

Memorandum of Information European tender procedure for the procurement of experts for the execution of the IT sourcing programme in Ghana of CBI

Date: 15 March 2023

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.	2.1	CBI indicates an export target of an average of EUR 100 000 additional turnover per company per end project. Will this be EUR 100 000 extra turnover per company as measured over the full 5 years of the project or EUR 100 000 extra turnover per company per year?	Additional export, this is an end-target, cumulative for the whole 5 year project.
2.	2.3	CBI indicates that the target markets are EU and EFTA countries. Will CBI permit an increase of exports to, say, the US and Canada if the experts has a business network in those countries? Or must an increase in exports in this project be limited only to EU and EFTA countries?	Yes, export to other countries is permitted, but the target is focused on EU/EFTA exports.
3.	2.5	CBI has adopted a digital first strategy and foresees that expert visits to Ghana will be limited to once or twice a year. The expert is expected to organise and facilitate sector events. Organising an event requires many actions that cannot be successfully carried out remotely, such as viewing of the location, testing equipment and doing on-ground follow up of parties who may not be quite as communicative as initially assumed. Will the local expert (Lot 4) handle all practical and operational matters surrounding the organisation of events?	The local expert will be responsible for practical coordination and preparation of the sector events in Ghana.
4.	2.5	Is the expert expected to attend these events given that the expert is expected to facilitate them? If yes, do we assume correctly that CBI expects a maximum of 1 event per year (given the travel limitations of 1-2 times per year)?	The sector experts is expected to attend these events. Some of the events may be online. If needed for project activities, it is possible to travel more than 1-2 times a year. This should be planned and coordinated with the CBI Programme Manager.
5.	2.5	Is there budget available for local offline and online publicity around the events and the project?	Yes, this is within the budget frame of this tender.

	Chapter/ Paragraph	Question	Answer
6.	2.5	Does CBI already have an overview of relevant market actors/companies/stakeholders or is the Lot 2 expert expected to identify them? If the latter, can the local expert (Lot 4) be asked to carry out this inventory under the direction of the Lot 2 expert?	CBI has an overview of the sector / actors from the project development phase, but this needs to be updated and broadened in the inception phase of the project. The local expert can indeed be asked to work on this.
7.	3.1	CBI indicates that there should be only one contact person. When submitting a tender for multiple lots, does CBI permit there being one main contact with a second contact person who serves as a backstop for the main contact person?	CBI needs one contact person <i>per lot</i> . When submitting for multiple lots, there can be more than one contact person, as long as this is not more than one per lot.
8.	7.3.15	The checklist distinguishes between Suitability requirements (References) and Annex 6 (reference assignments signed by the references). Are we required to do a separate submission of references and reference assignments?	No, you must only use Annex 6 "Reference assignments" regarding all the references of the Suitability Requirements (par. 4.3).