



PROSPERA

Australia Indonesia Partnership
for Economic Development

info@prospera.or.id

www.prospera.or.id



REQUEST FOR QUOTATION

Title:

Online Single Submission Licensing Process Assessment

April 2024



Table of Contents

Request for Quotation Details.....	3
General Information	3
Required Main Documents for Proposal	3
Required Attachment to the Technical Proposal	4
Procurement Process.....	5
RFQ Document Attachment.....	6
Attachment 1: Terms of Reference	7
Attachment 2: Tenderer’s Declaration.....	13
Attachment 3: Due Diligence Preliminary Template.....	14
Attachment 4: Template of Contract – for review only	17



Request for Quotation Details

General Information												
1	RFQ Title	Online Single Submission Licensing Process Assessment										
2	RFQ Issue Date	18 April 2024 Note: please regularly check the Prospera website at www.prospera.or.id for update or amendment (if any) about this tender/RFQ document.										
3	Services to be supplied, schedule and location	Information about the service is in the Attachment 1: Terms of Reference .										
4	Budget	Budget for this activity is maximum at IDR 950,000,000 (excluding tax). Bids will be ranked competitively against selection criteria. <ul style="list-style-type: none"> <i>Note: All rates should only be listed in AUD (or IDR for Indonesian entities). No bids will be accepted in USD or other currencies.</i> <i>International adviser rates must be consistent with DFAT’s Adviser Remuneration Framework using the MRP rate as the maximum. Premium rates will not be permitted. https://www.dfat.gov.au/sites/default/files/adviser-remuneration-framework-2016.pdf</i> <i>Please note that Indonesian rates must adhere to the Government of Indonesia Manpower Regulation on the minimum wage.</i> 										
5	Terms and Condition	Prospera reserves the right to seek proposals from any organisation; accept or reject any Proposal; terminate, extend or vary its selection process for the Services; seek information or negotiate with any organisation that has not been invited to submit a Proposal; terminate negotiations at any time and commence negotiations with any other organisation; and evaluate bids as Prospera sees appropriate.										
Required Main Documents for Proposal												
6	Proposal Format	The proposal will consist of two (2) separate documents that cover Technical and Financial Proposals with detail as follow: 1. Technical Proposal: <ol style="list-style-type: none"> A technical proposal of no more than [15] A4 pages addressing the evaluation criteria in section 9 below and providing the approach and methodology to undertake the scope of work and deliver the required deliverables stated in the Terms of Reference. A Contractor Personnel Register, nominating an adviser for each of the positions in team composition that meet the criteria with the following format: <table border="1" data-bbox="550 1861 1433 1973"> <thead> <tr> <th>Name</th> <th>Position</th> <th>International ARF Category and Level or</th> <th>Indicative Number of Days-</th> <th>Daily Rate (AUD/IDR)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> 	Name	Position	International ARF Category and Level or	Indicative Number of Days-	Daily Rate (AUD/IDR)					
Name	Position	International ARF Category and Level or	Indicative Number of Days-	Daily Rate (AUD/IDR)								



			National (Market Rate)		
xxxx	Ex: Project Leader	ARF/Local	Ex: 20	Ex: AUD 950	
Insert	Insert	ARF/Local	Insert	Insert	

c. A CV of personnel member no more than [2] A4 pages for each Contractor Personnel nominated in the Personnel Register above.

d. Up to [5] Past Experience Statements of no more than 1 A4 page each detailing relevant skills and experience of the bidder to provide the services.

2. Financial Proposal:

- o A Management Fee to cover overheads, margins and profits.
- o A remuneration rate for the nominated adviser nominated in the Contractor Personnel Register (section 6.1 b above). For all international advisers, the remuneration rates must be within the range specified in DFAT’s Adviser Remuneration Framework. Please refer to: <https://www.dfat.gov.au/sites/default/files/adviser-remuneration-framework-2016.pdf>. The reference rate is MRP. Premium rates will not be permitted.
- o Reimbursable Operational Cost: Prospera will pay to the selected company reimbursable expenses incurred by the supplier for the delivery of the Services. The selected company should detail these costs in their cost proposal.
- o A Value for Money Analysis (narrative of 1-2 pages) that covers the 4 key criteria of VFM including Effectiveness, Economy, Efficiency, and Ethics. For more information about DFAT VFM principles, please check: [Value for Money principles | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)

The proposal must be valid for a minimum of **90 days**. This period begins from the date of closure of the tender. The quotation must include all required documents, declarations and exhibits as well as full details of prices.

