TETRA TECH
International Development

Request for Proposal

For

Implementing Consultant for the project "RCEP Insights: Preparing Malaysian SMEs for Trade"

Structure of Invitation

Part A - Invitation and Rules of Proposal

Part B – Scope of Services

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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 for the project "RCEP Insights: Preparing Malaysian SMEs for Trade" ("**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 from2020-21 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 **consulting firm/ organisation or consortium** (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: RCEP Insights: Preparing Malaysian SMEs for Trade
- Project Proponent: SME Corporation Malaysia

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).

The support from the selected Consultant will be undertaken over a continuous effective period of **10 calendar months from February to November 2027**. Work will commence immediately after contract signing.

4 Contact Officer

The only person authorised by Tetra Tech International Development to communicate with respondents is the 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: Trang Duong

Title: Program Officer

Email: procurement@regionaltrade4dev.org/ trang.duong@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: trang.duong@regionaltrade4dev.org.

7 Submission Lodgement

The Closing Time for submitting a proposal is **29 December 2026** at **11:59 PM (ICT)**.

The provider should submit Technical and Financial submissions in alignment with templates provided in Part D. Submissions should be sent to procurement@regionaltrade4dev.org, and copy trang.duong@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 **30 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 “RCEP Insights: Preparing Malaysian SMEs for Trade”.

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

- **Qualified and experienced team:** A suitably qualified and experienced expert or team of experts with sufficient technical expertise, organisational capacity and availability to deliver all technical and event-related outputs within the scope, quality standards and timelines set out in the ToR.
- **International trade, RCEP utilisation and SME advisory expertise:** Demonstrable expertise in international trade, FTAs and regional economic integration, particularly RCEP and its practical application by SMEs. A strong understanding of rules of origin, tariff classifications, customs procedures, trade facilitation, digital trade and other relevant provisions is required. Proven experience in providing trade-related advisory services and capacity building to SMEs, including addressing FTA utilisation barriers, trade compliance challenges and market opportunities, is highly desirable.
- **Trade research, technical writing and Toolkit development:** Strong experience in trade-related research, analysis and technical writing, including interpreting complex trade rules and regulatory requirements, assessing SME information needs and translating technical information into clear, accurate and actionable guidance. Demonstrated experience developing high-quality, user-friendly trade toolkits, business guides and publications, with the ability to present complex information through step-by-step guidance, practical examples, infographics, summary charts, comparison tables and other accessible visual elements suitable for an A5 booklet.
- **Stakeholder engagement:** Proven experience in stakeholder consultation and engagement, particularly with government agencies, customs authorities, trade promotion agencies, business

associations, chambers of commerce, SMEs and other private-sector stakeholders. Experience working with SME Corp. Malaysia and relevant Malaysian trade and SME development stakeholders is highly desirable. Experience working with ASEAN Member States and/or RCEP Parties is a distinct advantage.

- **Local coordination and delivery capacity:** Demonstrated capacity to undertake in-country consultations, coordinate with relevant government and private-sector stakeholders, and deliver project activities effectively in Malaysia.
- **Workshop and event delivery**: Demonstrable capacity and experience in professional event organisation, including end-to-end planning and delivery of high-quality national or regional events involving government agencies, SMEs, business associations and other stakeholders. The Consultant must have the capacity to provide both technical and event organisation services for the one-day RCEP capacity-building workshop in Kuala Lumpur.
- **Practical training and facilitation:** Demonstrated experience designing and delivering interactive, business-oriented training for SMEs, including developing training materials, facilitating practical case studies, group discussions and question-and-answer sessions, and supporting participants to apply technical knowledge to real business situations.
- **GEDSI integration:** Demonstrated ability and expertise within the proposed team to integrate GEDSI considerations into research, stakeholder consultations and event delivery, including consideration of MSMEs, women-led enterprises, people with disability and other disadvantaged or underrepresented groups where relevant and supported by evidence.
- **RT4D programme requirements:** Strong understanding of and ability to operationalise RT4D requirements relating to Monitoring, Evaluation and Learning (MEL), GEDSI, communications, event management and program management throughout project implementation.

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 <insert RFP name >) 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 section 4 of the ToR. • Identify your approach to mitigating the project risks outlined in Section 13 of the ToR. • Indicate how the project will be monitored and reported in line with section 9 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: • Professional services fees for completing all deliverables in accordance with the uncosted resource plan.	**20**

• 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