



Memorandum of Information European tender 'Experts for the execution of the dates programme of CBI in Algeria'

Date: 22 May 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 202312031.

Question	Chapter/ Paragraph from the Tender Document	Question	Answer
1.	Time Schedule	Tendering Authority has changed the Time Schedule.	Because many foreign companies had registration problems in TenderNed, the Tendering Authority has changed the Time Schedule. The new Time schedule can be found either in TenderNed itself or in a separate document "Revised Time Schedule 23042024" which has been uploaded on TenderNed.
2.	Lot 1/Documentation or evidence for A2 proficiency/ section 3.2 Tender Document	What documentation or evidence would be accepted to prove A2 proficiency in French? Are there specific certifications or tests that are accepted as evidence of proficiency at this level?	Tenderer needs to prove that he/she meets the requested CEFR-level or comparable. This can be proved by non-native speakers by either a CEFR-certificate or a comparable piece of evidence which equals the requested CEFR-level (for instance: diploma, certificate, working experience in an French-speaking country).
3.	Lot 1/Date sector expert for business development and transition to climate-resilient practices in Algeria/A2 level/Section 3.2 Tender Document	I have completed four years of French education at the secondary school (VWO) level. Could you please confirm if this educational background meets the requirement for proven French language skills at the A2 level or higher as specified in the tender document?	No, Contracting authority is unable to confirm this based on the given description. It is up to the Tenderer to proof that he/she meets the standards of the A2 CEFR level. Also see the answer to question 2.

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4.	Lot 1/Date sector expert for business development and transition to climate-resilient practices in Algeria/ Expertise vs language requirement/Section 3.2 Tender Document	Given the nature of the project and my expertise in the field, I would like to inquire if there is any flexibility regarding the French language requirement specified in the tender document. Would the client consider alternative options or accommodations for candidates who possess strong expertise in the project domain but may not meet the exact A2 language proficiency level?	No, Contracting authority is not considering any alternative options or accommodations for candidates who do not meet the standards of the A2 level CEFR. The candidate should meet the standards of the A2 level CEFR and can only in rare cases (for high-level strategic meetings in French) hire a translator at own costs (see pages 18/19 Tender Document). Also see the answer to question 2.
5.	Lot 1/Date sector expert for business development and transition to climate-resilient practices in Algeria/ Participants English proficiency /Section 3.2 Tender Document	Given that participants are required to possess basic English skills, could you elaborate on why a proficient level of French is required for the lead expert role (Lot 1)? Could you please provide insight into how the necessity for French aligns with the anticipated interaction with participants who are already competent in English?	It is expected that the lead expert will mostly communicate in English with the exporters. However, it is not expected that the participants will speak fluent English and thus knowing the basics of French will help to connect to the participants and better convey the message / training material and communicate whenever the English level of participants is not sufficient. That is the reason Contracting authority requires A2 level CEFR.
6.		Do the references need to be signed? We typically receive Certificates of Achievement signed by the contractor (please see the attached document for reference). Would this suffice?	Yes, every reference filled in (Annex 2) needs to be signed, see section 4.3.2 Tender Document, page 26. It is explicitly mentioned in a grey box: "The reference(s) must be signed by the referee (the client in question)." Certificates of Achievement can be added as an extra proof of evidence, but are not accepted as a replacement of the references to be filled in in Annex 2.
7.		Concerning the methodological offer for lots 1, 2, and 3, are we required to propose activities with a schedule (planning) and an estimate of the number of days per expert?	For every lot in chapter 5 Tender Document award criteria are formulated with questions and how these questions will be assessed. It is not asked to provide a planning with estimate number of days per expert. Please submit the answers to the questions and provide only relevant information.

