



Memorandum of Information European tender 'Experts for the execution of the Climate-Smart Coffee Programme in Uganda of CBI'

Date: 23 January 2024

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, reference 202308080.

Question	Chapter/ Paragraph from the Tender Document	Question	Answer
1.	Lot 1 Team composition	Should the experts of the teams apply separately, or apply together as a team? If together, should the team leader add the other team members in the TenderNed environment and will each of the team members therefore need e-authentication?	For each lot Tenderer has to submit a team. Per lot there is one expert who submits the tender for the whole team. See also section 7.3.17 of the Tender Document which describes submitting a Tender in collaboration with other organizations.
2.	Lot 1 and lot 2	De "Bekendmaking Nota van Inlichtingen Inschrijffase" staat op 25 januari. Wil dat zeggen dat dán pas de inschrijfformulieren toegankelijk zijn voor applicanten?	According to section 7.3.20 of the Tender document, communication during the tendering process must be conducted in English. This means that questions have to be conducted in English. Therefore this question will not be answered.
3.	Lot 1 and 2 Contractor-subcontractors versus Consortium	In the case of working for CBI as principal contractor, with subcontractors, will the administration (payments to subcontractors) be the responsibility of the principal contractor? Does CBI have a preference for this construction, as it minimises administration for CBI, in comparison with a consortium, where each member would invoice CBI separately?	The principal contractor is responsible for the payments to the subcontractors. CBI does not have a preference for a specific construction. Also in a consortium there is one lead manager who will act as the representative of the consortium. See also section 7.3.17 of the Tender Document which describes submitting a Tender in collaboration with other organizations.
4.	Lot 1 and 2 Single Tender	Is it correct that any organisation / natural person can tender only once for each Lot? In other words, is it correct that one may not tender for the same lot multiple times with different compositions of teams?	Yes, that is correct. In section 7.3.18 it is stated that "all natural persons, legal entities and organisations may only submit a single Tender, for one or multiple lots". This means that <u>per lot</u> tenderer can:

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			- only participate in one and the same team; - be part of one and the same team in lot 1 as well as in lot 2.
5.	Lot 1 and 2 Team application	Notwithstanding ultimate accountability lying with Lead Team Members, these Team Members may benefit from (additional local) assistants in order to help carry out activities in Uganda. Is it allowed for a team to (sub)contract such additional local assistants in Uganda? If so, does CBI appreciate the mentioning of these (team-strengthening) assistants in the application, or does working with assistants weaken / disqualify the application?	See section 7.3.17 of the Tender Document: <i>"Submitting a tender as a principal contractor together with subcontractors</i> If a Tender is submitted by a principal contractor that does <u>not</u> rely upon the capacity of any subcontractors, then only the principal contractor is required to complete and legally sign Part II D of the 'European Single Procurement Document'. If the principal contractor does rely on the capacity of subcontractors in order to demonstrate compliance with the applicable Suitability Requirements, see section 4 of this document), then the subcontractor(s) in question must also complete a separate 'European Single Procurement Document', filling in parts II A, II B, II C, III and IV and legally sign it (see the information under II C in the ESPD). The subcontractor on whose capacity the principal contractor <i>does</i> rely must provide the evidence requested for the Tender. The principal contractor is fully liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the contract (if awarded). In addition, the principal contractor is liable for the fulfilment of the obligations for which he has hired the subcontractor(s). All completed and legally signed 'European Single Procurement Document' forms must be added to the Tender." So, depending on the reliance on the capacity of the

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			subcontractor only part IID of the ESPD has to be filled out or a separate ESPD filling in parts II A, II B, IIC, III and IV has to be submitted. And you also have to mention the team composition of the proposed team for award criterium 5.2.1 (page 23 of the Tender Document).
6.	Lot 1 Minimal financial track record	Is there a minimum level of financial track record for the applying firm (in terms of Euro revenue) to be eligible and if so how much?	No, a minimum level of financial track record for the applying firm is not applicable.
7.	Lot 1 Team composition	The tender refers to 3 (both EU based and Uganda based) experts to make up the team. To achieve effective knowledge transfer to farmers/SME's it would be recommendable to engage various Ugandan staff who speak the various languages (matching the various regions in Uganda). 1) To what extent will such engagement in local languages be expected under the assignment? 2) To what extent can a larger team with more complementary skills be acceptable - within the same budget?	1) For the coffee agronomist in team 1 it would be valuable if he could speak various local languages for an effective knowledge transfer. For the other experts there would be no direct need. 2) A larger team can be offered within the same budget.
8.	Lot 1 Budget	The acceptable consulting rates are well defined in the TOR. If the applying party is a consulting firm (with 3 experts contracted under it), to what extent can overhead costs be charged to the budget?	Section 3.4, in particular bullets 3, 4 and 5 of the Tender Document (page 16) contain the requirements relating to prices and rates. Bullet 3 contains the maximum daily rates you can offer for a specific expert for award criterion 5.4. Further on in bullets 4 and 5 it is stated clearly how local expenses can be invoiced in case your company is / is not located in Uganda. All overhead costs have to be included in these prices and rates. You are not allowed to invoice overhead costs separately.
9.	Lot 2 Outsourcing	If I want to outsource the services of an experienced person or expert in the field for example climate change and agricultural practices, this is more particular to my case of lot2. Do I need to include a c.v for that person and references at this stage of registration, when answering question 1, of the list of Names of the team to	We presume that you refer to award criterion 5.2.6, question 1: "Proposed team of experts to implement the assignment: a list of names, positions and relevant knowledge, experience and competencies of the members of the team in concise CV's, which meet the requirements mentioned in sections 2 and 3."

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		be used .	For every team member the above mentioned information has to be submitted, so also a (concise) CV. If you make use of outsourcing, also pay attention to the suitability criteria in section 4.2 (exclusion grounds) when preparing the ESPD's and section 4.3.2 (reference data, technical qualifications). In that case also pay attention to section 7.3.17 (submission of a Tender in collaboration with other organisations) and the answer to question 5.