic growth and increased employment – globally they represent around 90 per cent of all businesses and generate more than 50 per cent of employment opportunities.¹ In emerging economies, formal SMEs are thought to contribute up to 40% of GDP.²

The Marape-Rosso government has a long-standing commitment to the growth and development of the SME sector in Papua New Guinea (PNG). In addition to the annual financing initiatives captured in the national budget, the Government of PNG is expected to launch a Micro, Small and Medium Enterprise (MSME) Policy in 2025 that will set new targets for sectoral growth and outline key strategies that support business development. The policy is expected to include initiatives to strengthen the business enabling environment via improved access to high-quality and reliable information and services necessary for business growth.

The Centre for Excellence in Financial Inclusion (CEFI) was established under the Association Incorporation Act and officially launched on 24 April 2013. CEFI is endorsed by the National Executive Council as the apex industry organisation for coordinating, advocating for and monitoring all financial inclusion activities in PNG, and its vision, mission and values include a focus on addressing literacy, poverty elimination and the promotion of good financial institutional operation.

CEFI offers several training courses to the general public and organisational partners, including financial literacy training and an online training targeting women-led businesses, which are delivered via a network of trainers based across PNG.

In 2024, CEFI was one of three leading national training providers who participated in an APEP-led activity to review SME training curriculum and assess institutional capacity to deliver a coordinated and impactful national training program in PNG. CEFI were praised for their commitment to financial inclusion, strong management structures and positive reputation among former and prospective training participants. The assessment also identified opportunities for further APEP support to CEFI and has informed the design of this activity.

3.2 Objectives and Outcomes

The objective of this project is to improve the quality and relevance of training delivered by CEFI trainers and strengthen CEFI's organisational capacity to monitor the impact of training on financial inclusion levels in PNG.

The intended outcomes from this activity are:

- Inclusive evidence-based curricula designed and delivered, and responsive to the needs of the MSMEs;
- Women-owned SMEs, women farmers, and people with disabilities have access to high-quality and appropriate training relevant to their needs;
- MSMEs have access to, and take up, high-quality and appropriate business training; and

¹ [World Bank SME Finance](#) [accessed 12 February 2025]

² Ibid

- MSMEs gain access to information and services necessary to improve their business management skills and grow their business.

The intended impact is improved business practices and performance by small business owners who have completed CEFI's training courses.

3.3 Services required

APEP is seeking a qualified and experienced firm to deliver the following:

1. Revision of SME training curriculum

In consultation with CEFI, Phase 1 of APEP support reviewed the curriculum used in two training courses – Digital Financial Literacy Training (FLT) and Business Essential Skills. FLT is one of the most popular training courses offered by CEFI and is completed by hundreds of participants across Papua New Guinea each year. CEFI offered the Business Essential Skills course between 2015 and 2019, and they are keen to relaunch this program in 2025, with updated content and delivery methodology.

(a) Digital Financial Literacy Training

The Digital Financial Literacy training curriculum has gone through three iterations in the last 12 years. The most recent module used in online training for women-led business already incorporated technological advancements, as well as feedback received on earlier versions and a separate Mobile Banking module.

The successful firm will provide technical and advisory support to CEFI for the revision of the 2023 Digital FLT module, to include the following tasks:

- Edit content to respond to Phase 1 recommendations (which will be shared upon contracting) and incorporate more practical skill application methods in the use of digital financial services available in Papua New Guinea (such as online banking, SMS banking, CellMoni and other available digital financial services and tools). This will include introducing clear step-by-step instructions on how to use the tools on screen and allowing learners to physically use the tools during both face to face and online training sessions.
- Identify integration points between the revised curriculum and other CEFI training courses and topics. E.g., considering how digital financial services contributes to business management training, as a means of improving record keeping and operations (increased stock control via new payment mechanisms)
- Review and revise existing modules on savings, budgeting, banking services, financial negotiation and debt management to ensure consistency of content between the new Digital Financial Literacy curricula and these core modules.

(b) Business Essential Skills Training

The successful firm will work with CEFI to develop a new curriculum and delivery methodology for the Business Essential Skills training. This will be delivered via the following activities:

- Conduct a comprehensive Learner Needs and Resources Assessment (LNRA)

- Design a survey and conduct a series of focus group discussions with a statistically relevant sample size of the target audience (informal entrepreneurs and micro business owners). This will be complemented by key stakeholder interviews and desktop research on international best practice and adult learning pedagogies.

