



## ADDENDUM 1

Date: 2 April 2024  
Pages: 1  
Subject: Addendum 1 to the AAI: Women-led MSMEs - Ready to Export (Tender: AM10611) Short Course Request for Tender of 13 March 2024

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### **Tenderers are advised of the following:**

This addendum is openly available to all potential tenderers. It consists of responses to tenderers' questions.

#### **QUESTION 1:**

What is the latest date the program must start and finish?

#### **ANSWER 1:**

The below dates have been provided to the course participants so there is a bit of flexibility with the in-Australia course 'late August – early September'. The tenderer is advised to indicate in the tender their preferred dates and inform if they cannot deliver the course within the proposed schedule:

- Pre-course workshop in Indonesia: late July 2024 – early August 2024
- Short course in Australia: late August 2024 – early September 2024 (preferred schedule 26 August – 6 September)
- Post-course workshop in Indonesia: December 2024

#### **QUESTION 2:**

Does the Interpreter need to be NAATI certified? Is the expectation that all course materials are translated before the program commences?

#### **ANSWER 2:**

The tenderers do not nominate interpreters in their tender proposal. Based on the interviews, there is no need for interpretation of sessions or translation of documents; however, language assistance with technical terminology may be required. Language assistance arrangements will be negotiated with the preferred tenderer during contract negotiation. No language assistance, interpretation or translation costs are included in the financial proposal.

#### **QUESTION 3:**

Can you please inform the participants background including their educational degrees, age groups, religious and their business model (B2B or B2C or a combination)?

#### **ANSWER 3:**

Age range: 25-57 years old. Education: bachelors (16), masters (9). Most are B2C.

**QUESTION 4:**

Please clarify the responsibility of the course provider in managing all the travel related administrative tasks - pre and post course workshops and 2-week study in Australia. Tasks such as - airfares for the participants, overseas health cover, venues for pre/post course workshops, accommodation in Indonesia and Australia, transfers. Please clarify if AAI will reimburse the travel costs incurred by the course provider's faculties for the pre and post course workshops in Indonesia.

**ANSWER 4:**

AAI will arrange participants' travel to and from Australia. AAI arranges workshops in Indonesia (venues, participant travel, accommodation). Course provider arranges as aspects of the in-Australia course (as per RFT), including OSHC, venues, accommodation, transfer, course program, social program, and networking opportunities. AAI will reimburse the course leaders' flights to Indonesia, taxis and per diems during the workshops. AAI will arrange course leaders' visa, accommodation and airport transport in Indonesia. The details will be included in the contract.

**QUESTION 5:**

Response Template- are we allowed to add our logo?

**ANSWER 5:**

Yes.

All other information as set out in the RFT dated 13 March 2024 remains unchanged.