



Memorandum of information European tender Experts for the execution of the CBI coffee and fonio projects in Guinea

Date: 15 April 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 (with reference 202310124).

Question	Chapter/ Paragraph from the tender document	Question	Answer
1.	VAT handling inside EU	In case a tenderer wins from another EU country outside The Netherlands, I assume that the contract will be handled under the reverse charge procedure - is this correct? This means that the contracting agency will provide the Dutch/international tax registration number to the contracted person/agency so that the reverse charge procedure can be applied?	Correct.
2.	Language requiremen ts	On page 18 of the tender you state: For lot 1, a proficiency level of at least C2 as per the Common European Framework of Reference for Languages (CEFR) (or comparable) is required, for both French and English. This must be demonstrated through an official document. My question is: A) Is this demonstration via official document foreseen for both English AND French? B) What kind of official document is expected? For example, English grade at school, certificate for university studies? C) When do these documents need to be provided? When entering the tender or only when winning the tender? If any international tests need to be taken, this might need some planning.	A) Yes, English and French. B) Other language qualification certificates or official reports will suffice, as long as they demonstrate that the language level is comparable to the level indicated. The documents you mention could suffice. C) It is important that all requirements can be verified in the CV. Therefore, you must make it clear in your CV that you meet the stated requirements. Evidence can be requested from the winning tenderer.