Required Attachment to the Technical Proposal

7	Attachment 1: Tenderer’s Declaration	The tenderers must fill and sign the Tenderer’s Declaration form in Attachment 2: Tenderers Declaration Template. [Word version] . It will be submitted as the attachment of Technical Proposal.
8	Attachment 2: Due Diligence Form	Tenderers/prospective grantees/sub-contractors must complete the Due Diligence Preliminary Statement as part of the Request for Quotation (RFQ). This provides Prospera and DT Global with an initial partner risk profile but is not part of the tender/proposal evaluation scoring. The <u>preferred tenderer</u> will be required to complete a Due Diligence Assessment before a contract/grant agreement is signed. This must be supported by evidence that DT Global can verify. The Due Diligence Assessment template should be included in the proposal



		<p>package for information only. It is used to form a risk assessment of the successful partner and, where necessary, to build additional safeguards into the activity agreement and implementation.</p> <p>Please refer to Attachment 3: Due Diligence Template [Word version] for the form to be filled in.</p> <p>Detailed information can be found via the link: https://www.dfat.gov.au/about-us/publications/due-diligence-framework</p>															
Procurement Process																	
9	Evaluation	<p>Prospera will conduct an initial assessment of Technical Proposals. The Technical Proposal will be evaluated against the Selection Criteria listed below:</p> <table border="1"> <thead> <tr> <th>Evaluation Category</th> <th>Selection Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Approach</td> <td>The company must provide strong approach and methodology to deliver the service as required in the TOR.</td> <td>30%</td> </tr> <tr> <td>Firm experience</td> <td>The Company will possess proven track records and relevant experience to support Ministry of Investment / BKPM.</td> <td>25%</td> </tr> <tr> <td>Team Composition</td> <td> <p>The Company will possess strong qualifications is expected to meet the following minimum resource requirements:</p> <ol style="list-style-type: none"> Senior legal specialist(s) with expertise in navigating the Indonesia legal requirements and compliance related to online business licensing and various PBUMKUs. Business Process Specialist(s) with in depth knowledge of the PP 5/2021 on Risk Based Licensing and understanding of PBUMKU and regulatory processes, as well as experience in designing business license process flowcharts. IT Business Process Specialist(s) with knowledge of the OSS RBA system and understanding of the business licensing-related regulations and regulatory processes. </td> <td>25%</td> </tr> <tr> <td>Financial</td> <td>Based on Value for Money analysis</td> <td>20%</td> </tr> </tbody> </table>	Evaluation Category	Selection Criteria	Weight	Approach	The company must provide strong approach and methodology to deliver the service as required in the TOR.	30%	Firm experience	The Company will possess proven track records and relevant experience to support Ministry of Investment / BKPM.	25%	Team Composition	<p>The Company will possess strong qualifications is expected to meet the following minimum resource requirements:</p> <ol style="list-style-type: none"> Senior legal specialist(s) with expertise in navigating the Indonesia legal requirements and compliance related to online business licensing and various PBUMKUs. Business Process Specialist(s) with in depth knowledge of the PP 5/2021 on Risk Based Licensing and understanding of PBUMKU and regulatory processes, as well as experience in designing business license process flowcharts. IT Business Process Specialist(s) with knowledge of the OSS RBA system and understanding of the business licensing-related regulations and regulatory processes. 	25%	Financial	Based on Value for Money analysis	20%
Evaluation Category	Selection Criteria	Weight															
Approach	The company must provide strong approach and methodology to deliver the service as required in the TOR.	30%															
Firm experience	The Company will possess proven track records and relevant experience to support Ministry of Investment / BKPM.	25%															
Team Composition	<p>The Company will possess strong qualifications is expected to meet the following minimum resource requirements:</p> <ol style="list-style-type: none"> Senior legal specialist(s) with expertise in navigating the Indonesia legal requirements and compliance related to online business licensing and various PBUMKUs. Business Process Specialist(s) with in depth knowledge of the PP 5/2021 on Risk Based Licensing and understanding of PBUMKU and regulatory processes, as well as experience in designing business license process flowcharts. IT Business Process Specialist(s) with knowledge of the OSS RBA system and understanding of the business licensing-related regulations and regulatory processes. 	25%															
Financial	Based on Value for Money analysis	20%															
10	Submission Requirement and Closing Date	<p>The bidders must provide a straightforward, complete, and concise description of the firm's capability to meet the requirements of this RFQ. The proposals consist of:</p> <ol style="list-style-type: none"> 1) Technical Proposal (see evaluation criteria above) 2) Financial Proposal (including the VFM narrative) 															



