



Memorandum of information European tender for the procurement of experts for the execution of the IT outsourcing programme in Morocco of CBI

Date: 20 November 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 with reference 202308067.

Question	Chapter/ Paragraph from the selection instructions/the tender document	Question	Answer
1.	Par. 3.4, 1 Minimum requirements of lot 3. Extensive proven knowledge of the Market Systems Development (MSD) approach.	Our expert will not meet this by the submission date of the tender. However, our expert is planning to follow and complete a relevant MSD course within a few months from now. Would that still qualify?	For lot 3 <i>as well as lot 4</i> submissions, we can accommodate experts completing relevant courses under these conditions: - The expert must obtain their certificate within four months from the start of the contract. - The certificate should be from either ILO, Springfield Center, MESO partners, DevLearn or comparable.
2.	Par. 3.4, 3 Expert for institutional development with systems change focus.	At least one (1) year of experience working on youth inclusion projects or initiatives in a North African. Does failure to meet at least one of these 2 requirements (youth or N. Africa) automatically exclude an applicant from this tender?	Responding to feedback, we are broadening the geographic criterium. Applicants with at least one (1) year of experience working on youth inclusion projects or initiatives in either the Middle East and North Africa (MENA) region, or in other African countries are now eligible. Please note that both criteria need to be met: experience in youth inclusion projects, and the geographic focus. Failure to comply with one or more requirements will result in your Tender being disqualified from the assessment process and therefore excluded from the tendering process.

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3.	Par. 3.8 Invoicing	I would like to tender as an Individual consultant but invoice as a firm. Is this possible? If yes, where should I mention it?	The legal entity/person (contractor) with whom we conclude the contract must take care of the invoicing. It must be clear to us with whom we enter into a legal obligation so that it is clear who we can hold accountable for compliance with the agreed contractual obligations.
4.	TenderNed	1) Concerning: Bankruptcy if my company IS NOT bankrupt or insolvent. What do I have to answer in the "EISEN" 1. Geen faillissement of surseance van betaling. 2) Award criteria is Gunningscriterium?. Does this mean that I have to write all my Technical proposal in the 3 "gunningscriteria" ? 3) if I am tendering for 2 lots, do I have to submit a price list (Annex2) for each lot? 4) Annex 6 : Is it obligatory to have the reference signed by the referee or may I upload the signed contract instead?	1) The answer should be "no". 2) Gunningscriterium is award criterion. You do not have to write your technical proposal in that section: you can upload it as a separate document (as part of your total proposal). 3) Yes, we would like to receive a price list per lot. 4) Yes, it is obligatory to have the reference signed by the referee.
5.	Appendix 01 European Single Procurement Document (ESPD)	Could you please let me know if the tender is: a procedure above the relevant European threshold a procedure below the European threshold, or a procedure for a contracting entity subject to Directive 2014/25	This procurement procedure concerns: A procedure above the relevant European threshold. This is already filled in in the uploaded document on TenderNed.nl