The purpose of the LNRA is to confirm the findings from Phase 1 and test their applicability with a wider audience. Identified opportunities included:

- Designing training topics which may be run as part of a series or as stand-alone sessions.
- Preparing and using contextualised case studies, activities and examples that are more applicable, relatable and relevant to the target audience.
- Simplifying business concepts and language for target audiences.
- Develop a new Business Essential Skills curriculum and delivery approach

Utilising the findings of the LNRA, the successful firm will design a new Business Essential Skills curriculum, with modules suited to the needs of entrepreneurs and small business owners.

This should be developed in parallel with the redesign of the financial literacy training curriculum, to ensure alignment of content and delivery, where relevant.

Apart from confirming the topics to include, the LNRA should also consider the delivery mechanisms and confirm or dispute if the structure recommended by Phase 1 roundtable participants is appropriate. Sample recommendations include:

- Delivering one-to-two-hour training sessions covering stand-alone topics. These could be run at a higher frequency so that participants have options to attend a training that fits around business and personal obligations.
- Delivering face to face training as standard, where possible. Where an online learning approach is taken, it was recommended that learners gather in a central location with stable internet access.
- Delivering training within communities where possible and, where delivery is in and around Port Moresby, in locations that are accessible by public transport.
- If following the Training of Trainers methodology, ensuring that trainers are selected according to appropriate criteria, with a gender balance and preference given to those that have personal experience of running a business.
- Segregating learner groups by either business growth stage, industry type, geography and/or other relevant markers such as literacy or education levels. This may provide better opportunity for shared learning, encouraging more meaningful and relatable discussions, examples and activities based on the learner segment.
- Charging a small fee (but affordable for informal businesses), as well as charging a fee to training partners.

2. Establishment of a robust and fit-for-purpose monitoring and evaluation system

Phase 1 of APEP support identified a need for CEFI to establish a more appropriate and relevant monitoring and evaluation system, that captures and analyses information on participants and trainers to assess the relevance and effectiveness of training in supporting greater financial inclusion in PNG.

Reconnect with the Global Alliance for Financial Inclusion

The successful firm will support CEFI to re-establish a working relationship with the global Alliance for Financial Inclusion, of which the Bank of PNG is a member. The Alliance for Financial Inclusion is the world's leading organisation on financial inclusion policy and regulation and is a policy leadership alliance owned and led by member central banks and financial regulators in developing countries. It operates a number of working groups (or 'communities of practice'), regional initiatives to support members to implement regional priorities and targeted training and development courses and supports in-country implementation of policy interventions focused on accelerating financial inclusion. They have a library of tools and reference documents that may inform the design of an impact measurement framework at CEFI.

Introduce a monitoring, evaluation and learning framework

The successful firm will support CEFI to establish a monitoring, evaluation and learning framework and develop appropriate monitoring tools that support them to track how participants are using the training in the longer term to grow or improve their businesses. This may be done by reviewing CEFI's current monitoring and evaluation (M&E) systems to incorporate cost effective data capturing and monitoring methods, examples of which may include:

- Gathering baseline data for potential learning groups during pre-training or participant selection phase
- Developing a training app where partners and trainers can periodically capture key information e.g. number of participants, literacy levels and training satisfaction
- Collecting data 3-6 months post-training to gauge if participants have:
 - established their business (for aspiring / idea generating cohorts)
 - grown or become more profitable (for established businesses)
 - formalised their businesses (for informal businesses)
 - improved their business understanding and processes
 - identified and/or pursued further training or support
- Establishing processes for CEFI to use available data to review the curriculum and delivery method regularly (annually or every 2 years) to ensure that feedback is being incorporated into the training content and delivery.

Once approved and adopted, the firm will support CEFI to trial the new M&E system and assist with the first round of data collection and analysis.

3. Delivering a pilot trial of new training content and application of the M&E system

Following the revision of the training curriculum and establishment of an M&E system, the successful firm will support CEFI to deliver a 3-month pilot to trial the new Digital Financial Literacy module with target audiences.

CEFI master trainers (max n=22) will participate in training on the new curriculum content and delivery approaches before delivering three separate training courses each, for up to 25 participants at a time. It is intended that up to 1200 people will participate in training courses delivered through this pilot.

Pilot training participants will be identified in collaboration with CEFI and the Australian High Commission, drawing upon existing activities and partner networks.

The successful firm will support CEFI with the planning, organisation, logistics and delivery of training, noting that the intended number of sessions in the 3-month period represents a significant increase to existing training numbers, and will focus primarily on 'retail' training (training to the general public) which is usually delivered by trainers independently of CEFI.

At the end of the pilot, the master trainers will come together to provide feedback on the new content and delivery methods. The findings will be used to inform any final revisions to the training curriculum and M&E system.

