

Memorandum of information 2 European tender CBI Market Intelligence

Date: 9 June 2022

In this memorandum of information, the contracting authority provides answers to the questions asked and remarks posted in the context of the above-mentioned European tender. This memorandum of information forms an integral part of the tender document.

	Chapter/ Paragraph	Question	Answer
1.	Tender focus for the market studies	Am i correct in assuming that the tourism tender is now focused on all supporting countries of the CBI focused on the European Markets relating to the varied and listed tourism market segments. Another words, not looking at a specific countries SME's (like Uganda) but rather a broad European focus across the tourism sectors listed in the product tree Annex 4.	Yes, in part you are correct: - focus is on all supporting countries that want to enter the European markets for the tourism sectors from annex 4. - Please note: "all supporting countries" in the context of CBI's market research, means all developing countries, as listed on the OECD-DAC list. For further info, see appendix 9 ToR_Market Studies 2023, section A.4 – Target group).
2.	Rol van team member	Kan een expert bij meerdere tenderers inschrijven - is er een limiet aan het aantal inschrijvingen als Expert als deelnemer in een Consortium ofwel als Subcontractor?	An expert can be part of multiple tenders solely as a subcontractor. (note: as a main contractor you can respond to a maximum of 2 lots)
3.	Tender for CBI Market Intelligence (MI) Studies-TOURISM	Q1.WHICH IS THE CBI FORMAT? Where can I find the CBI format for writing the tender? Q2.Does the Tenderer must have sufficient level of professional and/or statutory liability insurance?	Q.1. For the tender itself there is no format to write the tender as such. There is no form requested. With the "CBI format" we refer to Terms of Reference (see appendix 9), the deliverables of the tender must comply with. This only applies in case the tender is won, and studies are being made. Q2. See Tender document 4.3.1 For the financial and economic standing
4.	Award criteria 5.2.2	From the tender document: 'Describe how the team will conduct the market research for the different market studies, including a quantification of their efforts'	You did not ask a question
5.	I cannot see/find where to	I have downloaded the documents. I am not able to find the where i can select the specific tender on my dash board. Where can I find it ?	Did you also downloaded the Tender document? To submit make sure you are registered on the

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	select the plot/the specific tender		TenderNed platform.
6.	Training and advice for entrepreneurs	I see a list of different training and advice for entrepreneurs. For us in TANZANIA, how can we access them, how are their charges"? or is it offered for free?	CBI Market information is freely accessible via www.cbi.eu CBI training and advice is only offered to project participants. For our active projects see: www.cbi.eu/projects
7.	TANZANIA ELIGIBLE	Is companies/individuals from Tanzania eligible to apply for Tender for CBI Market Intelligence (MI) Studies-TOURISM	Tenderers from Tanzania can apply
8.	REGISTRATION PROCESS	I have downloaded the questions. How do I continue with the registration processes?	I refer you to the helpdesk of TenderNed. Tel+31 703798899.
9.	Answers	where can I find the answers for my questions?	You receive no individual answer, but will receive this memorandum of Information
10.	Tender document CBI Market Intelligence studies	Could you specify what is the level of sufficient financing, as indicated in the suitability requirements section. What is the turnover required and/or the financial capacity for applying to the tender ?	There is no turnover requirement Your financing must be sufficient to perform the work.
11.	Tender document CBI Market Intelligence studies	Regarding the writing assessment, are there any requirement on the typography, letter spacing... of this document ?	There are no such formal requirements. There are some guidelines for 1500 words mentioned in chapter 5 of the tender document. A guideline for a number of 1000 words is mentioned in the writing assessment
12.	Tender document CBI Market Intelligence studies	Are the following listed documents the ones needed for the application submission: The EU single procurement document; Market research team and their CVs, Research approach, Writing assignment, quotation per sector, reference study, reference contact sheet.	Yes, see checklist on 7.3.15 of the tender document
13.	Tender document CBI Market Intelligence	should we submit the whole reference assignment previously carried out via TenderNed ?	Yes, you can upload this on TenderNed

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