Palladium
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Addendum 1 to RFP:
PALM Scheme Foundation Skills Training (Timor-Leste)

Ref.	Question	Response
Training facilities		
1	Are there preferred or commonly used local partners PLMSP already works with, even if not mandated?	Partners and training centres that the Supplier may work with will be determined by SEFOPE, the government department of Timor Leste responsible for the PALM scheme in Timor Leste.
2	Will PLMSP assist in brokering partnerships with local training organisations for venue access?	PLMSP will advise, facilitate, and guide the brokering of suitable partnerships and training venues with the contracted Supplier.
3	Is training going to be arranged in central locations where the required facilities for training are provided?	Yes, this is the preferred approach.
4	Is security provided for staff?	No. PLMSP nor SEFOPE does not provided security. However, most accommodation and training facilities have their own security in place and are generally safe; PLMSP will work with successful bidder to apprise them of security considerations. We recommend making financial allowance for accommodation at larger hotels.
6	Level of access to internet, computer/laptop etc	Depending on training facilities, this may be very limited, although generally there is some access, however not comparable to Australian standards.
7	The training facilities that may or may not be available in Dili, do you have any idea on the venue hire fees or estimates for these?	We do not have an estimate for venue hire, and suggest tenderers make enquiries as well doing market research to come up with value for money proposals. Please be aware that PLMSP will be providing guidance to the successful bidder as to acceptable partners and venues, although allowing for venue hire costs is recommended.
Program Scope, Design and Delivery		
8	Can you confirm the intended training outcome: accredited FSK units or non-award foundation skills aligned to FSK?	The expected outcome is accredited units of competency from the Australian national FSK qualifications outlined in RFP

9	Is there a minimum or expected training duration per cohort or per learner?	We would expect all training durations align to the expected hours detailed in the volume of learning as detailed in AQF / ASQA guidelines.
10	Are learners already grouped or streamed by English or readiness level?	Selected participants for the training have not had formal technical assessments of English skills or readiness for training; as an RTO you should consider undertaking an initial assessment of the candidates' language ability and decide a way forward in considering English to Tetum translator.
11	Are there priority destination sectors for this cohort, for example horticulture or meat processing?	The destination sectors for training graduates are likely to be agriculture/horticulture, meat processing and tourism/hospitality.
12	Which specific units within the FSK Training Package does Palladium intend to include for delivery under this program.	Units of competency from the Australian national FSK qualifications outlined in RFP.
13	Are the additional units aligned to the three employment streams, Tourism, Agriculture, and Meat Processing, intended to be delivered as part of the Certificate I qualification packaging, or as additional units delivered outside the qualification.	The FSK qualifications listed require/allow some packaging of imported units of competency form other training packages; this should be considered in your training and assessment plan.
14	If the employment stream units are additional to the Certificate I packaging, how many additional units are expected to be delivered for each stream.	Please consider the required packaging for the qualification; at this time there is no consideration for over-packaging of qualifications.
15	As per Australian standard, the nominal hours for foundation skills units can vary significantly, ranging from approximately 8 hours to 25 hours per unit. This variation impacts the overall course duration and resourcing requirements, and therefore the cost of delivery. Clear direction on the intended unit selection and the inclusion of any additional stream units will enable us to provide a more accurate and competitive quotation.	Unit durations and therefore training times considered in developing delivery model and costing are at the discretion of the Bidder; payment terms, structures and milestones can be negotiated with the successful Supplier.
16	Is a partner-led local delivery model with Australian RTO oversight acceptable given the timeframe?	PLMSP are open to this and other models for delivery however please ensure consideration of the tight timeframes when developing delivery models.
17	Are there any activities that must be delivered in-country by the RTO, versus those that may be delivered remotely?	PLMSP's preference is for all delivery to be undertaken in Timor-Leste in face-to-face classes.
Travel, accommodation and logistics		
18	What level of coordination with Direção Nacional de Emprego Exterior is expected of the provider?	There will be no direct coordination with DNEE with Supplier; PLMSP will facilitate all coordination with DNEE and SEFOPE.

19	Will PLMSP support introductions to DNEE or other local stakeholders if required?	PLMSP will facilitate all introductions with relevant stakeholders where required; we advise that all interactions with local stakeholders should be directed through PLMSP.
Communications and Reporting		
20	Are there templates, branding requirements, or preferred formats for communications materials such as photos, case studies, and success stories?	PLMSP communications Team will work with the successful bidder in respect branding and communications requirements.
21	What reporting frequency does PLMSP expect during delivery and placement phases?	PLMSP would expect regular updates on training progress (at least monthly and as and when issues arise) as well as submission of a final Evaluation Report. An agreed joint communications schedule will be established with Supplier.
Finance and contracting		
22	Is there a preferred pricing structure (Firm Fixed Price vs Unit Cost per participant)?	The pricing structure can be determined by the bidder, as RTOs have course viability considerations, however evaluations of financial proposals will include a cost per participant component, and milestones for participant completions may still be included where fixed pricing is the determined structure (this can be negotiated dependent on delivery model and structure).
23	Are there specific cost categories that must be itemised separately or capped?	PLMSP would suggest separating trainer costs; trainer travel costs; participant local travel and meals costs; any resources and equipment should be itemised, with transport costs included in the estimate for these items.
24	As a significant part of the costs will be in USD, how would the PLMSP like the costings itemised? Using the exchange rate available on the day of writing the proposal, or otherwise?	The tender in AUD and therefore all payment will be processed in AUD, all financial proposals must include costings in AUD. It is at Bidder's discretion as to how they ascertain costs, however we do advise itemising costs.
25	At what stage will the final contract type be determined, and is there scope for a mobilisation or upfront payment prior to offshore delivery commencing?	The final contract type will be negotiated with successful Supplier, and be dependent on delivery model and pricing structure, however we can advise that similar training delivery contracts have allowed between 30% - 50% upfront payment dependent on milestones etc.

All other information as set out in the RFP dated 18 December 2025 remains unchanged.

- End of Addendum 1 -