The successful firm will also support CEFI to develop a plan for 'in-service training' of the other trainers in their network, to upskill them to deliver the revised curriculum and contribute to monitoring and evaluation. Note that the implementation of this training plan is expected to extend beyond the term of this project.

4. Cross-cutting considerations

The successful firm will integrate Gender Equity, Disability and Social Inclusion (GEDSI) principles throughout the revision of curriculum and the adoption of a new M&E system. This will be done in the following ways:

- Integrating GEDSI principles into the revised curriculum and delivery methodology and developing guidelines to assist CEFI with ongoing GEDSI mainstreaming.
- Ensuring that training content, including examples, illustrations, case studies, delivery partners and trainers reflect the target audience and are gender balanced where possible.
- Providing advice and recommendations to CEFI on the development of GEDSI policy components.
- Developing and delivering safeguarding training to CEFI trainers and introducing a Code of Conduct.
- Developing an 'Introduction to Training' information sheet or module for families and partners of registered learners, identifying training objectives and how participation may benefit the household or community.
- Incorporating Washington Indicators in registration documents and the M&E system to screen for people with a disability and identify specific needs/experiences that must be accommodated before training commences. This may also include engagement with organisations and advocacy groups for persons with a disability to identify how training content and delivery methods can become more inclusive and accessible.
- Utilising existing DFAT resources to prepare inclusion and accessibility guidelines for venue selection and training delivery.

5. Sustainability

APEP's proposed approach focuses heavily on working with CEFI's existing systems and processes to improve working practices, while also building capacity among human resources personnel. By strengthening internal capabilities for e.g. monitoring and evaluation, APEP is supporting CEFI in its efforts to strengthen its operations by improving the quality of data in support of evidence-based decision making.

Following the pilot trial, the successful firm will submit a final report to APEP that contains a series of recommendations for ongoing or future support to CEFI. This may include provisions for the rollout of the new training curriculum and M&E system training via the wider network of training providers, and the delivery of a similar pilot trial of the updated Business Essential Skills training course.

3.4 Deliverables

The table below lists contractual deliverables and proposed due dates. Respondents are invited to propose adjusted indicative due dates as part of the application process, however the due date for the final deliverable will need to remain as 23 January 2026. All deliverables will be subject to written acceptance by the Abt Associates representative.

Number	Deliverable	Indicative due date
1	Final workplan and implementation schedule	31 July 2025
2	<ul style="list-style-type: none">Revised Digital Financial Literacy Training curriculumReport on the Learner Needs and Resources Assessment for Business Essential Skills training	early September 2025
3	Revised training curriculum for Business Essential Skills training course.	early October 2025
4	<ul style="list-style-type: none">Accessibility and inclusion guidelines and resourcesConfirmation of safeguarding and code of conduct training to 100 CEFI staff and trainers (supported by attendance lists etc)	late October 2025
5	Short report on the creation and adoption of the new M&E system, including summary of challenges and opportunities	mid November 2025
6	Pilot training report, including participant data and feedback from participants and trainers, and recommendations for future training roll-out	early January 2026
7	Final report summarising the project activities (including training pilot), key findings, challenges and recommendations for APEP and partner consideration	23 January 2026

4. RFP CONDITIONS

4.1 About this Request document

This Request for Proposal (RFP) is an invitation to treat and shall not be construed, interpreted, or relied upon, whether expressly or impliedly, as an offer capable of acceptance by any professional, firm or organisation or as creating any form of contractual, quasi-contractual, restitutionary or other relationship.

No binding legal relationship will arise out of this process until execution of a contract with a service provider.

4.2 Eligibility

The following conditions must be met by the respondent:

- a) the respondent must exist as a legal entity at the closing time and date;
- b) the respondent must be registered on the relevant country register of companies and be operating as a company or an association (partnerships may be considered);
- c) at the time of lodgement of their proposal, the respondent must not have been:
 - i. precluded from bidding for Australian Government funded work; or
 - ii. subject to a judicial decision against them relating to employee entitlements (not including decisions under appeal, and have not paid the claim; and
 - iii. the respondent must be solvent and financially capable to undertake the proposed contract work and to perform such work and to undertake the necessary expenditure without anticipated financial difficulties and must be able to so demonstrate prior to contract award.

Abt Global will exclude from consideration any response if the respondent or one of its related entities is listed by:

- a) the Australian Minister for Foreign Affairs under the Charter of the United Nations Act 1945 and/or listed in regulations made under Division 102 of the Criminal Code Act 1995. Further information about listed persons and entities is available from the Australian Department of Foreign Affairs and Trade website at www.dfat.gov.au
- b) the World Bank on its “Listing of Ineligible Firms” or “Listing of Firms Letters of Reprimand” posted at www.worldbank.org (the “World Bank List”); or
- c) any other donor of development funding on a list similar to the World Bank List.

