

Request for Proposal – Short-term Consultancy

Australia Fiji Health Program – Digital Health Services

June 2025

RFP – Short-term Consultancy for the Australia Fiji Health Program – Establishment of Drug Rehabilitation Services in Fiji

Annex A – Response Form

Instructions for Respondents

* Please use this Response Form in responding to our RFP. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
* Before starting to complete this form please make sure that you have read the Request for Proposal (RFP) in full and understand our Requirements (RFP Section 2), our Evaluation Approach (RFP Section 3) and the RFP Process, Terms and Conditions (shortened to RFP -Terms detailed in Section 4). If anything is unclear or you have any questions, please get in touch with our Point of Contact (RFP Section 1 paragraph 1.3) before the Deadline for Questions (RFT Section 1 paragraph 1.2).
* We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
* Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!

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| --- | --- |
|  | To remove highlight from text: select the text you want to remove the highlight from. In the ‘Home’ tab in the ‘Font’ group select the arrow at the right of the ‘Text highlight colour’ and select ‘no colour.’  To remove highlight from table: Select the table you want to remove the highlight from. Right click and select ‘Table properties’ under ‘Table’ select ‘Borders and Shading,’ select ‘Shading,’ select ‘Fill’ use drop down to select ‘No colour.’ |

Checklist for Respondents

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| **Task** | **ü** |
| 1. Complete all sections of the Response Form. |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form. |  |
| 1. Remove all yellow highlight from the Response Form. |  |
| 1. Make sure that you have complied with the following instructions:  * mailbox size: ensure that your email attachment/s is no greater than 10MB per upload. |  |
| 1. Arrange for the declaration to be signed. |  |
| 1. Prepare your tender for electronic submission by creating a final soft copy file. |  |
| 1. Arrange for the Tender to be delivered electronically as specified in the Request for Proposals before the Close Date. |  |

Response Form

In response to Request for Proposals

**for:** Australia Fiji Health Program

**ref:** Short-term Consultancy – Establishment of Drug Rehabilitation Services in Fiji

**Date of this RFP: 13 June 2025**

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| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | Words and phrases that have a special meaning are shown by the use of capitals e.g., Respondent, which means ‘*a person, organisation, business, or other entity that submits a Tender in response to the RFT. The term Respondent includes its officers, employees, contractors, consultants, agents, and representatives. The term Respondent differs from a supplier, which is any other business in the marketplace that does not submit a Tender*.’ |

# About the Respondent

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| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * The section allows you to provide basic information about your organisation and identifies your Point of Contact for the duration of the process. * If an item is not applicable e.g., you do not have a registered office, complete the box by stating ‘not applicable.’ * If you are submitting a joint or consortium Tender complete an ‘Our profile’ table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Tender. * The Respondent acknowledges that if its Registration of Interest was not lodged on a Joint Bid Basis it will not be permitted to lodge a tender on a Joint Bid Basis. |

Our Profile

Choose one of these statements to complete and delete the others.

This is a Tender by [insert the name of your organisation] alone to supply the Requirements.

**OR**

This is a [joint/consortium] Tender by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

|  |  |
| --- | --- |
| Item | Detail |
| Trading name: | [insert the name that you do business under] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Postal address: | [e.g., P.O Box address] |
| Registered office: | [if you have a registered office insert the address here] |
| Business website: | [url address] |
| Type of entity (legal status): | [sole trader / partnership / limited liability company or other entity / other please specify] |
| Registration number: | [if your organisation has a registration number insert it here e.g., company registration number] |
| Country of residence: | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| TIN number: | [TIN Number / if overseas please state] |

Our Point of Contact

| Item | Detail |
| --- | --- |
| Contact person: | [name of the person responsible for communicating with Abt Global] |
| Position: | [job title or position] |
| Phone number: | [landline] |
| Mobile number: | [mobile] |
| Email address: | [work email] |

# Response to the requirements

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| --- | --- |
| **A red and white sign  Description automatically generated**  **Respondent**  **tips** | * In this section you are asked to provide your response to the requirements set out in the RFP, Scope of Work (Schedule 1) and other associated documentation by demonstrating your organisation’s ability to meet our criteria. * If there is anything that you do not understand ask the contact personnel to clarify. * If any information you provide is commercially sensitive to your organisation you must mark the information ‘commercially sensitive’ or ‘Confidential Information.’ It is not acceptable to render this whole document confidential unless this is truly the case. * If some of an answer is in another document e.g., a marketing brochure, copy and paste the relevant extract into the Tender. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Tender. * If you are submitting a response for more than one component of the Services, your responses must be detailed individually and specific to each component. However, a value for money proposition is encouraged and should be made clear in your financial response below. * You may include information not specifically requested by us in your Tender. But only if it adds value and is relevant to the Scope of Work. |

Overview of our solution

Please provide an overview of your solution. For example, describe the technical aspects of the product and/or elements of the service offering.