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8.		Is it possible for a company to apply for and win all three lots?	Yes, tenderers may apply for multiple lots (if the labour capacity is available) and can therefore also be awarded multiple lots. See section 2.7 Tender Document, page 17.
9.		Would a freelance expert be considered a subcontractor in this context?	That depends on how you submit your proposal. See section 7.3.17 (submission of a tender in collaboration with other organisations) Tender Document. If you submit your proposal as a freelance expert independently, so individually and all by yourself, you are not a subcontractor. If you submit your proposal in collaboration with other organisations (as a freelance expert you can be the other organisation), you can be a subcontractor if the construction "submitting a tender as principal contractor together with subcontractors" is applicable. If you submit your proposal in collaboration with other organisations (e.g. a freelance expert), please pay attention to how to fill in the ESPD (annex 1). Also read carefully section 4.3.2 Tender Document if you rely on subcontractors. Read this in relation to section 7.3.17 Tender Document because subcontractors you rely on for references have to be mentioned under section IIC of the ESPD. Please note: Subcontractors and /or freelance experts always have to be a juridical entity which is registered at the Chamber of Commerce of the country in question. Private persons are not allowed to execute assignments.
10.		Can you confirm if the three experts can be local Algerian experts?	Yes, any company who qualifies and meets the requirements set out in the Tender Document can apply for experts in a lot.
11.		Could you provide us with the per diem and accommodation rates that you utilize?	See section 3.6 Tender Document, in particular 3.6.3 up and including 3.6.5 of the Tender Document and award criterium 5.4 Prices/rates (and annex 7 which tenderers have to fill in and submit for their proposals). The rates for the Per Diem

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			are mentioned in the Tender Document as Daily Subsistence Allowance (DSA). We use the flat rates published by the International Civil Service Commission of the UN (https://icsc.un.org/).
12.		On page 17 "Scope of the assignment", you mentioned the maximum amount per lot. Does this amount include other costs outside of the daily fees for the experts?	See section 3.6 Tender Document, in particular 3.6.4 and 3.6.5. It does indeed include other costs outside the daily fee of the experts, like Daily Subsistence Allowance and in some cases local expenses like venue hire or car rental.
13.		Do you have specific standards for CVs, technical, and financial offers that we should follow?	In the Tender Document you can find all information and standards you need to submit your tender. Please read all the documents carefully so it cannot go wrong.
14.	Tender Document	On page 34, under "Assessment of Award Criteria Relating to the Assignment", it is stated that only the written responses to the qualitative awarded criteria are assessed and a maximum of 90 points can be obtained. Could you please confirm whether this implies that the CVs will not be assessed and do not count towards the award criteria?	The submission of CV's is required so Contracting authority is able to assess whether Tenderer complies to the requirements set out in section 3, especially sections 3.2 up to and including 3.5. For the assessment of the CV's no points are awarded as in award criteria in section 5. The CV's however are binary awarded: either you comply or you do not comply. If you fail to comply your tender will be set aside and excluded from further participation in this tendering process, however not before verification.
15.		Who are the institutional partners for the project?	The inception phase (the first year) will be used to do more research and decide upon the institutional partners for the project. During the project design phase we consulted with the various associations in the sector (exporter's association, organic association), the public research institutes ITIDAS and CRSTRA, University of Biskra, Ministry of Agriculture.
16.		Is the project area predefined? Our understanding is that it's the Biskra region. Could you please confirm this?	The project is executed in Algeria, not only in this specific region. However, it can be decided during the inception phase (first year) that we will focus on a specific area during the implementation phase (following 4 years) of the programme.

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17.		Does the maximum daily rate include the costs related to the expert's missions (per diems, flights, accommodation, etc.)?	See section 3.6 of the Tender Document. Also see the answer to question 12.
18.		Will the experts be working full-time on the project?	No, the experts will not be working full-time on the project. In most weeks 1-2 days of work are expected, except during missions. Missions are expected 1-5 times per year during the inception phase (first year), depending on the lot. During the rest of the programme missions are expected mostly 1-3 times a year. A mission usually takes 5 days (excluding travel days). Lot 3 (Expert for local project coordination and implementation support) will be present during all missions of lot 1 and 2. Please note that no rights can be derived from this expectation of work and the work will be requested on assignment basis. Also see section 2.9 of the Tender Document, page 17: It is expected that the Contracting Authority will publish every year two or three Further Agreements. Every half year a Further Agreement will be formulated for 'on-going' tasks and activities.
19.		How will the project manage the costs of workshops and events? Should we include these in our proposal?	Workshops and events will be covered by the project and are part of Further Agreements for which you will receive a Request for Proposal. You should not put this in your proposal right now. Please only supply the requested information for the various experts as set out in chapter 4 and 5.
20.	Lot 1/Lot 2 Single point of contact section 3.1 Tender Document	You require the expert to be the only contact point: "One contact point per lot is needed for the stakeholders and for the contact with CBI.". We would like to propose 2 experts for lot 1. 1 expert will be the contact point for the stakeholders and CBI. This first expert meets all suitability requirements. The other expert will support with action planning and back-stopping. Is this allowed?	Yes, this is allowed. It is allowed to collaborate with other organisations to carry out the assignment per lot. In that case also see section 7.3.17 for how to fill in and submit your European Single Procurement Document (Annex 1) (page 39 of the Tender Document). In that case you submit a tender as a principal contractor together with a subcontractor. Because the principle contractor meets all the suitability criteria, he does not rely upon the capacity of the