		All submissions must be received in electronic copy, each proposal separately, by email to procurement@prospera.or.id no later than Monday, 13 May 2024, 05:00 PM (GMT +7).
11	Queries	<p>All inquiries regarding the submission of a proposal must be made in writing and submitted by email to procurement@prospera.or.id no later than Thursday, 2 May 2024, 05:00 PM (GMT +7).</p> <p>Note: Please register your interest for this tender by email. For all answer of all submitted queries will be shared to registered bidders only.</p> <p>Only the written answers issued by Prospera will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Prospera, DT Global or any other entity <u>should not</u> be considered as an official response to any questions regarding this RFQ.</p>
12	Selected Tenderer	<p>The award will be made to a responsible tenderer whose offer follows the RFQ instructions, meets the eligibility requirements, meets or exceeds the minimum required technical specifications, and is judged to be the best value for money based on fulfil performance standards, strong approach/methodology, strong team composition, relevant experience and price.</p> <p>Best-offer price proposals are requested. It is anticipated that an award will be made based on the original financial proposal and technical proposal. However, Prospera reserves the right to conduct any of the following:</p> <ul style="list-style-type: none">• Prospera may conduct negotiations with and/or request clarifications from any bidder prior to award.• Prospera may cancel this RFQ at any time. <p>Please note that in submitting a response to this RFQ, the bidder understands that any protest hereunder must be presented—in writing with full explanations—to Prospera for consideration. Prospera, at its sole discretion, will make a final decision on the protest for this procurement.</p>
13	Instructing Officer	<p>Please submit proposals and all questions by email to:</p> <p>Email: procurement@prospera.or.id</p>
RFQ Document Attachment		
14	Attachment 1	Terms of Reference
15	Attachment 2	Tenderers Declaration Template
16	Attachment 3	Due Diligence Template
17	Attachment 4	Template of Contract (for review only)

Attachment 1: Terms of Reference

PROSPERA
Terms of Reference

Online Single Submission Licensing Process Assessment

Counterparts:	Ministry of Investment / BKPM
Work Location:	Jakarta, Indonesia
Reports to:	PROSPERA Senior Adviser (Trade and Investment Lead)
Duration of inputs:	8 months (est. May - December 2024)
Estimated Budget:	IDR 950,000,000

Summary of Expertise Required

The Online Single Submission – Risk Based Approach (OSS RBA) has issued over 6 million licenses (largely including Business Registration Number (NIB) for micro and small business) since its launch in early August 2021, and has had significant impact on the number of business licenses issued for low and medium-low risks business sectors. One of the main challenges remaining is the business support activities licenses Perizinan Berusaha Untuk Menjalankan Kegiatan Usaha (PBUMKU), business licenses to support business operation that relevant businesses must obtain, particularly in medium-high and high-risk business sectors, and the complexity of the requirements and procedures to obtain these licenses, which are hampering the development of effective business process in the OSS system. Streamlining the PBUMKU, simplifying, and removing overlapping and inconsistent requirements and procedures for these licenses will expedite the licensing process and increase the number of licenses issued by the OSS, in particular for medium-high and high-risk business sectors.

Reforming the business licenses as mandated by the Job Creation Law is a large undertaking as it involve many dimensions of business licensing. Prospera has been supporting the Government in this effort including in supporting the review of the implementing regulations and in improving the OSS System interconnectivity with other systems. In the context of business support activities licenses, Prospera will be supporting the Ministry of Investment/BKPM to streamline 1094 PBUMKUs and to improve the licensing business process of the PBUMKU in the OSS System. Given the complexity of this effort, Prospera will start by assisting BKPM in assessing the business process for selected 8 priority PBUMKUs from the 550 PBUMKUs currently already embedded in the OSS system. BKPM has identified six priority PBUMKUs based on the importance of the sectors affected by them, while the remaining two will be determined later. This will be consulted through focus group discussion with private sector for verification and will be adjusted accordingly. The objective is to streamline and simplify the requirements for these licenses and to develop a flowchart of business process that will be implemented in the OSS system. It is expected that the approach used in this review will be duplicated by BKPM to review other PBUMKUs.



