

## MONGOLIA-AUSTRALIAN SCHOLARSHIPS PROGRAM (MASP)

### Request for Tender

#### ENGLISH LANGUAGE TRAINING AND ASSOCIATED TESTING SERVICES FOR AUSTRALIAN DEVELOPMENT SCHOLARSHIPS (ADS) 2009/2010 AND 2010/2011

MASP is seeking proposals from organisations interested in providing “*English Language Training and Associated Testing Services for Australian Development Scholarships (ADS) 2009/2010 and 2010/2011*” (the “**Activity**”). If your organisation chooses to lodge a proposal (the “**Tender**”) it must be submitted on the terms of this document and the attached Parts (together referred to as the “**Request for Tender**” or “**RFT**”). The required services (the “**Services**”) are described in detail in the Scope of Services.

The RFT in five (5) Parts details the Activity Specific Tender Conditions (Part 1) and the Activity Specific Contract Conditions (Part 2), the Scope of Services (Part 3), the Basis of Payments (Part 4), and details the Standard Contract Conditions (Part 5)

#### i) **Part 1 – ACTIVITY SPECIFIC TENDER CONDITIONS.**

##### 1. **Tender Particulars**

**Endorsement:** English Language Training and Associated Testing Services for Australian Development Scholarships (ADS) 2009/2010 and 2010/2011, under the Mongolia-Australian Scholarships Program (MASP).

**Closing Time** 5.00 pm 11th September, 2009. MASP, Ulaanbaatar, Mongolia. The date and time of an electronic proposal will be that of the record of receipt on the MASP computer [masp@magicnet.mn](mailto:masp@magicnet.mn)

**Tender Box Address:** MASP, Ulaanbaatar, Mongolia.

**Business Hours:** Monday to Friday, 9.00am to 6.00pm. Lunch time is between 1:00 and 2:00 pm. Excluding Public holidays.

**Number of Copies of Tender:** **EITHER:** Hard copy in two separate envelopes a  
(1) **Technical** - one original (marked “Original Technical Proposal”) plus one copy; and  
(2) **Financial** – one original (marked Financial Proposal).

**OR:** Electronically in two separate folders a  
(1) **Technical** – folder marked Technical; and  
(2) **Financial** – folder marked Financial.

**Tender Validity Period:** 60 days.

**Contact Persons:** **Contact Person:** Ms Yu Tsetsgee, Deputy Program Manager.  
Phone: + (976 11) 318852  
Fax: + (976 11) 322284  
Email: [MASP@magicnet.mn](mailto:MASP@magicnet.mn)

**Page Limits:** Technical proposal a maximum of 4 pages plus annexes  
CVs 2 pages.

**Information:** Information about MASP and the ADS is available from the MASP Office, the MASP website [www.masp.mn](http://www.masp.mn) and the Australian Scholarships website [www.australianscholarships.gov.au](http://www.australianscholarships.gov.au).

## 2. Eligibility Criteria

To be eligible for this sub-contract, organisations must carry on business in Mongolia.

## 3. Score Weightings

The technical assessment of the proposal will account for 75% of the overall score using the following formula:

$$\text{Technical Score} = \frac{\text{Tenderer's Weighted Technical Score (out of 100)}}{\text{Highest Weighted Technical Score (out of 100)}} \times 75\%$$

Following consideration of the technical merit of Tenders by a Technical Assessment Panel (TAP), a like-for-like price assessment is undertaken by the MASP Deputy Program Manager of the proposals that are assessed by the TAP as technically suitable.

The like-for-like price assessment will represent 25% of the overall score. The formula for scoring and ranking of Tenders on the basis of price is:

$$\text{Price Score} = \frac{\text{Bid Price of the Lowest Priced Technically Suitable Bid}}{\text{Tenderer's Bid Price}} \times 25\%$$

Following the final assessment and calculation of the final aggregate scores a recommendation is made to the Program Manager.

## 4. Tender Schedule A – Technical Proposal

The Tender is comprised of three parts (Schedules); the Technical Proposal (Tender Schedule A), Personnel (Tender Schedule B), and Financial Proposal (Tender Schedule C).

