TETRA TECH
International Development

Request for Proposal

For

Implementing Consultant – Operationalising the National SPS Committee and Preparing Food-Safety Certification Workflows under RCEP

Structure of Invitation

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1 Invitation

Interested parties are invited to submit a proposal to Tetra Tech International Development Pty Ltd in accordance with the instructions for Implementing Consultant – Operationalising the National SPS Committee and Preparing Food-Safety Certification Workflows under RCEP ("**Project Requirements**") for the Regional Trade for Development (RT4D).

2 Background

Tetra Tech International Development Pty Ltd, as the managing contractor of the Regional Trade for Development (RT4D) on behalf of the Australian Government's Department of Foreign Affairs and Trade (DFAT), and New Zealand Government's Ministry of Foreign Affairs and Trade (MFAT), a duly registered Australian company located at Ground Floor 422 King William Street Adelaide SA 5000, Australia, referred to as "Tetra Tech International Development".

The Regional Trade for Development (RT4D) initiative is funded by both the Governments of Australia and New Zealand. It assists ASEAN Member States (AMS) in meeting their commitments and realising the advantages offered by the Agreement establishing the ASEAN-Australia-New Zealand Free Trade Area, or AANZFTA, and the Regional Comprehensive Economic Partnership, or RCEP.

Through the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP), RT4D provides tailored support to enhance the capabilities of ASEAN Member States by strengthening skills, building networks, facilitating policy options and ensuring that trade benefits everyone, including Micro, Small and Medium Enterprises (MSMEs), women and people with disability.

Also operating under RT4D is the Trade and Gender Equality Incubator (TGEI), an initiative funded by the Australian Government. The incubator tests ideas and methods, drawing on promising examples, that integrate gender in trade policy, technical cooperation, and development programming.

The Governments of Australia and New Zealand have committed up to AUD 53.3 million to fund RT4D from 2020-21 to 2027-28.

3 Scope

The following information is provided for bidders' assistance:

Tetra Tech International Development, as managing contractor of RT4D, is seeking a **consultancy firm/ consortium partner** (hereafter "the Consultant") to **manage and deliver both technical and event organisation services** for a project approved under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). Under the scope of services set in the ToR, the Consultant will manage the delivery of the following project:

- Project Name: Operationalising the National SPS Committee and Preparing Food-Safety Certification Workflows under RCEP
- Project Proponent: Food and Drug Department (FDD), Ministry of Health (MoH), Lao PDR

The Project Design will inform the implementation of this project.

The delivery will be guided by standard RT4D processes and template and be subject to comments, amendments, and approval from RT4D Team, the Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT).

Working closely with the RT4D team and the Project Proponent team, the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below.

The support from the selected Consultant will be undertaken over a continuous effective period of 8 calendar months from January – August 2027.

4 Contact Officer

The only person authorised by Tetra Tech International Development to communicate with respondents is Contact Person. Therefore, respondents cannot rely on communications with any other person. Any communication with the Contact Person should be in writing and addressed to the Contact Person.

The Contact Person is

Name: Sianong Phomkong

Title: Regional Manager

Email: procurement@regionaltrade4dev.org

5 Briefing and Site Visits

No briefing or site visit is required.

6 Submission Format

Respondents are requested to prepare the proposal as stated in the bid rules and submit the proposal in electronic format to procurement@regionaltrade4dev.org. Please also copy to sianong.phomkong@regionaltrade4dev.org and phonevilay.vongxay@regionaltrade4dev.org

7 Submission Lodgement

The Closing Time for submitting a proposal is **6 December 2026 at 11.59 PM (ICT).**

The provider should submit Technical and Financial submissions in alignment with the templates provided in Part D. Submissions should be sent to procurement@regionaltrade4dev.org and copy sianong.phomkong@regionaltrade4dev.org and phonevilay.vongxay@regionaltrade4dev.org

8 Last Queries Date

If there are parts of the document that respondents do not understand, respondents should contact the nominated Contact Officer detailed in the bid document prior to the last queries date.