Prospera is seeking the service of a company to undertake the project. The company must have a good track record of previous experience in successfully carrying out similar work, with expertise in business process and in-depth knowledge of the licensing process particularly PBUMKU.

Background

Efforts to improve Indonesia's ease of doing business competitiveness has consistently been a priority of President Joko Widodo's administration. The most recent effort was the introduction of risk base licensing regime in the Job Creation Omnibus Law No 11 of 2020 and its implementing regulation Government Regulation (PP) 5 / 2021 on Risk Base Licensing. The purpose is to create a more transparent and simple licensing regime that is not burdensome for business. The outcome expected from this policy is to increase the number, value and quality of investments which will contribute toward creating middle income job and higher economic growth. However, the regulation still has shortcomings given the tight timeframe in which it was developed. It has more than 500 Articles, more than 700 pages long, and multiple appendices. It was understood from the beginning that the regulation must be continuously evaluated and improved to reduce unnecessary and overlapping licenses and to simplify the requirements and the processing.

The Risk Based Approach business licenses comprise of basic licenses; which consist of land use permit (KKPR), building permit (PBG), and environmental permit, and business license based on risk (NIB, standard certificate or license); these basic licenses are accompanied by 1094 business license to operate a business (PBUMKU) depending on the type of operation undertaken. Under the new licensing regime, all business sectors are categorized based on risk level into one of the following: low risk, medium-low risk, medium-high risk, and high-risk level. For the low and medium low risk sectors, the basic business licenses are issued instantaneously, whereas for medium-high- and high-risk sectors the licenses are issued temporarily pending verification of compliance with various requirements. After obtaining the basic licenses, businesses are also required to obtain various operation licenses (PBUMKU) when they start their operation. These operations licenses are required and issued by technical Ministries depending on the type of business operations. The implementation of the new licensing regulation (PP 5/2021) is carried out by the OSS system, the online system run by the Ministry of Investment/BKPM that processes and issues the Business Licenses that have met the requirements stated in the PP5/202.

At the moment, the processing of basic business licenses for low and medium-low risk sectors is already embedded in the OSS system, whereas for the medium-high- and high-risk sectors 318 sectors are already embedded in the system. In addition, 550 out of 1094 PBUMKUs are also already embedded in the OSS system, whereas the remaining still have to be processed at the relevant line Ministries systems which are not yet linked to the OSS system.

The challenge facing the Ministry of Investment/BKPM in covering all the licensing process for PBUMKU in the OSS system is in creating the flowchart of business processes in the OSS system, due to the complexity of the PBUMKUs and the requirements and process to obtain them. Obtaining PBUMKU , may involve different government agencies, including local governments, and each PBUMKU may apply to more than one business sectors. To add to the complexity, many requirements, and procedures of PBUMKUs overlap with each other such that business are required to comply with the same requirements more than once. In some cases, the requirements interlocked, i.e approval of one license requires the approval of another whereas the approval of the latter requires the approval of the former such that it is difficult to create a workable algorithm for the business process in the OSS system.



These issues have hampered the issuance of business licences for medium-high- and high-risk sectors. As a result, the number of licenses issued for these group of business sectors are still low, especially when compared to the number of licenses issued for low and medium-risk business sectors. From its inception until November 3rd, 2023, the OSS has issued **6.246.971 business licenses for low and medium low risk** sector licenses, but **only 66.277 business licenses for medium-high and high-risk** sectors. Unless the problem is addressed, it will have a significant impact on the economy because the investment value for medium-high- and high-risk sectors is large, although in terms of number of investments they may be small. This is now compounded by the plan to revise the licensing regulation this year and the plan to introduce a new OSS system (OSS V2.0). Based on the draft revision of PBUMKU that is available, the revision will entail new business processes in the OSS System for many licenses.

Prospera has been supporting the GoI in the licensing reform. Prospera assisted the CMEA to review the legal content of PP 5/2021 to identify unclarities and inconsistencies in the regulation; assisted BKPM to review the technical challenges of the OSS system interoperability with other licensing systems, and OSS data governance. Since PBUMKU is one of the bottlenecks for improving the performance of the OSS system BKPM is requesting Prospera support to review these operational licenses to simplify the requirements and process and develop the business process flowchart to be embedded in the OSS system. The task involves not only desk study but also consultation with the relevant line ministry to understand the underlying reasons for the PBUMKU. Given the complexity of task, BKPM has agreed that only selected priority sectors will be reviewed in this task. These sectors will be selected by BKPM based on their impact on investments. The framework for the review can be duplicated by BKPM for future review and assessment if other PBUMKUs. To help the efficiency of future review, this task will also cover clustering all PBUMKU into groups according to how it contributes toward reducing the risk of the operation to the public as describe in the Job Creation Law, i.e the risk to consumer welfare (distribution related licenses), public safety (operational worthiness related licenses), health (standard related licenses), and environment (standard related licenses).