4.3 Minimum Content and Format Requirements

Abt Global will exclude a response from further consideration if Abt Global considers in its absolute discretion that the response does not meet the minimum content and format requirements specified in this document.


4.4 Late lodgement

Abt Global will exclude late responses and will not admit them to the evaluation process unless Abt Global determines the response may be considered or has caused or contributed to the failure to lodge by the closing date and time. The response is considered late if:

- a) it is submitted after the closing date and time; or
- b) it is incomplete as at the closing date and time (including where the response includes electronic files that cannot be read or unencrypted).

4.5 Proposal Modification Procedure

Abt Global may, in its absolute discretion, issue modifications to this RFP before the closing date and time.



If Abt Global elects to issue modifications, Abt Global will issue a formal addendum via email to all registered respondents. It is the responsibility of respondents to ensure they have registered their interest and contact details with the contact officer so that they are able to receive all modifications.

All conditions and rules of this RFP will apply to all addenda unless modified by the addenda. Any such addenda will become part of the RFP.

4.6 Unintentional Errors of Form

If an unintentional error of form in a response is identified, Abt Global may in its absolute discretion allow correction of that error by the submission of a correction, variation or additional information.

An unintentional error of form is an error that Abt Global is satisfied in its absolute discretion:

- a) represents incomplete information not consistent with the respondent's intentions and, if relevant, capabilities at the time the submission was lodged; and
- b) does not materially affect the competitiveness of the respondent's response.

4.7 Ownership of Response Material

All material submitted in response to this RFP becomes the property of Abt Global. By submitting a response, the respondent allows Abt Global to copy and do anything necessary to material, including the respondent's intellectual property contained in the response, for the purpose of evaluating the respondent's response and negotiating a Contract if the respondent proceeds to that phase of the process.

4.8 Conflict of Interest

During the RFP process, the respondent must immediately advise Abt Global in writing of any circumstances or relationships constituting an actual, potential or perceived Conflict of Interest in respect to its response, or the obligations under the Contract if the respondent is awarded the Contract. Abt Global may in its absolute discretion:

- a) enter into discussions to seek to address such Conflict of Interest;
- b) exclude the respondent from the process and further evaluation; or
- c) take any other action it considers appropriate.

4.9 Health, Safety and Security

The respondent, if appointed, must at all times, identify, comply with and exercise all necessary, duties and precautions for the health, safety and security of all persons including the respondent's employees, subcontractors, subcontractor's employees, employees of Abt Global and other persons who may be affected by the delivery of the contract work.

4.10 Insurance

All potential respondents must have appropriate insurance cover as a condition of submitting a response and, at a minimum, the insurance requirements specified in the draft contract. If the respondent is not yet covered by any of these insurances, Abt Global requires the respondent to provide a certification that it is willing to get coverage of these insurances if to provide services for Abt Global.

4.11 Ethical dealing, financial and probity checks

Abt Global's policy is to engage in the highest standards of ethical behaviour and fair dealing throughout the RFP process. Abt Global requires the same standards from those with whom it deals. Respondents must compile responses without improper assistance of employees or former employees of Abt Global and without the use of information improperly obtained or in breach of an obligation of confidentiality. Respondents should not:

- a) engage in misleading or deceptive conduct in relation to the procurement process;

- b) engage in any collusive submissions, anti-competitive conduct, or any other unlawful or unethical conduct with any other respondent, or any other person in connection with the procurement process; or
- c) attempt to influence improperly any officer, employee or agent of Abt Global, or violate any applicable laws or Abt Global policies regarding the offering of inducements in connection with the procurement process.

Abt Global may exclude from consideration any respondent which, in Abt Global's reasonable opinion, has engaged in any behaviour contrary to this section in relation to the procurement process.

Abt Global (or its agents) may perform such security, probity, and financial investigations and procedures as Abt Global may determine are necessary in relation to any respondent, its employees, officers, partners, associates, sub-contractors or related entities including consortium members and their officers, employees and sub-contractors.

Respondents should promptly provide Abt Global with such information or documentation that Abt Global requires in order to undertake such investigation. A response may be rejected by Abt Global if the respondent does not promptly provide, at its own cost, all reasonable assistance to Abt Global in this regard or based on the outcomes of the investigations or procedures.

Abt Global may also make independent enquiries about any matters that may be relevant to the evaluation of a response.