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			subcontractor. Then only the principal contractor is required to complete and legally sign the European Single Procurement Document. In section IID the principle contractor has to mention the name of the subcontractor (organisation).
21.	Lots 1, 2 and 3 Tender Document, page 9	In the document reference is made to the GIZ/EU project that led to the creation of an organic dates association. Could you provide copies of or links to relevant documents from this project, such as project summary or progress reports?	Please find more information on the GIZ/EU project on these webpages: PASA Capacity4dev (europa.eu) , Programme d'Appui au Secteur de l'Agriculture, y compris dans la gestion de l'eau, l'agro-industrie et la pollution agricole PASA (pasa-algerie.org) & Documentation PASA (pasa-algerie.org)
22.	Lots 1, 2 and 3 Tender Document,	The project document distinguishes an inception phase and an execution phase. To my knowledge, it is (or was) unusual for CBI to include such an inception phase. Which specific reasons does CBI have to include such an inception phase, or perhaps more correctly, to outsource the inception phase to consultants? And second, has CBI already decided on the criteria that will be used to make the go/no go decision towards the end of the inception phase? Knowing these criteria will perhaps make it easier to motivate stakeholders to participate in the project.	1) The inception phase is the first year of the programme. The execution phase consists of the following 4 years. The programme takes 5 years in total. In the inception phase you validate assumptions, test possible solutions, search for committed stakeholder etc. At the end of the inception phase conclusions have been made, leading to achievable goals and intervention strategies for the rest of the programme. All CBI programmes developed under the current strategy use an inception phase. Before the inception phase starts, a development phase of the programme has taken place, which was led by an internal CBI team. CBI always works with external consultants in its programmes. In this case the team of the inception phase will be the same as for the execution phase, which has multiple advantages. 2) See section 1, page 8 of the Tender Document: "Upon the completion of the inception phase, the information gathered will be used by CBI to determine how to further shape the project and whether to proceed with a second phase. (...) For the Contract to be extended to the execution phase and/or in the execution phase, the Contracting Authority will need to be satisfied with the delivery of the contracted experts and confident that the goals of each lot

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			will be met during the remainder of the project.” The concrete goals will be formulated during the inception phase.
23.	Lot 1/Lot 2 Tender Document section 3.2	How should I prove my CEFR level in French, if I am non a native speaker.	Contracting authority cannot tell how the person who asks the question can improve his/her French. Tenderer needs to prove that he/she meets the requested CEFR-level or comparable. This can be proved by non-native speakers by either a CEFR-certificate or a comparable piece of evidence which equals the requested CEFF-level (for instance: diploma, certificate, working experience in an French-speaking country). Also see the answer to question 2.
24.	Tender Document Award Criteria Lot 1: 5.2.1 / 5.2.2 / 5.2.3	Please clarify the following phrase that is an instruction at the end of all 3 sets of 2 questions:Your response should not exceed 800 words for both questions. Does this mean 800 words for question 1 and 800 for question 2 (in each of the 3 sets). Or does it mean 400 words for question 1 in the set and 400 words for question 2 in the set?	The Word limit for each award criterion is clearly mentioned. Every time it states: Word limit: Your response should not exceed 800 words (award criterion 5.2.1) / 700 words (award criterion 5.2.2) / 800 words (award criterion 5.2.3) for both questions together. Note: if your answer exceeds this limit, the extra words will not be considered in the assessment.
25.	Lot 3	How many day per month the expert in Lot3 must allow ?	It is hard to say how many days per month the expert of lot 3 has to be available. In section 2.5 of the Tender Document, page 16 under “For all lots” is stated: The planning of activities across all lots may vary based on project needs, stakeholder requirements, and external factors like security issues or pandemic-related restrictions. Section 3.1 states under Working schedule: “The work is done continuously throughout the year/week and not arranged via fixed days per week or per month.” Also see the answer to question 18.