Eight PBUMKUs will be reviewed to identify whether these licenses are necessary given their contribution toward reducing business sectors' risk, and to identify any overlaps, inconsistencies, and contradictions with other PBUMKUs which are preventing workable business processes for these licenses to be developed and implemented in the OSS system. Ministry of Investment/BKPM has requested six priority PBUMKU to be included, the remaining two sectors will be decided based on the impact the licenses have on the affected business sectors. This will be verified with the private sectors through focus group discussions, and the selection will be adjusted accordingly after consultation with BKPM. Based on this review, the firm is expected to recommend any revisions required, including revoking the PBUMKU if necessary, and towards establishment of new simplified business processes. It is expected that streamlined PBUMKUs and simplified requirements and procedures will increase investments, particularly in medium-risk- and high-risk business sectors.

Prospera is seeking a company undertake this task. The company shall have experience undertaking similar task and is expected to engage Business Licensing Expert, Business Process Analysts, and IT Technical Experts in the work. The main counterpart for this task is the Directorate of Business License System (SPB) of the Ministry of Investment/BKPM.

Scope of Services

- The main work will be to review eight PBUMKUs selected by BKPM to identify whether these licenses are needed to reduce or mitigate risks (health, environment, security) in the



affected business sectors, and to identify inconsistencies in norms, standard, process, and criteria (NSPK) for these licenses and possible overlaps and contradiction with other PBUMKUs (or other regulations). BKPM has identified six priority PBUMKU to be reviewed:

- i. Pendaftaran Lembaga Penilaian Kesesuaian (LPK) – Ministry of Trade
- ii. Tanda Pengenal Produsen Standard Indonesia Rubber (TPP SIR) – Ministry of Trade
- iii. Legalisasi Pendaftaran Mesin dan Peralatan Industri Cakram Optik – Ministry of Industry
- iv. Surat Pengecualian Berlokasi di Kawasan Industri – Ministry of Industry
- v. Izin Operasi Sarana atau Prasarana Perkeretaapian Umum – Ministry of Transportation.
- vi. Sertifikat Standar Pemutakhiran 2 Tahunan – Ministry of Transportation.

The six sectors may change following consultation with the private sector based on the importance of the sectors affected by the PBUMKUs. The two remaining PBUMKU will be determined later by BKPM.

- Develop a framework to cluster all PBUMKU according to their contribution toward reducing operational risk to the public and group the PBUMKU based on the framework.
- Based on the review recommends how the six PBUMKUs can be streamlined and simplified in terms of licensing requirements and procedures for these licenses. This work will take into consideration the result of an earlier study by Prospera on the framework to streamline the PBUMKUs.
- Based on the simplified PBUMKUs, establish the business process for the selected PBUMKUs to be implemented in the OSS RBA system current version or in version 2 which will be launched this year.
- Design the technical flowchart for the business process for each of the reviewed PBUMKU and to work with BKPM to embed the flowchart in the OSS system

Output/Deliverables

The consulting firm will be required to deliver the following outputs over the term:

- **Output 1:** A work plan, timeline, and a detailed outline of the work.
- **Output 2:** A framework for clustering PBUMKUs and grouping of PBUMKU based on the framework.
- **Output 3:** Focus group discussion with the private sector to verify the sectors selected by BKPM for review.
- **Output 4:** Reviews of eight PBUMKUs selected by BKPM identifying how they can be streamlined and identifying inconsistencies and overlaps in the requirements and procedures with other regulations.
- **Output 5:** Recommendations for the simplification of the requirements and procedures for the eight PBUMKUs.
- **Output 6:** Establish the business process for the selected PBUMKUs and the technical flowchart for each PBUMKU to be embedded in the OSS system.
- **Output 7:** An Input Completion Report to be completed according to PROSPERA guidelines.

In addition to these formal deliverables, the position is expected to regularly communicate with the Senior Adviser (Trade and Investments Lead) on progress and seek input where required.