Tender Schedule A of the Tender must contain information that addresses the selection criteria and the Scope of Services

### Selection Criteria

#### (A) THE ORGANISATION weighting 30%

The Tenderer will describe its ability to provide the services specified in the Scope of Services, including experience in providing English language testing on a formal (i.e. IELTS testing) and informal basis (i.e. assessment through IELTS-like speaking testing to ascertain the possible IELTS level of a person), the preparation of English language training programs for Advanced General English, English for Academic Purposes (EAP), and EAP/IELTS preparation, and the conduct of these training programs in Mongolia. Ability to provide the facilities (i.e. classrooms, library, internet etc) and resources (teaching staff, English language texts etc) to provide the services specified in the Scope of Services.

#### (B) APPROACH weighting 35%

##### (i) Response to the Scope of Services 15%

The Tenderer will demonstrate an understanding of the requirements of the Scope of Services and recognition of the critical constraints for their successful implementation.

##### (ii) Methodology and Work Plan 20%

The Tenderer shall provide a practical approach to fulfilling the requirements of the Scope of Services within the specified timeframe. The methodology should address the requirements in the Scope of Services under the headings of; Contract Outputs, Program Content, Program Schedule, Student Intakes, Program Modes, Program Timetable, Program Staffing, Staff Orientation, Materials, Resources and Equipment, Monitoring and Reporting Attendance, Quality assurance, and Program Reporting. A summary syllabus should be provided as an Annex.

The Tenderer shall provide a description of the conduct of a separate Advanced General English Course for IELTS 4.5 students, the program being sponsored by the Government of Mongolia and described in the Scope of Services. A summary syllabus should be provided as an Annex.

**(C) PERSONNEL**

weighting **35%**

The Tenderer shall describe a team of appropriate qualifications and practical experience of the personnel to be provided to implement the approach described above. This includes the provision of CVs not exceeding two pages in length as an Annex to the Tender that will be assessed as part of this selection criterion.

**ANNEXES**

**Annex 1 – Summary of Experience**

Details of relevant experience, which demonstrates the tenderer's ability to fulfil the objectives of the Activity. This summary should be no longer than one typed page.

**Annex 2 – Syllabus for the three Courses**

A general description of an indicative syllabus for the three courses of the English language training program. The syllabus should be no longer than one typed page.

**Annex 3 – Description and Syllabus for Course Sponsored by the Government of Mongolia**

A general description including syllabus for the course sponsored by the Government of Mongolia. The description should include a proposal of how the course could be commercially undertaken though underwritten by the Government. The description should be no longer than one typed page.

**Annex 4 – Personnel Inputs**

A table showing the inputs in the delivery of the services for each of the proposed staff members.

**5. Tender Schedule B - Personnel**

Tender Schedule B must provide curriculum vitae for each proposed team member

**Annex 5 – CVs of Proposed Team Members**

A CV of a maximum of two typed pages for each of the Team Members proposed to deliver the services requested in the Scope of Services. The CV should contain the name, age, gender and qualifications of the individual and specifically address the criteria of experience needed to achieve the specified contract outputs.

**6. Tender Schedule C – Financial Proposal**

Tender Schedule C must be a fully costed fixed price based on the outputs/inputs as specified in the Scope of Services, including:

- i) necessary costs related to the preparation and conduct of the three English language training courses;
- ii) a cost estimate for conducting ADS eligibility testing; and
- iii) a cost estimate for the conduct of formal IELTS testing or facilitating the IELTS testing undertaken in Ulaanbaatar by an approved testing centre.

A separate cost estimate is required for the Course to be sponsored by the Government Mongolia

The costs must be expressed in US dollars with any escalators, foreign exchange rate variations, or other price risks built into the fixed price proposal but separately disclosed as a single escalator factor. MASP will not accept any "across the board" escalators subsequently applied to any rates or activity costs.

The Like-for-Like table must include the price information and be in the format presented in Table 1.

**Table 1** Like-for Like Price Assessment

**1. Budget for a Program of English Language Training and Associated Testing Services**  
(in USD):

	Unit Cost	Hours	Days	Weeks	Months	Total
<b>Course 1</b>						
Preparation, Teaching, and Review						
	Teacher 1					
	Teacher 2					
	Teacher 3					
	.....					
Resources						
	.....					
	.....					
Total Fee						

**Course 2**

Preparation, Teaching, and Review						
	Teacher 1					
	Teacher 2					
	Teacher 3					
	.....					
Resources						
	.....					
	.....					
Total Fee						

**Course 3**

Preparation, Teaching, and Review						
	Teacher 1					
	Teacher 2					
	Teacher 3					
	.....					
Resources						
	.....					
	.....					
Total Fee						

**2. Cost estimate for the conduct of “eligibility testing”** (in USD) by means of an informally standardised IELTS-like speaking interview by the service provider for an individual test conducted by an appropriately experienced IELTS-aware native-speaker teacher. Cost estimate USD/applicant tested .....