Organizational Chart and CVs

|  |  |
| --- | --- |
| **Respondent**  **tips** | The Respondent is requested to provide:   1. a proposed organizational chart; and 2. curriculum vitae for each of the Consultant's Representative, and each key person for the roles specified in the Scope of Work, which should provide details of all relevant projects in the last 10 years and the name and telephone number of a client referee. The Respondent is requested not to exceed 3 pages for each curriculum vitae. |

Assumptions

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| --- | --- |
| **A red and white sign  Description automatically generated**  **Respondent**  **tips** | Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information, please state these in the next section. |

# Price

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| --- | --- |
| **A red and white sign  Description automatically generated**  **Respondent**  **tips** | * In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of our Scope of Work and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Requirements. * Abt Global will, in its Value for Money assessment, consider the extent to which the offer satisfies the following requirements. Abt Global reserves the right to reject any offer that does not properly address and satisfy any of the requirements stated here and in other RFP documentation. * If you are submitting a response for more than one component of the Services, your responses must be detailed individually and specific to each component. However, a value for money proposition is encouraged and should be made clear in your financial response. |

Service Fees/Prices

Please submit your financial information and pricing using the following pricing schedule. The schedule may be used for the purpose of progress claim assessment and as a basis for negotiations for variations under the contract. The Respondent shall be responsible for the completion of all contract activities and this schedule shall not restrict completion. Line items against which no amounts are stated whether quantities or rates are given or not, shall be regarded as covered by other line items in this schedule. This schedule shall be read in conjunction with all other parts of the contract.

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| --- | --- |
| Part A - Price |  |
| Daily rate for the engagement inclusive of all costs associated with providing the Services | [$ X] |

Pricing schedule

The Respondent must state the basis of its Offered Price in Fiji Dollars and any price variation provision, arrangement, or mechanism applicable to the Offered Price.

The Offered Price will be deemed to include the cost of complying with the full scope as described and inferred by this complete document including the relevant documents as referenced under the RFP and the Draft Contract at Schedule 1 and the cost of complying with all matters and things necessary or relevant for the due and proper performance of the Contract.

Any charge not stated as being additional to the Offered Price will not be payable by Abt Global.

The Respondent is required to fill in the reimbursable cost table (if applicable):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART B – Reimbursable Costs**  Claims for reimbursable costs must be supported by documentation of the actual cost incurred by the Service Provider. | | | | |
| **No.** | **Item** | **No. of Units** | **Unit Cost (Currency)** | **Total (Currency)** |
|  | **Indicative travel costs** |  |  |  |
| 1 | Airfare from \_\_\_\_\_\_\_\_\_to Suva & return (incl. Fiji local flights) |  |  |  |
| 2 | Cost of transfer (home – airport) return |  |  |  |
| 3 | Cost of transfer (airport – hotel Suva) return[[1]](#footnote-2) |  |  |  |
| 4 | Accommodation [[2]](#footnote-3) |  |  |  |
| 5 | Daily allowance (per diem rate) |  |  |  |
| 6 | Other expenses[[3]](#footnote-4) |  |  |  |
| **Sub-Total Reimbursable Costs (Currency)** | | | |  |
| **Total Price (Currency) exclusive of tax** | | | |  |

# Draft Contract

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| --- | --- |
| **Supplier**  **tips** | * In the RFP Schedule 2 we have detailed the terms and conditions of our Draft Contract. We need to know whether or not you are prepared to do business based on the Draft Contract. * If you have any points that you wish to make about the Draft Contract this is where you tell us. Note below any suggestions or changes you wish to propose. * It is important that, if asked, you are able to explain why your changes are important to you. * In deciding which Respondent/s to shortlist Abt Global will take into account each Respondent’s willingness to meet the Draft Contract terms and conditions. |

Please note that Abt Global reserves the right to potentially invalidate a tender where the commercial concerns as listed significantly change or invalidate the Draft Contract terms. The Respondent should provide proposed solutions that recognize the contractual intent.

Choose one and delete the other:

Having read and understood the Draft Contract, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Draft Contract, or such amended terms and conditions of Contract as are agreed with Abt Global following negotiations.

OR

Having read and understood the Draft Contract, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Draft Contract subject to negotiating the following clauses:

|  |  |  |
| --- | --- | --- |
| Clause | Concern | Proposed solution |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |

# Referees

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e., not a friend or family member. * The best referees are those for whom you have recently delivered similar goods or services. * Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation. |

Please supply the details of at least two referees for your organization or for yourself (if submitting as an individual) by filling out the table below or for however many referees you want to provide. Include a brief description of the goods or services that your organisation provided and when.