The Last Queries Date is **20 November 2026 at 11.59 PM (ICT).**

9 Document Structure

This Request for Proposal consists of four parts:

Part A – Invitation - a brief background and general information concerning the request for proposal process and Proposal Bid Rules

Part B - Requirements and Specifications

Part C - Contract Terms and Conditions - the contract requirements including a draft copy of the indicative terms of any contract that may ultimately be entered into for the project requirements.

Part D - Response Schedule – Your response to the Proposal

10 Evaluation Process

10.1 Proposals will be evaluated for full compliance with any mandatory requirements identified in the Invitation and Bid Rules and Statement of Requirement and/or Specifications.

10.2 Respondents are reminded that any requirements identified as mandatory are considered to be of fundamental importance to the satisfactory delivery of the goods and/or service, and a fully compliant response is required.

10.3 Tetra Tech International Development reserves the right to short-list a limited number of respondents, based on its initial value-for-money assessment, and continue detailed evaluation of this smaller group of respondents to the exclusion of all others.

10.4 If Tetra Tech International Development chooses to include a shortlisting stage in its evaluation process, Tetra Tech International Development is not, at any time required to notify respondents or any other person or organisation interested in submitting a proposal.

10.5 There are occasions when a secondary evaluation process is required. Tetra Tech International Development may request presentations by respondents, where appropriate, of the bid but need not make the same request of all respondents.

This may occur as a part of the original plan or be necessary to differentiate between short listed submissions.

A secondary process may include, but not be limited to:

- Presentation of the intended project / methodology;
- Clarification of particular aspects of the submission;
- Additional information on some aspect of the proposal;
- Responses to additional requirements; or
- Negotiations on personnel, project delivery, milestones and price.

Short listed suppliers will be notified of the secondary process.

11 Evaluation Criteria

Respondents will be evaluated against the following general criteria:

A. Technical Soundness Considerations

Interested organisations should provide a technical proposal detailing their capabilities in supporting the RT4D Team in **delivering both technical and event organisation services** for the project **"Implementing Consultant – Operationalising the National SPS Committee and Preparing Food-Safety Certification Workflows under RCEP".**

To ensure the above can be effectively managed and completed in alignment with this TOR, it is recommended that interested organisations have:

- **Relevant organisational experience:** Demonstrated experience in delivering technical assistance, institutional capacity building and development projects, preferably in Lao PDR or other ASEAN countries, particularly in SPS, food safety, trade facilitation, regulatory reform or MSME development.
- **Qualified and experienced technical team:** Availability of a qualified multidisciplinary team with relevant academic backgrounds, technical expertise and practical experience in SPS regulations, food safety, institutional coordination, MSME capacity building and project implementation. The proposal should clearly identify key personnel, their roles, relevant qualifications and level of involvement across the six activities.
- **Knowledge of SPS and food-safety regulatory frameworks:** Strong understanding of SPS requirements, food-safety regulations and relevant institutional mandates and responsibilities in Lao PDR, particularly those involving FDD/MOH, MAE and other relevant regulatory authorities. Familiarity with ASEAN and RCEP-related SPS and trade requirements would be an advantage.
- **Institutional coordination and policy expertise:** Proven experience in facilitating inter-agency coordination, institutional reviews, regulatory workflow mapping, development or refinement of SOPs, and establishment of practical coordination mechanisms among government agencies, with the ability to facilitate government-led clarification of operational responsibilities without redefining statutory mandates.