**3. Cost estimate for the conduct of the IELTS testing** (in USD) prior to the English language commencement and at program completion for one candidate. Cost estimate USD/applicant tested .....

**4. Cost estimate for the conduct of the Advanced English Language Course sponsored by the Government of Mongolia.** The cost estimate should follow the structure of the courses above and include:

Preparation, Teaching, and Review						
	Teacher 1					
	Teacher 2					
	Teacher 3					
	.....					
Resources						
	.....					
	.....					
Total Fee						

(ii) **Part 2 – ACTIVITY SPECIFIC SUB-CONTRACT CONDITIONS.**

A draft of the Coffey International Development (the MASP Managing Contractor) Sub-Contract Agreement is attached.

(iii) **Part 3 – SCOPE OF SERVICES**

The Scope of Services prepared by MASP is attached.

(iv) **Part 4 – BASIS OF PAYMENT**

A payment of 50% of the cost of each course will be made on presentation of an invoice before the commencement of the course.

The payment for the final 50% will be made at the end of each course on presentation of an invoice and an accompanying Report as specified under Program Reporting in the Scope of Services.

Each course invoice/Report should be submitted to MASP within two weeks of course completion. Invoices are payable in USD by MASP within 30 days of presentation.

Payments for Eligibility and IELTS testing will be at cost on the presentation of an invoice with certification of the numbers attending Eligibility interviews and official IELTS.

(v) **Part 5 – STANDARD TENDER CONDITIONS.**

**DOCUMENTS THAT MUST BE LODGED**

The tender proposal includes Tender Schedule A, Tender Schedule B, and Tender Schedule C as described above.

The tenderer is responsible for the delivery of their Tender. The Tender must **EITHER** be placed in the MASP Tender Box at the MASP office in Ulaanbaatar, Mongolia **OR** submitted electronically to [masp@magicnet.mn](mailto:masp@magicnet.mn). The Tender must be delivered during business hours by the Closing Time. Failure to submit a Tender in accordance with this clause may render the Tender liable to rejection.

**TENDERER ENQUIRIES**

Any enquiries must be directed to the Deputy Program Manager at MASP as specified in the Tender Particulars.

If a Tenderer finds any discrepancy, error or omission in the terms and conditions of the RFT, including of the Contract Conditions or wishes to make an enquiry, including seeking clarification of the RFT, must notify the Deputy Program Manager not later than 14 days prior to the Closing Time.

MASP will respond to any Tenderers enquiries not later than 7 days prior to the Closing Time. MASP reserves the right to issue or publish answers to a Tenderer's enquiries to all Tenderers.

**LATE TENDERS**

A Tender lodged after the Closing Date is a Late Tender. MASP, at its absolute discretion, can assess or reject a late Tender. MASP will not enter into correspondence about a decision to assess or reject a late tender.

**NON-CONFORMING TENDERS**

Tenders will be regarded as non-conforming if they fail to conform with one or more of the requirements of the RFT. MASP, at its absolute discretion, can assess or reject a non-conforming tender. MASP will not enter into correspondence about a decision to assess or reject a non-conforming tender.

## **CLARIFICATION OF TENDERS**

MASP reserves the right to seek clarification of any tender. Tenderers must respond to any request for clarification within the time period specified by MASP, to ensure that additional information provided answers to MASP's enquiries and is consistent with the Tender submitted by the Tenderer, and not seek to change any aspect of their Tender by providing additional information to MASP.

Failure to provide clarification to the satisfaction of MASP may render the Tender liable to rejection.

## **AMENDMENT TO THE RFT**

MASP may amend the RFT at any time by issuing an Addendum.

## **ASSESSMENT OF TENDERS**

### **General**

Tenders will be assessed on the following basis:

- i) technical; and
- ii) financial to achieve the best value for money outcome.

