

22 November 2021

Request for quotation (RFQ) – goods or services

RFQ Title:	Australia Awards 2023 intake advertisement video
RFQ Issue Date:	22 November 2021
Terms of Reference / Specifications:	The Services to be delivered are detailed in the Term of Reference provided
Project	Workforce Development Program Timor - Leste
The Company	Palladium Unipessoal Lda, Rua de Bemori, Bidau Akadiru-Hun,Dili, Timor-Leste
Closing Date and Time	5pm (GMT+9) 30 November 2021
Contact Person	Joaninha Lu
Details for Submission	<p>The proposal and require supporting document must be submitted before 5pm(GNT+9) 30 November 2021 by email to: joaninha.lu@thepalladiumgroup.com</p> <p>Please note applications not including all the required information will not be reviewed. Only shortlisted candidates will be contacted.</p>

Thank you for your interest in the above procurement. As part of the Workforce Development Program Timor-Leste, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on +670 332 2603 or by e-mail Joaninha.lu@thepalladiumgroup.com

Yours sincerely,

Joaninha Lu

Schoalrship & Alumni support Manager

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

Term of Reference for Australia Awards Scholarship Intake 2023 Advertisement video

RFQ Title : Australia Awards Scholarship intake 2023 advertisement video

Beneficiary : Women, people living with disability, youth, and people from rural area across Timor-Leste

Delivery Date : December – January 2022

Program : Workforce Development Program Timor-Leste

1. Introduction

The Workforce Development program funded by the Australian government to support Timor-Leste's workforce development goals. The program has two main components managing Scholarship and alumni program and Australia Labour Mobility Schemes, both programs has been implemented with close collaboration with Government of Timor-Leste

The End-of-program outcome is that Timor-Leste women and men supported by the program utilize their skills, knowledge, work experience and income.

The Workforce Development program through its components supports human capacity and leadership development through Australia Awards Scholarships (AAS) study in Australia and mobilisation of seasonal workers to work and gain experience in Australia through the Labour Mobility Schemes program, the program continues provide on-going professional development for both the alumni after completion of study and the returned seasonal workers after working in Australia.

2. Background

The current Australia Awards Scholarships and Alumni Timor-Leste (AA-TL) program is delivered under the Australian government-funded Workforce Development Program Timor-Leste (WDPTL). 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.

Australia Awards scholarship program is offered for 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.

3. Purpose of Contractor(s)

The following is the objective of the advertisement video for Australia Awards Scholarship 2023 intake:

- To clearly outline to prospective scholarship applicants the availability of scholarships, the application opening and closing dates and where to find further information about the scholarship.
- To attract more scholarship applications from marginalised groups including people with disabilities, those living in rural areas and women, who have historically had less access to formal education

4. Primary Responsibilities

The primary responsibilities of the contractor are to direct and produce a branded advert and radio advert that support the promotion of the 2023 Australia Awards which will help potential applicants navigate the application process.

The Australia Awards Timor-Leste requires the production of the following product:

1. TV & radio advertisement AAS 2023 intake

The purpose of the TV and radio advertisement is to clearly outline to prospective scholarship applicants, the availability of scholarships, the application opening and closing dates, and where to find further information.

Through both the TV and radio adverts, we want to attract more scholarship applications from marginalised groups including people with disabilities, those living in rural areas and women, who have historically had less access to formal education.

The advertisement for radio and TV (both 1 minute in length) will promote AAS and advise potential applicants on how to apply as well as inform them of the application process and timeframe

The advertisement will target Timorese citizens who are either:

- Timorese young men and women with the potential to complete undergraduate studies in priority areas in Australia and contribute to the future development of Timor-Leste
- Graduates with the potential to successfully complete post-graduate studies and contribute to future development of Timor-Leste, and
- People with a disability who have the potential to successfully complete their course with appropriate support and adjustment and contribute to future development of Timor-Leste

The script – TV and Radio:

“Do you want to be a leader in your field and join an inspiring network of changemakers? Apply now for an Australia Awards Scholarship. More than a degree, you will gain a world-class education and a life-changing experience in Australia. We support you to live and study successfully. Our application process is open and competitive, providing equal opportunity to all eligible people. Scholarships available for the 2023 intake are at undergraduate and post-graduate level. We especially encourage people from rural areas, women, and people with disabilities to apply. Advance your career and make a vital contribution to the development of your country. Make a difference. Visit Australia awards Timor-Leste website www.australiaawardstl.org or email us at scholarships@australiaawardstl.org, you can also contact us on 3322602. “

Further detail:

- For the TV advertisement the contractor will need to film three alumni at their work and some footage from the Alumni of the Year 2021 event on the evening of Thursday 9th December to be included in the footage.
- The contractor will use some existing footage of alumni.
- The contractor will be required to record a voice over and select and provide music to create the 1-minute advert. The voice over will also be used for the radio advert. The voice over artist will be an existing Australia Awards alumni.

The TV and radio adverts first draft must be completed and provided to Workforce Development Program Timor-Leste by **18 January 2022** with a final product completed by **26 January 2022**. All products must be supplied in the correct formats (details will be provided to the selected supplier), so they are ready to air.

As a reference guide please view previous scholarship intake TV adverts via our YouTube channel <https://www.youtube.com/watch?v=aGlzmqMvmc8>

You can also visit our Australia Awards Timor-Leste website www.australiaawardstl.org

5. Documents Required

Interest Interested contractor (organisation or company) is required to provide a technical proposal comprised of:

- A company profile including your experience in film/video advert production
- A detail plan and timeline for the advertisement video production
- A detail proposed budget cost (must be in USD)

6. Timelines

AAS advertisement video production should follow the timeline in the table below:

No	Activities	Time
1	Briefing with selected contractor	6 December 2021
1	First draft video for review	18 January 2022
2	Second draft video for final edit	24 January 2022
3	Final video for Embassy approval	26 January 2022

7. Reporting:

- The filmmaker will report to the Scholarships Alumni Support Manager and WDPTL Media & Communications staff throughout the film planning, production and sign off process.

8. Experience and Equipment Required

- Equivalent work expertise/experience relating to the production of equivalent film products.
- Demonstrated experience in film
- The filmmaker is required to have necessary software to shoot, edit and produce both films.
- Well-developed oral and written English language skills
- Understanding of the Timor-Leste context including the social, cultural, political, and institutional factors affecting development in Timor-Leste including gender and disability inequalities
- Awareness of the Australia Awards Scholarship program would be an advantage
- Experience with DFAT processes and procedures specially in Media and Communication system (desirable)

Quotations are due on 30th November 2021 (5pm, Dili time) and please send your proposal for the at joaninha.lu@thepalladiumgroup.com

Palladium will assess each submission based on Selection Panel Report, and will be based on compliance with this Request for Quotation (RFQ), ability to meet the requirement as specified and overall value for money using the following criteria:

- How you propose to provide the Goods/Services specified in this RFQ.
- Demonstrated ability to manage/deliver the Goods/Services in terms of:
 - The range and quality of services offered;
 - Understanding of the requirement, ability to meet deadlines, implementation methodology and project management processes;
 - Proven subject matter expertise;
 - Past relevant performance (including goods/service delivery, performance management and assurance), and
 - Expertise of particular individual(s) and subcontractors nominated to perform or provide the Goods/Services.
- The fee to be charged for providing the Goods/Services.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.