Please note in providing these referees you authorize us to collect any information about your organization or you as an individual, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Tender. You also agree that all information provided by the referee to us will be confidential to us.

|  |  |
| --- | --- |
| **Referee Number [INSERT]** | |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

# Insurance Details

|  |  |
| --- | --- |
| **A red and white sign  Description automatically generated**  **Supplier**  **tips** | * To assist the Respondent to demonstrate its ability to satisfy the evaluation criterion described in the RFP and to assist Abt Global in evaluating this Tender, the Respondent is requested to provide details of the insurances which it has or proposes to put in place for the purposes of the Contract. * If the Respondent wishes to lodge its Tender on a Joint Bid Basis, it is requested to provide any information in this Schedule 3, Section 6, Insurance Details which it considers relevant to proposed joint bid arrangements (as applicable). |

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| --- | --- |
| Do the terms of all insurances which the Respondent has or proposes to put in place for the purpose of the Contract comply with all requirements in the Draft Contract? | Yes/No |

|  |  |
| --- | --- |
| Do the levels of all insurances which the Respondent has or proposes to put in place for the purpose of the Contract comply with the levels of insurance in the Draft Contract? | Yes/No |

The Respondent is requested to provide details of the terms and levels of the insurances which the Respondent has or proposes to put in place for the purpose of the Draft Contract in Schedule 1, including as set out below:

| INSURANCE TYPE | INSURER AND BROKER | RATING | POLICY NO | IS THE RESPONDENT A NAMED INSURED? | COVER | POLICY PERIOD | DEDUCT-IBLE |
| --- | --- | --- | --- | --- | --- | --- | --- |
|
| PROFESSIONAL INDEMNITY INSURANCE |  |  |  | YES/NO]  [IF NO, PROVIDE DETAILS] | $[INSERT] per claim  $[INSERT] in aggregate  Worldwide limits:  Jurisdictional limits:  Retroactive Date: |  |  |
| *[IF APPLICABLE - INSERT OTHER INSURANCES REQUIRED UNDER THE DRAFT CONTRACT]* |  |  |  |  |  |  |  |

# Declaration

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| **Supplier**  **tips** | * Here you are asked to answer questions and make a formal declaration. * Remember to select ‘agree’ or ‘disagree’ at the end of each row. If you don’t you will be deemed to have agreed. * Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g., chief executive or a senior manager. * If you are submitting a joint or consortium Tender each Respondent (supplier involved in the joint or consortium Tender) must complete a separate declaration. |

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| Respondent’s declaration | | |
| Topic | Declaration | Respondent’s declaration |
| RFP Process, Terms and Conditions: | I/WE have read and fully understand the RFP, including the RFP Process, Terms and Conditions. I/we confirm that the Respondent/s agree to be bound by them. | [agree / disagree] |
| Collection of further information: | The Respondent/s authorises Abt Global and Australian Department of Foreign Affairs and Trade (DFAT) to:   * 1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client.   2. use such information in the evaluation of this Tender.   The Respondent/s agrees that all such information will be confidential to Abt Global and DFAT. | [agree / disagree] |
| Requirements: | I/we have read and fully understand the nature and extent of the Scope of Work at Schedule 1. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | [agree / disagree] |
| Ethics: | In submitting this Tender, the Respondent/s warrants that it:   * 1. has not entered into any improper, illegal, collusive, or anti-competitive arrangements with any Competitor.   2. has not directly or indirectly approached any representative of Abt Global or DFAT (other than the contact personnel to lobby or solicit information in relation to the RFP   3. has not attempted to influence, or provide any form of personal inducement, reward, or benefit to any representative of Abt Global or DFAT. | [agree / disagree] |
| Offer Validity Period: | I/we confirm that this Tender, including the price, remains open for acceptance for the period stated in the RFP | [agree / disagree] |
| Conflict of Interest declaration: | The Respondent warrants that it has no actual, potential, or perceived Conflict of Interest in submitting this Tender, or entering into a Contract to deliver the Services. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the contact personnel. | [agree / disagree] |
| Details of Conflict of Interest: [if you think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. | | |
| DECLARATION  I/we declare that in submitting the Tender and this declaration:  the information provided is true, accurate and complete and not misleading in any material respect.  the Tender does not contain Intellectual Property that will breach a third party’s rights.  I/we have secured all appropriate authorizations to submit this Tender, to make the statements and to provide the information in the Tender and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements.  I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Tender may result in the Tender being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP process.  By signing this declaration the signatory below represents, warrants, and agrees that he/she has been authorized by the Respondent/s to make this declaration on its/their behalf. | | |
| Signature: |  | |
| Full name: |  | |
| Title / position: |  | |
| Name of organisation: |  | |
| Date: |  | |

1. No. 3 Cost of transfer (home – airport) return will be covered by the Platform [↑](#footnote-ref-2)
2. No. 5 Accommodation will be covered by the Platform [↑](#footnote-ref-3)
3. No. 6 Other expenses to cover any shortfall from items nos. 1 to 5 and any other missed but prior approved by the Platform expenses [↑](#footnote-ref-4)