Selection Criteria – Qualifications and Experience

The Company will possess strong qualifications and experience (with demonstrated success) to support Ministry of Investment / BKPM and is expected to meet the following minimum resource requirements:

Senior legal specialist(s) with expertise in navigating the Indonesia legal requirements and compliance related to online business licensing and various PBUMKUs.

Business Process Specialist(s) with in depth knowledge of the PP 5/2021 on Risk Based Licensing and understanding of PBUMKU and regulatory processes, as well as experience in designing business license process flowcharts.

IT Business Process Specialist(s) with knowledge of the OSS RBA system and understanding of the business licensing-related regulations and regulatory processes.

Overview of Work Unit

Prospera's Markets and Competitiveness works with the Ministry of Investment / BKPM to assist in developing a comprehensive OSS RBA Data Governance Framework.

Relationship Management

The Team will be expected to assess existing data governance and to engage with BKPM intensively through in-depth interviews and other possible ways with officials responsible for the OSS data as well as to attend meetings (both online & offline) conducted by PROSPERA and various Ministry of Investment / BKPM relevant offices, as and when needed. The Team will report to PROSPERA Senior Adviser (Trade and Investment Lead).

Overview of Prospera

Prospera is a partnership between the Government of Australia's Department of Foreign Affairs and Trade and the Government of Indonesia's Coordinating Ministry for Economic Affairs. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia.

Commencing on 1 March 2018, Prospera is a planned five-year investment, which has been extended for another 3 years to 28 February 2026. The program combines advisers who have extensive knowledge of Indonesia with those who have experience in the Australian public service or emerging markets.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – including building a robust private sector through a sound enabling environment; Growing jobs, capital, and technology through trade and investment
- Safeguarding economic and financial stability – including ensuring a strong foundation for growth through balanced macro-financial policy; strengthening financial system integrity through supervision and literacy
- Improving public finances and government performance – including more revenue and better spending through improved policy and systems; improved government performance through data and public integrity bodies

The following standard requirements apply for all PROSPERA team members:



Confidentiality

Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of PROSPERA. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.

Conflict of Interest

The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations.

Monitoring and Evaluation

The team member will support the work of PROSPERA's Monitoring and Evaluation team as it relates to the quality of data, collection methods, and baseline statistics for impact evaluation and case studies that may arise from the inputs.

Diversity and Inclusion

PROSPERA recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. PROSPERA is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.

Code of Conduct

The team member is to conduct themselves in a manner consistent with the Public Service Act 1999 (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer's professional standards.

Policy Compliance

The team member will work within Department of Foreign Affairs and Trade policy and PROSPERA guidelines on gender, child protection, poverty, the environment, human rights, and governance.



Attachment 2: Tenderer's Declaration

Deed of Declaration

I **[insert name]**, on behalf of **[insert Company Name]** declare that:

[Company name] offer the services in the attached proposal at the prices quoted, upon and subject to the conditions of the Request for Tender.

Our offer remains open for acceptance by DT Global for a duration of ninety (90) days from the date of closure of tenders.

We have not prepared our application with the benefit of information obtained from a current or former employee of DT Global or the Client/Donor in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained.

We are able to provide Technical Advisers as per our tender response for a full duration of 9 months, as per the Terms of Reference.

We have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: any security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

Disclosure:

Signed:

Position:

Dated:

Attachment 3: Due Diligence Preliminary Template

Form 1. Due Diligence Preliminary Partner Statement

Tenderers/prospective grantees/sub-contractors must complete the Due Diligence Preliminary Statement as part of the Request for Tender (RFT) / Request for Quotation (RFQ). This provides DT Global with an initial partner risk profile but is not part of the tender/proposal evaluation scoring.

The preferred tenderer/grantee will be required to complete a Due Diligence Assessment before a contract/grant agreement is signed. This must be supported by evidence that DT Global can verify.

The Due Diligence Assessment template should be included in the tender/proposal package for information only. It is used to form a risk assessment of the successful partner and, where necessary, to build additional safeguards into the activity agreement and implementation.