MASP is not bound to accept the lowest priced Tender or any Tender.

### **Technical Assessment**

A Technical Assessment Panel (TAP) comprising MASP representatives a representative from the Cabinet Secretariat and technical specialists appointed at MASP's discretion will undertake the technical assessment. The TAP will assess the tender on the technical selection criteria.

TAP members are required to maintain the "commercial-in-confidence" nature of the proceedings of the TAP meeting. TAP members must not discuss matters relating to the technical assessment of any tender with any party. Tenderers must not make contact with any member of the TAP, outside any TAP meeting. Any such contact will be considered a breach of confidentiality and may result in MASP rejecting the tender of the Tenderer concerned.

### **Financial Assessment**

To preserve the commercial-in-confidence data, TAPs will not be given copies of the financial proposals. The financial assessment will be undertaken by the Deputy Program Manager or the Program Manager.

### **Insurances**

The financial proposal must be inclusive of all necessary insurances required for the performance of the services.

### **Technical Proposal Format**

The technical proposal must:

- i) indicate the tenderer's nominated contact person and contact details on the cover page;
- ii) be in a type font of no less than 12 point on A4 paper;
- iii) have left and right margins of no less than 2.5 cm, and top and bottom page margins of no less than 3 cm, excluding headers, footers and page numbers;
- iv) not have any representation or mark which may indicate that the Tenderer is in any way related to or connected with MASP;
- v) be no longer than the page limit detailed in the Tender Particulars (inclusive of tables, diagrams or graphs), but exclusive of required annexes.

## **Curricula Vitae**

The curriculum vitae for team members must include the following information:

- i) name and personal contact details (this can be an email address or phone number);
- ii) nationality and if relevant permanent resident status;
- iii) professional qualifications, including institution and date of award; and
- iv) details of recent relevant professional and development work experience, including the duration and extent of inputs.

CVs must be no longer than two pages.

Tenderers must nominate at least one referee who can provide an objective assessment of the quality of relevant and recent work performed by the proposed team member.

## **ELIGIBILITY OF TENDER**

Nominated activity team members must have qualifications and/or demonstrated experience relevant to the achievement of the objectives of the Activity and for the position nominated.

## **MASP's RIGHTS**

MASP reserves the right to:

- i) seek Tenders from any organisation;
- ii) accept or reject and Tender;
- iii) terminate, extend or vary its procurement process for the Services;
- iv) request clarification in relation to a Tender;
- v) seek information or negotiate with any organisation that has not been invited to submit a Tender;
- vi) terminate negotiations with the preferred tenderer and commence negotiations with any other Tenderer;
- vii) evaluate Tenders as MASP sees appropriate; and
- viii) negotiate with any one or more Tenderers.

## **TENDERER'S ACKNOWLEDGEMENT**

A Tender is submitted on the following basis:

- i) no legal obligation or agreement whatsoever is intended to be or is created between MASP and any Tenderer by virtue of the tender process unless and until sub-contract negotiations are completed and a formal written agreement acceptable to MASP is entered into and executed by an authorised officer of MASP and by the successful Tenderer, if any;
- ii) the Tenderer acknowledges and agrees that MASP, its employees, agents and advisers are not, and will not be responsible, or liable for the accuracy or completeness of any information contained in this RFT; and
- iii) the Tenderer is responsible for all costs for and incidental to the preparation and delivery of the Tender, including obtaining this RFT, or any subsequent stage of the procurement process, including answering any queries and providing any further information sought by MASP.

## **DEBRIEFING OF TENDERERS**

If requested, MASP will provide Tenderers with an oral debriefing on the results of the technical assessment of their Tender following signature of the sub-contract by the successful Tenderer. The debriefing will provide information on scores achieved against individual selection criteria and comments from the TAP. MASP will not enter into discussion or communications on the content of the tender debrief once it has been completed.

## **CONTRACT NEGOTIATIONS**

MASP may select, a preferred Tenderer, the Tenderer(s) who best meet the requirements of the RFT on the basis of the tender assessment process.

It is MASP's intention to contract on the basis of the Contract Conditions contained in the RFT. Following the selection of a preferred Tenderer MASP may enter into negotiations with the preferred Tenderer in respect of the Scope of Services and the Basis of Payments of the sub-contract. Such negotiations will be strictly limited to matters of detail rather than substance.