4.12 Safeguarding

Prior to working with Abt Global respondents must have appropriate child protection policies in place and/or be willing to comply with Abt Global and DFAT's latest Child Protection Policy. DFAT's Child Protection Policy is available on its website. Respondents engaged to work with Abt Global will be required to work with Abt Global to implement any necessary Child Protection Implementation Plan for medium and high-risk activities.

Respondents should be aware of the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy available on the DFAT website. Respondents engaged to work with Abt Global may be required to submit a narrative response and risk assessment in relation to this policy and to work with Abt Global to implement any requirements for medium and high-risk activities.

4.13 Costs Borne by Supplier

All costs and expenses incurred by respondents in any way associated with the development, preparation and submission of the response, including but not limited to attendance at meetings, site visits, discussions, presentations and providing any additional material required by Abt Global, will be borne exclusively by the respondents.


4.14 Supplier Acknowledgements

Respondents are considered to have:

- a) examined this RFP, any documents referenced in this RFP and any other information made available by Abt Global to respondents for the purpose of responding;
- b) examined all further information which is obtainable by the making of reasonable enquiries relevant to the risks, contingencies, and other circumstances having an effect on their response
- c) undertaken their own professional advice in respect of this RFP, any other information provided to Respondents and the procurement process generally, as appropriate;
- d) satisfied themselves as to the correctness and sufficiency of their response including submitted prices; and
- e) satisfied themselves as to the terms and conditions of the Draft Contract and its ability to comply with the Draft Contract.

Responses are submitted on the basis that Respondents acknowledge:

- a) they do not rely on any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending these conditions other than addenda; and

- 
- b) they do not rely upon any warranty or representation made by or on behalf of Abt Global, except as are expressly provided for in this PROPOSAL, but they have relied entirely upon their own inquiries and inspection in respect of the response.

4.15 Rights of Abt Global

Abt Global is not bound contractually, or in any other way to respondents who respond to this RFP. Abt Global reserves the right not to proceed with this RFP or any part of it, and to suspend or vary the RFP and/or its requirements at any stage.

Without limiting any other rights contained in this RFP, Abt Global may do any or all of the following at any time:

- a) not proceed with the procurement activity;
- b) suspend, defer or change the structure and timing of the procurement activity;
- c) forward any clarification about this PROPOSAL to all known respondents on a non-attributable basis and without disclosing any confidential information of a respondent;
- d) negotiate with one or more persons who have not submitted responses or enter into a contract or other binding relationship for similar specifications outside of this procurement process; and/or
- e) terminate any negotiations being conducted at any time with the respondents.

5. EVALUATION PROCESS

5.1 RFP Response

The respondent is to provide a written response to the RFP requirements set out in this document. The proposal will be assessed by an evaluation committee in accordance with the evaluation criteria set out in section 2. The evaluation committee will be made up of representatives from Abt Global and relevant stakeholders.

The evaluation committee may also use any relevant information obtained in relation to the RFP (whether from the respondent as part of clarification, reference checks, negotiations, presentations or by any other independent inquiry) in the evaluation of proposals.

5.2 Evaluation Process

The purpose of the evaluation process is to identify and select the respondent that represents the best value for money to Abt Global, consistent with the Commonwealth Procurement Rules and Abt Global procurement standards and procedures.

Proposals will be assessed in accordance with the evaluation criteria to determine which respondent provides the best value for money. In evaluating each proposal, Abt Global will have regard to:

- a) the specific evaluation criteria; and
- b) the overall value for money proposition presented in the proposal.

In this context, value for money is a measurement of benefits represented by a respondent's submission, including:

- a) the quality of goods and/or services;
- b) fitness for purpose;
- c) relevant experience and performance history;
- d) innovation and adaptability over the life-cycle;
- e) environmental sustainability of the proposed goods and services;
- f) risk and compliance; and
- g) whole of life costs.

As part of, and in addition to the evaluation process, Abt Global may:

- a) require clarifications and/or presentations from respondents at any time during the evaluation process; and
- b) conduct reference checks (including site visits, if relevant) on respondents.

5.3 Negotiations with respondents

Abt Global may engage in discussion with one or more respondent for the purpose of clarifying its response. Where information of a material nature is provided to one respondent, it will also be provided concurrently to all other respondents who are currently participating in the evaluation process.

Abt Global reserves the right to, at any time conduct post-proposal negotiations with any or all of the respondents on any aspect of their proposal. This may involve conducting parallel negotiations with several respondents. These post-RFP negotiations may result in changes to the terms of the draft Contract.

5.4 Debriefing

Respondents may request a debriefing following the award of a contract. Respondents requiring a debriefing should contact the contact officer.