Form 2. Details

Name of organisation	
Registration #	Country of registration

Form 3. Due Diligence Baseline Criteria: Preliminary Partner Statement

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes / No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
1. Entity Details		
The proposed partner confirms it is a legal entity.	Choose an item.	e.g. registration certificate and number; legal entity structure; board minutes; bank details.
2. Past Performance		
The proposed partner can demonstrate relevant past performance with good performance outcomes.	Choose an item.	e.g. list of previous relevant projects; annual reports; client performance assessment reports. It is expected the rfq will include comprehensive information in their proposal, so only brief information is required here.
3. Fraud Control / Anti-Corruption		
The proposed partner confirms it has measures in place to deal with the risk of fraud, bribery and corruption.	Choose an item.	e.g. fraud / ant-corruption policies, procedures and tools; financial policies; induction and training programs; conflict of interest policies and/or registers.
The proposed partner confirms it is willing to adhere to DT Global's fraud and anti-bribery policies.	Choose an item.	Note these can be made available upon request.
The proposed partner confirms it is not currently, nor has been over the last two years, the subject of a fraud or corruption related investigation	Choose an item.	If the subject of a recent such investigation, include a brief statement on details.

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes / No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
by external parties (external parties may include national authorities including police, multilateral organisations and other donors or implementing partners).		
4. Sanctions List / Counter-Terrorism		
The proposed partner confirms it (or any subsidiary or parent entity), nor any of its personnel, are not included on any national or international sanctions list (including but not limited to UKPTO: World Bank List ; ADB Sanctions List ; Australian National Security website ; DFAT's consolidated list ; UK's Proscribed Terrorist Organisations).	Choose an item.	If Yes to any, include a brief statement on details.
5. Integrity Systems		
The proposed partner confirms it has integrity systems in place to recruit/procure staff and suppliers that are qualified and of good character. This includes undertaking due diligence of its suppliers/contractors.	Choose an item.	e.g. recruitment and procurement policies and procedures; conflict of interest policies, criminal record checks.
The proposed partner confirms it has processes in place to ensure staff and any proposed partners are appropriately trained and performance managed.	Choose an item.	e.g. Code of Conduct; training programs; performance management policies and procedures; grievance procedure; whistle-blower policy.
6. Child Protection		
The proposed partner confirms it has policies and procedures in place to deal with the risk of child exploitation and abuse.	Choose an item.	e.g. child protection policy and procedures; Code of Conduct; child protection risk assessments.
The proposed partner confirms it is willing to adhere to DT Global's Child Protection Policy and Procedures.	Choose an item.	Note these can be made available upon request.
7. Safeguarding, including Preventing Sexual Exploitation, Abuse and Harassment		
The proposed partner confirms it has policies and procedures in place to deal with the risk of sexual exploitation, abuse and harassment.	Choose an item.	e.g. preventing sexual exploitation, abuse and harassment policy and procedures; Code of Conduct; sexual exploitation risk assessments.
The proposed partner confirms it is willing to adhere to DT Global's Preventing Sexual Exploitation, Abuse and Harassment Policy and Procedures.	Choose an item.	Note these can be made available upon request.
8. Security Arrangements		

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes / No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
The proposed partner confirms it has policies and procedures in place to manage security risks associated with its operations and will be responsible for the security arrangements of staff and suppliers/sub grantees within its control.	Choose an item.	e.g. security plan or procedures; subscriptions to travel/security provider/alerts.
The proposed partner confirms it is willing to adhere to DT Global's security policies, procedures and directions relevant to the activity.	Choose an item.	Note these can be made available upon request.
9. Work Health and Safety		
The proposed partner confirms it has policies and procedures in place to manage the health and safety risks associated with its operations and will be responsible for the health and safety of its staff and suppliers/sub grantees within its control.	Choose an item.	e.g. health and safety policies and procedures; relevant risk assessments; health and safety plans; workers compensation insurance policy; travel/medical insurance policies.
The proposed partner confirms it complies with the health and safety laws in the jurisdiction it is working in, and will comply with all relevant health and safety laws in the jurisdiction of this activity.	Choose an item.	e.g. Legal register; workers compensation policy.
The proposed partner confirms it is willing to adhere to DT Global's health and safety policies and procedures and will provide all reasonable assistance in any health and safety review or investigation.	Choose an item.	Note these can be made available upon request.
The proposed partner confirms it will take out all relevant insurances to cover its obligations if it is the preferred partner.	Choose an item.	e.g. certificates of currency for professional indemnity, public liability, workers compensation insurance, travel/medical insurance.

Form 4. Declaration

I _____ [print name] _____ [print position title]

declare the following:

I am duly authorised to provide this information on behalf of _____ [print organisation name] and the information provided is true and correct.

Name and Position	Signature	Date

Attachment 4: Template of Contract – for review only