REGIONAL TRADE FOR DEVELOPMENT

AANZFTA IMPLEMENTATION SUPPORT PROGRAM

RESPONSES TO QUERIES FOR THE

Implementing Consultant - Promoting AANZFTA through Communications and Business Engagement Project

No.	Questions	Responses
1	May a bidder propose named consortium members or specialist subcontractors under one lead Consultant, or must a single legal entity deliver all services?	A bidder (Lead Consultant) may propose consortium members or specialist subcontractors and clearly explain whether any work would be subcontracted, to whom, percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. All in all, we want the bidder to establish that the proposed team collectively demonstrates the necessary expertise and capacity to deliver the full scope of services outlined in the ToR.
2	If partners or subcontractors are permitted, must all of their fees, taxes and reimbursable costs be consolidated into one financial proposal, and what currency, tax and reimbursable-cost instructions apply?	All the fees, taxes and reimbursable costs, including from partners or subcontractors, must be consolidated into one financial proposal. Bidders should prepare their financial proposals using the currency specified in the Financial Proposal Template that will be provided soon. Proposals may be submitted in either USD or AUD. The contract currency and payment arrangements for the selected consultant will be confirmed during contracting and reflected in the final Services Agreement.
3	As the host ASEAN Member States for the two Business Roundtables have yet to be confirmed, should bidders provide provisional event cost estimates, or will the locations be confirmed before financial proposals are finalised?	Bidders should provide provisional event cost estimates using the Financial Proposal Template that will be provided soon. For the purpose of submitting Financial Proposal, bidders may make the cost estimates for Hanoi for the first Roundtable and Jakarta for the second (regional) Roundtable.
4	Will RT4D cover venue hire, catering, audiovisual equipment and event production costs directly, or should these be included in the consultant's financial proposal?	These should be included in the consultant's financial proposal. Please refer to the Financial Proposal Template.
5	Will RT4D manage and fund participant travel, accommodation and per diems, or will the	The selected consultant will be responsible for the expenses related to participants' travel, accommodation and per diems. Actual

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	selected consultant be responsible for these expenses?	per diem payment will be determined based on participants' actual travel itineraries. RT4D will provide further guidance on per diem calculations to the successful consultant when the final travel schedules become available.
6	Can the consultant engage local event management companies in the selected host countries to assist with delivery?	Yes. Please see our response for Question #1 and #2.
7	Is there an indicative budget or maximum funding allocation for this consultancy?	The budget for this assignment is confidential and will not be disclosed as part of the procurement process.
8	The ToR refers to approximately 102 professional person-days. Does this represent the combined effort of all proposed personnel, or the allocation for the lead consultant?	The 102 professional person-days represent the combined effort of all proposed personnel in the technical consultant team. For the two Business Roundtables, the Event Management Cost's personnel line in the Financial Proposal Template is for the event organising team.
9	Given the range of deliverables and the costs associated with coordinating the two business roundtables, could you also confirm whether the ceiling, if applicable, is expected to cover all professional fees and event-related costs, or whether some event costs will be reimbursed separately?	Event-related costs should be provided separately from the professional fees. Please refer to the Financial Proposal Template for more details, and our answer for Question #8.
10	Should international travel, accommodation, production costs and third-party services be presented separately from professional fees?	International travel and accommodation of the technical consultant team should be included in the professional fees for the two Business Roundtables. Production costs and third-party services should also be included in the professional services. Please refer to the Financial Proposal Template.
11	Will the contract allow reimbursement of approved expenses based on actual costs, particularly where event locations and participant arrangements remain unconfirmed?	Yes. Actual payment related to participants expenses will be determined based on the actual cost.
12	For the two Business Roundtables, will participants' airfares, four-star accommodation and per diems be paid directly by RT4D, or advanced by the Consultant and reimbursed at actual cost? If reimbursed, could you advise the reimbursement schedule and whether an advance payment is available? We would also appreciate confirmation of whether venue, catering, and event branding costs should be included in the Financial Proposal.	Please see our responses for Question #4, #5 and #11. The Facility typically allows a combination of advance payment and reimbursement of travel/logistics.

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13	Can the assignment be delivered by a consortium or a lead consultancy firm supported by specialist subcontractors?	Please see our responses for Question #1 and #2.
14	Is previous experience working directly with ASEAN institutions or AANZFTA a mandatory requirement, or will comparable experience with regional development programmes and international trade communications be considered?	Previous experience with ASEAN institutions or AANZFTA will be a distinct advantage but not a mandatory requirement.
15	Would RT4D accept a proposed team comprising a communications consultancy supported by an international trade specialist and ASEAN-based event partners?	Please see our response for Question #1.
16	The ToR specifies three Business Explainers, with the final formats to be determined following consultations. Should bidders cost these as video productions, printed/digital materials or a combination?	Bidders may cost the Business Explainers based on the highest anticipated production cost for budgeting purposes in the Financial Proposal. The final format of the Explainers will be determined during consultations and may include video, printed and/or digital materials.
17	For the adaptation of the MSME Handbook, will RT4D provide the existing publication in editable format, together with the approved technical content?	Yes, the successful consultant will be provided with the existing publication in editable format and the approved technical content.
18	Are translations and country-specific language adaptations required? If so, which languages should bidders include in their financial proposals?	Not at this stage.
19	The ToR describes a 6–10-page AEM-CER Communications Package, while the performance indicators refer to a video and summary factsheet. Could RT4D confirm the required deliverables for this activity?	The AEM-CER Communications Package will mainly the 6-10 page summary of substantial outcomes from implementing projects approved under the 2025-26 and 2026-27 AISP-ECWPs, outcomes of developing and approving the 2027-28 AISP-ECWP and key lessons learned, and may be supported by other deliverables under this project, such as the case studies, factsheets and the video.
20	The assignment runs from November 2026 to December 2027, while the work plan refers to a 13-month period. Could RT4D confirm the expected contract duration?	The work will commence immediately upon contract signing, which is expected in late November 2026. The Consultant would then have effectively up to 13 months for implementation, to December 2027.
21	Will RT4D and the ASEAN Secretariat facilitate introductions to government focal points, business associations and prospective consultation participants, or should the	RT4D and the ASEAN Secretariat will facilitate introductions to relevant government focal points and other prospective consultation participants within our existing networks. However, the Consultant will be

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	consultant independently establish these contacts?	expected to leverage and build on their own networks to engage consultation participants. This expectation is reflected in the evaluation criteria, which assess the consultant's ability to engage a diverse range of private-sector stakeholders, including MSMEs, women-owned and women-led enterprises, entrepreneurs with disabilities, sectoral associations, cooperatives, and business support organisations.
22	Will RT4D provide technical review and validation of AANZFTA-related content before publication, particularly for the MSME Handbook, case studies and explainers?	RT4D, ASEAN Secretariat, and relevant AANZFTA Subsidiary Bodies will provide technical review and inputs on all deliverables/publications.
23	As an Indonesian entity, we do not hold an ACN or ABN. May we provide our Indonesian business registration (NIB) and tax identification (NPWP) numbers instead?	Indonesian entities should provide their Indonesian business registration (NIB) and tax identification (NPWP) numbers. Similarly, other non-Australian bidders should provide their corresponding business registration and tax identification numbers, as relevant.