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26.	Tender Document	Do you have to bid on all lots? Or can choose which lot you submit a proposal for? o In document "TN458884 - EF16 Aankondiging van een opdracht / section "2.1.5 Terms of procurement", is implied that you must submit a proposal for all lots. In the "Tender Document Algerije Dadels" is implied that you may choose which lot(s) you submit a proposal for.	In section 2.7 of the Tender Document, page 17 on top is stated: "Tenderers may apply for multiple lots (if the labour capacity is available) and can therefore also be awarded multiple lots." This means that Tenderer is free to choose on which lots he wants to submit a proposal (for one, two or three lots), as long as the labour capacity is available.
27.	Tender Document / Reference assignments, section 4.3.2	Instead of having a reference signed, can we use the contract and final audit report of an assignment to prove successful completion? It is not always possible to get a reference signed by clients such as the EU or the World Bank.	No, that is not possible because we have to treat all tenders the same. Annex 2 has to be filled in with all the required information. Every reference assignment has to be signed by the referee (client organisation). Also see the answer to question 6.
28.	Lot 3	Can I attach a certificate of good execution from clients in the date sector that I have supported?	Tendering authority presumes your question aims at the references to be submitted. You have to fill in Annex 2 with all requested information for lot 3. Your reference has to be signed by the referee (client in question). Certificates of good execution can be added as an extra proof of evidence, but are not accepted as a replacement of the references to be filled in in Annex 2. See also the answer to question 6.
29.		I would like to confirm that it is possible for an individual, not incorporated but registered as a self-employed person in Spain, to apply for this offer.	Self-employed persons who are registered at the Chamber of Commerce in Spain (or any other country) as a company, can apply for this offer.
30.		Is it only possible to apply for one lot?	It is possible to apply for only one lot. See also the answer to question 26.
31.		Is there an advantage or preference for teams, or for tenders for several lots?	No, there is no preference for teams, or for one tenderer for more than one lot. It is possible to submit your offer independently (one company) or in collaboration with other organisations (e.g. as a consortium or as principal contractor with subcontractors). See section 7.3.17 of the Tender Document, page 40.

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32.		An important aspect is that adaptation to climate change can be understood in many different ways and has a very broad meaning. Are there more precise definitions or criteria for what adaptation to climate change means for a company? Does it refer to organic certification or adherence to other certifications or standards?	Climate Adaptation is defined at page 6 of the Tender Document: "Climate Adaptation in the context of this tender refers to the process of adjusting practices, processes, and structures within the Algerian dates sector to mitigate the impacts of climate change. This includes, but is not limited to, developing and implementing strategies to address issues such as diminished harvest quality, asynchronous flowering, and water scarcity, resulting from climate change. It involves transitioning to more sustainable and resilient agricultural practices, including organic production and diversification of date varieties. The adaptation also encompasses enhancing the supply chain's resilience, promoting organisational management practices that are climate-conscious, and supporting systemic changes to foster a sustainable, environmentally friendly, and economic viable sector."
33.		Is there any advantage in submitting additional documents that are not required, and what type of document?	No, just submit the information asked for. See section 7.3.15 of the Tender Document, page 39 which contains a checklist for what has to be submitted for your proposal.
34.		Is there a prescribed format for the CV?	See section 3.1 Tender Document, page 19 under "CV submission".
35.		Is it compulsory to submit documents for confirmation purposes, in particular tax payments, confirmation of no bankruptcies, etc., even if these do not apply?	Yes, see section 4 Tender Documents, especially sections 4.2 and 4.4.

Remarks regarding Annex 3a Draft Framework Agreement, Annex 3b Draft Data Processing Agreement and ARVODI-2018, Annex 4 ARVODI-2018

No.	Article from draft Framework Agreement/ draft Data Processing Agreement/ ARVODI-2018	Reason for objection / question	Textual suggestions	Answer
1.	Tender Document and Annex 03a Draft Framework Agreement, article 4.1	I seek clarification on the daily rate please. Within Tender Document 3.6.3 Maximum daily rate for each lot, it states in 3.6..3.1 lot 1 and lot 2: €750 excluding VAT. Within Annex 03a draft framework agreement under 4.1 it states lot 1; €622 euro excluding VAT. Please clarify this discrepancy.		You are right, the text of this article is incorrect because it should contain the maximum value in EUR per lot as mentioned in section 2.9 of the Tender Document (page 17). Therefore this article is revised as follows: 4.1 The maximum value/amount of the Framework Agreement is as follows: - lot 1: 622,500.-- EUR excluding VAT; - lot 2: 550,500.-- EUR excluding VAT; - lot 3: 317,000.-- EUR excluding VAT.