

## Questions and Answers No.2

### Nature of document

These questions and answers are circulated to all registered organisations to ensure that all organisations have the same information in relation to this procurement activity.

### Approach details

Procurement reference number	APEP-2025-012 Strongim Hub, Strongim Bisnis
Approach issue date	28 March 2025
Program	Australia PNG Economic Partnership

### Questions and Answers

No.	
1	<p><b>Question</b></p> <p>The RFP mentions 5 months of technical assistance post CDP creation- however CDPs are expected to be created by end of month 3 (July end) which leaves 4 months of technical assistance duration till program end date (5th December)- please can clarify the expected duration of the program and technical assistance phases.</p> <p><b>Answer</b></p> <p>The duration of the program is per the table of deliverables outlined in the RFP. Please disregard reference to '5 month period' and calculate the available time for delivery of technical assistance to the hubs post development of their CDPs within the timeframe outlined in the deliverables table.</p>
2	<p><b>Question</b></p> <p>The RFP mentions supporting the participants in submission of funding applications- what is the level of support expected from the contractor here?</p> <p><b>Answer</b></p> <p>Supporting participating hubs to submit requests for funding during a fixed 1-month application window in the RFP means providing guidance and assistance to the hubs as they complete their applications for funding (using templates the subcontractor will develop), to ensure funding requests aligns with/meets the funding criteria outlined in the RFP.</p>
3	<p><b>Question</b></p> <p>The RFP mentions that the contractor will be responsible for managing the travel and logistics of the participants – is the cost of the same to be included in the financial proposal?</p>

	<p><b>Answer</b> Yes.</p>
4	<p><b>Question</b> Is the LDP also positioned to deliver interim capacity building for the participants in addition to providing contextual and on-ground support to the contractor?</p> <p><b>Answer</b> No. The LDP's scope will be limited to what is outlined in the RFP</p>
5	<p><b>Question</b> Is there any scope to revise the Due Dates to allow sufficient time for meaningful consultation and support?</p> <p><b>Answer</b> Yes, there is scope to adjust the deliverable due dates (with justification in their proposals), except for the date of the final deliverable which needs to remain (5 December 2025).</p>
6	<p><b>Question</b> Can information regarding the Local Delivery Partner be disclosed (size, location, etc.), given their integral role in facilitating the work, particularly concerning section 3.3 (4)?</p> <p><b>Answer</b> The LDP is a Port Moresby based organisation with strong networks throughout PNG and has experience supporting and engaging with SME hubs in PNG. They are an established, mid-size organisation with up to 4 full time staff and have the capacity to travel regionally to support delivery of this project.</p> <p>As flagged during the briefing, the subcontractor will be required to lead all aspects of the project's delivery. The LDP's support to delivery of 3.3 (4) in particular is expected to be at a higher, strategic level only — providing cultural and contextual advice where necessary. Further information relating to the LDP will be made available to the preferred respondent prior to contracting.</p>
7	<p><b>Question</b> We are a consulting company having our base operations outside PNG. We possess all relevant registration and incorporation documents applicable in our country. We have also worked in PNG before. While we are verifying with IPA as well, we request some clarity on whether we need to have a separate foreign company registration in PNG as well, especially as we are just a consulting company and not an investment company.</p> <p><b>Answer</b> We would encourage you to seek advice from Investment Promotion Authority with regards to this query</p>
8	<p><b>Question</b> Under the scope of work for the REOI on Pg 10, the ToR mentions that the budget should reflect logistics cost of travel to two urban hubs. Please clarify if this travel will be done by the subcontracted consulting firm or the local partner.</p> <p><b>Answer</b></p>

	By the subcontracted consulting firm. You are not required to do any budget relating to the local partner
9	<p><b>Question</b></p> <p>The Implementation of CDPs for each participating SME Hub section on Pg 14 asks that financial proposals include a monthly communications support component for each hub. Will the subcontracting firm be paying for these expenses through the project duration?</p> <p><b>Answer</b></p> <p>Yes</p>
10	<p><b>Question</b></p> <p>In the establishing a Community of Practice component on Pg 14, the ToR mentions that the subcontractor will facilitate the peer learning sessions. Will this involve travel by the subcontractor or will it be in coordination with the local partner?</p> <p><b>Answer</b></p> <p>This is likely to involve travel yes – please take note of all of the text in the section relating to the establishment of a Community of Practice.</p>
11	<p><b>Question</b></p> <p>In the establishing a Community of Practice component on Pg 14, the ToR mentions that the subcontractor will be required to manage the travel and logistics for events for hub operators. Will the subcontractor be responsible for just scheduling and coordinating these events or also managing accommodation, food, etc as well as bearing expenses? Please elaborate on this.</p> <p><b>Answer</b></p> <p>These will all be the responsibility of the subcontractor</p>
12	<p><b>Question</b></p> <p>As per the key dates mentioned in the RFP, we understand that the clarification to the queries will be provided by 9th April. We anticipate changes in our approach based on the responses to our queries. Since the deadline for proposal submission is 14th April, that will leave us with very little time to refine our approach. Hence, we wanted to check if an extension by a week could be provided to enable us to put together a suitable proposal.</p> <p><b>Answer</b></p> <p>At this stage we are not considering an extension.</p>