- **MSME capacity-building and awareness-raising expertise:** Demonstrated ability to develop business-friendly technical guidance, training materials and practical learning approaches, and to organise and deliver regional capacity-building workshops for MSMEs and relevant government officials, including participants with different levels of technical knowledge and literacy.
- **Good Hygienic Practices (GHP)/Good Manufacturing Practices (GMP) technical expertise:** Access to qualified food-safety specialists with practical experience in GHP/GMP requirements, food-safety management systems, business readiness assessments, identification of compliance gaps, corrective action planning and provision of business-specific technical coaching to food-sector enterprises.
- **Digital systems and certification readiness expertise:** Relevant technical experience in reviewing regulatory digitalisation initiatives, mapping certification workflows, developing functional and technical requirements, standardising documentation and preparing implementation roadmaps for electronic certification services. The proposed team should understand digital accessibility, interoperability and practical user requirements, without assuming responsibility for new software development under this project.
- **Monitoring, evaluation and reporting capabilities:** Demonstrated ability to establish baseline information, develop appropriate monitoring tools, conduct participant assessments, collect and analyse implementation data, document results and lessons learned, and prepare clear technical reports supported by verifiable evidence.
- **GEDSI and inclusive engagement expertise:** Understanding and practical experience in integrating gender equality, disability and social inclusion considerations into project design and implementation, including inclusive participant selection, accessible training materials, appropriate accommodation measures and disaggregated participation and monitoring data.
- **Event planning and logistical management capacity:** Proven experience in organising and managing technical meetings, government consultations, training courses, regional workshops and project closing events. This should include venue and accommodation arrangements, participant mobilisation, travel coordination, interpretation and translation where required, workshop materials, accessibility arrangements and on-site event management.
- **Stakeholder engagement and communication skills:** Strong facilitation, coordination and communication skills, including the ability to work effectively with senior government officials, technical departments, provincial authorities, MSMEs, business associations, development partners and other stakeholders. Fluency in Lao and English, including technical translation and interpretation capabilities, is highly desirable.
- **Work planning, coordination and quality assurance:** Demonstrated capacity to manage multiple interrelated activities within the proposed implementation timeframe, coordinate technical and logistical workstreams, manage resources efficiently, ensure timely delivery of agreed outputs and maintain quality assurance across all technical documents, training materials, event deliverables and final reports.

B. Value for Money Considerations

Proposals to deliver this project should adhere to DFAT's Value for Money Principles, outlined below.

Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability Act (2013) and the Commonwealth Procurement Rules. Building on these requirements DFAT has developed eight Value for Money Principles to guide decision making and maximise the impact of its investments. DFAT's website includes a detailed description of VfM indicators (outlined in the table below). We expect all our delivery partners to give effect to these principles and value for money performance is measured in DFAT's Aid Performance Framework.

Economy	Efficiency	Effectiveness	Ethics
1. Cost consciousness 2. Encouraging competition	3. Evidence based decision making 4. Proportionality	5. Performance and Risk Management 6. Results Focus 7. Experimentation and innovation	8. Accountability and transparency

Bidders should note that the RT4D Facility refers to DFAT's Aid Adviser Remuneration Framework to estimate the cost of contracting international advisers for the delivery of projects and activities.

Respondents shall provide supporting information to enable these criteria to be assessed, by completing every section of the request for proposal response.

12 Commonwealth Procurement Rules and PGPA Act

Respondents should be aware that the Commonwealth Procurement Rules ('CPRs') and the *Public Governance Performance and Accountability Act Rules 2013* (Cth) ('PGPA Act') as amended from time to time, apply to this RFP. The CPRs are available at: Commonwealth Procurement Rules | Department of Finance.

The PGPA Act is available at: Home Page - Federal Register of Legislation.

13 Indigenous Procurement Policy

It is Commonwealth policy and therefore Tetra Tech International Development policy, to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Respondents should note that the Indigenous Procurement Policy does not apply to this procurement.

However, in completing Part D, Response, Respondents are encouraged to provide information on how their organisation or quote stimulates Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Purchases from an Indigenous enterprise may be in the form of engagement of an Indigenous enterprise as a subcontractor, and / or use of Indigenous suppliers in the Respondent's supply chain.

Part B – Scope of Services

Please refer to the attached Terms of Reference for detailed Scope of Services.

Part C – Draft Conditions of Contract

Please refer to the attached Services Agreement template.

