First Memorandum of Information European tender 'Consultants who can organize sector events using either the Future Search methodology or a comparable alternative'
Date: 19 June 2023

In this First 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 "Consultants who can organize sector events using either the Future Search methodology or a comparable alternative", reference 202303068 dated 24 may 2023.

Question	Chapter/Paragraph from Tender Document/Annex	Question	Answer
1.	Tender Document Chapter 3 bold tekst, page 12 and paragraph 3.2, page 13	Under 3. Requirements first paragraph it is mentioned "….you will comply with all the specified prices and rates, including any agreed indexation." What is exactly meant by this because in another section (3.2, third bullet, it is mentioned "…rates are fixed and invariable for the duration of this agreement."	The bold text at the top of page 12 (chapter 3) is a general text. It states : "(…) including any agreed indexation." In paragraph 3.2 no indexation is agreed upon, so this text is of no value. The third text bullet of paragraph 3.2 contains the text which is correct. The prices are fixed and no indexation takes place for the duration of the Framework Agreement.
2.	Tender Document paragraph 5.3, page 21	Page 21, paragraph 5.3 in the Note. It mentions "... the organisation of a sector event using the FS methodology should per lot be paid for out of the day rate of the two senior consultants." What is meant by organisation? Is it the organizational work of the consultants, or does this mean the organisational work in the country of the FS (like arranging venue, a.o.). Hence, should the consultant fee include support staff costs in the country where the event is taking place? Or the material costs? Or something else? Could this be clarified?	The term "organisation" specifically refers to the tasks of preparing, facilitating, and reporting on the sector event, as carried out by the two senior consultants and, where applicable, other team members under their guidance. As stipulated in paragraph 2.1 (pages 9 and 10) of the Tender Document, these senior consultants are tasked with managing all aspects of the event and have the flexibility to operate independently or in collaboration with a larger team. It is important to underline that the daily rate proposed in this tender should incorporate all costs related to these aforementioned tasks, regardless of whether they are performed solely by the senior consultants or by an extended team.

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			For each individual assignment under the Framework Agreement, a maximum budget will be defined. This budget encompasses the cost of services from the senior consultants or entire team and also accounts for international travel and Daily Subsistence Allowance (DSA), as stated in paragraph 3.2 of the Tender Document: *"For each assignment, there will be a maximum budget defined by the CBI Programme Manager of the project for which the event is being organized. This budget can range from €20,000 to €36,000, excluding VAT and including all preparations, sessions, reporting, international travel, and Daily Subsistence Allowance (DSA) expenses. It is important to note that this budget is subject to the discretion of the CBI Programme Manager and may vary depending on the specific project and its requirements. For DSA expenses, the applicable DSA flat rates published by the International Civil Service Commission of the UN (https://icsc.un.org/) are applicable. The list is updated on a regular basis."* However, certain costs are not expected to be covered within the consultant's day rate. This includes local expenses such as venue charges, material costs, and any expenditure related to tasks executed by local CBI project consultants. These costs fall under a separate budget, not within the budget of the individual assignment, and should not be factored into the proposed day rate.
3.	Tender Document, paragraph 7.3.18, page 29	Concerning 7.3.18. I am as independent consultant (zzp-er) also partner in a partnership (maatschap). Do I correctly understand that for us (the collective of consultants), there are three options to submit a proposal: - As partnership (2 consultants for 1 lot),	When a partnership (maatschap) submits a proposal there are the following options: 1) The partners ("maten") in the partnership are able to fulfill the assignment. The partnership is the legal entity that submits a single tender if the partnership

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		submitting 1 tender. The partnership is the legal entity submitting the tender. - As a consortium, whereby 2 consultants jointly submit a tender, the submitting legal entities being the 2 zzp-ers In addition: - Multiple consortia could be created among consultants that are all also partners in the same partnership (e.g. 2 couples of 2 consultants - each submit a tender).	demonstrates that it is able to fulfill the assignment with its own partners and data/material. In that case the partnership submits only the ESPD of the partnership itself. 2) If the partnership, however, has to appeal to the carrying capacity / load capacity of the various partners of the partnership to comply to the suitability requirements and/or to fulfill the assignment, then the partnership makes use of material and or data of other (legal) entities. In that case not only the ESPD of the partnership has to be submitted but also the ESPD of the partner itself. 3) Besides options 1 and 2 it is also possible that the partnership itself or the partners of the partnership form a partnership ("samenwerkingsverband") with other (legal) entities to comply to the suitability requirements and/or to fullfill the assignment (option IIC ESPD). In case of a combination of companies/entities all (legal) entities have to submit an ESPD. 4) In case of option 3 with a main-subcontractor ("hoofd-onderaannemerschap") there are two options: a) the main-contractor is appealing to the carrying capacity / load capacity of the subcontractor. All (legal) entities have to submit an ESPD (option IIC of the ESPD). b) In case the main contractor is not appealing to the carrying capacity / load capacity of the subcontractor (IID ESPD). Only the main contractor has to submit an ESPD.
4.	Tender Document, paragraph 7.3.14, page 26	7.3.14. second bullet. "In order to submit.....company". What means "...must be connected and authorised...". Please clarify the sentence. In case we submit a tender as 4 zzp-ers (for the two lots), do all 4 have to have e-herkenning and be registered in TenderNed?	This means that the Tenderer (an entrepreneur or entrepreneurs who have submitted a Tender or is/are planning to submit a Tender (see definitions, p. 4 Tender Document) can have one or more registered users who are authorized to act in TenderNed. The Tender must be registered. So at least one company/entrepreneur must be registered. It can be convenient to have more users registered in case of illness of absence.

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5.	Tender Document, page 6	Can you clarify the rationale behind the intention to close 3 contracts (page 6)? (why not 1 or 2 parties, as this would enhance the efficiency of implementation - knowing CBI, streamlining organizational aspects, comparative learning, strengthening digital platforms, a.o.).	The Contracting Authority wants to be sure that per lot all assignments within the Framework Agreement can be executed. For the allocation of the assignments, see paragraph 7.4 of the Tender Document.
6.	Tender Document, paragraph 4.3.2, pages 16-17	The tender is requested by CBI. Does a FS that was implemented for CBI in the past 3 years quality as a reference assignment (and can a respective CBI project manager sign for it).	In paragraph 4.3.2 of the Tender Document is stated the experience and proven knowledge of key competence 1. Also the minimum requirements of the reference assignment are mentioned. Your reference assignments has to meet these criteria in order to be a valid reference assignment. Use Annex 2 to fill out your reference assignment(s). A CBI project manager can sign a project if you want to use a project which has been implemented for CBI.