Part D - Supplier's Response Form

(to be completed in full and returned by the supplier by the closing time and date)

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFP for Implementation Consultant for "Operationalising the National SPS Committee and Preparing Food-Safety Certification Workflows under RCEP") in accordance with the Conditions of Proposal, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

Addendum No.	Date and Description

Trading Name	<insert name>
Registered Name	<insert name>
ACN	<insert number>
ABN	<insert number>
Address of registered office	<insert address>
Type of entity (e.g. company, trust, partnership, sole trader, other)	<insert entity>
Key Personnel (e.g. director, chief executive officer, principal of business etc.)	<insert names and positions>
Telephone	<insert phone number>
Website	<insert URL>
Indigenous Procurement Policy	Is your organisation 50% or more Indigenous owned? YES / NO (Delete one) If YES, is your organisation registered on Supply Nation? YES / NO (see note below) / Not Applicable (Delete one) If NO, please provide a certificate or letter from a recognised Indigenous organisation.

Contact Person	<insert name>
Position	<insert position>
Address	<insert address>
Postal address (if different to above)	<insert address>
Email	<insert email address>
Telephone	<insert phone number>

PROCUREMENT DETAILS

Response Against Evaluation Criteria

Component	Score
Part A – Response to Technical Component	
A.1 Approach and Methodology - Outline approach to completing the stated scope of services. The approach should include: • A brief discussion indicating your understanding of project requirements. • A description of the methodological approach to achieving the project objectives and completing project deliverables. This may include an analysis of key issues, analytical strategies that will underlie the approach, specific tools or techniques that will be employed, and practical discussion of methodological limitations.	**20**
A.2 Project Plan and Risk Management – Please provide the following: • A project plan that specifies deliverables, tasks and timelines in line with the Project Work Plan section of the ToR. • Identify your approach to mitigating the project risks outlined in the Risk Management and Safeguards section of the ToR. • Indicate how the project will be monitored and reported in line with the Monitoring, Evaluation & Learning and Reporting and Program Management section of the ToR to ensure it is delivered in terms of quality, timeliness and cost. • Indicate the level of support that will be required from the RT4D Facility to complete the project.	**20**
A.3 Organisational Capabilities and Experience – Please specify the following: • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.). • Describe past experience in undertaking similar work – referring to criteria outlined in **section 11 of this RFP** – and provide brief summaries of relevant projects undertaken. • Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors.	**20**
A.4 Project Team and Resourcing – Describe approach to staffing in line with ToR requirements including details of all proposed experts and their role in the delivery of the required services. This should include: • Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project—as specified in **section 11 of this RFP**. • Roles, responsibilities, and level of participation of the project team members. • An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project.	**20**
TOTAL – Technical Proposal	**80**
Part B – Response to Financial Component	
Using template provided, complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including:	**20**

• Professional services fees for completing all deliverables in accordance with the uncosted resource plan. • Project costs for experts and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities will be based on actual cost • Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost; • Applicable taxes such as VAT, GST, PPN.	
TOTAL – Financial Proposal	**20**
GRAND TOTAL – Evaluation Criteria	**100**

Insurance	
Provide details of each insurance policy relevant to Tetra Tech International Development's Requirement.	

Compliance with Proposed Contract	
Does Your Proposal comply with all terms of the proposed Contract?	☐ Yes ☐ No
If Your Proposal does not comply with some or all of the terms of the contract You must provide reasons for the partial compliance or non-compliance for each clause below.	
Contract Clause No.	Explanation/comment

References	
Please provide up to three references that may be contacted in relation to Your Proposal	
Name	Contact Details

I/We declare that:

(a) the Conditions of Proposal are agreed;
(b) the Conditions of Contract are agreed; and
(c) the information and particulars provided as part of this Proposal are accurate and correct.

Dated: .....

Supplier	
Signature	
***Print name and office held**	

Witness	
Signature	
***Print name and office held**	

*Use BLOCK LETTERS