

Memorandum of information European tender Experts for the execution of the Apparel programme in Morocco of CBI

Date: 13 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.

	Question	Answer
1.	If the Tenderer is not located in Morocco: may the Tenderer invoice CBI for international travel expenses or only for accommodation and local expenses at DSA flat rate? If yes, is there a maximum budget for international travel expenditure?	Yes the Tenderer can also invoice CBI for international flights. The maximum tariff regarding these flights is EUR 500 with only economy class.
2.	Organizing logistics for projects or events in Morocco. (Core competence lots 3 and 4): Is the cost of the logistics or event to be covered by the Tenderer? must the cost be included in Appendix 02"Price and rates"?	Only the daily rate of the Expert needs to be submitted, as stated in the Appendix 2: Price and rates. Costs regarding organizing logistics such as renting venues and catering are covered by the Tendering Authority.
3.	The Core competencies of a Lot have to be executed by one sole expert? or may the Tenderer propose several experts for each lot?	If a collaboration is needed to fulfil the suitability requirements, then such collaboration is possible, provided that: (1) one single expert in person will remain the contact point for all the stakeholders, and (2) the proposed team consists of a maximum of three persons. The preference, however, is for the assignment to be executed by one single expert per lot.
4.	Kindly clarify why the Tender requests to complete Appendix 2, and the description states the total maximum contract value for each Lot.	Appendix 2: Prices and rates refers to the daily rate of the Expert. The maximum contract value is the overall total contract value per lot.
5.	Calls within the Framework contracts may be issued until the budget lot is fully disbursed.	Correct. To be complete: the Tendering Authority is not obliged to spend the full budget within the Framework Agreement.

	Question	Answer
6.	Would it be possible to fill the expert role of Lot 2 (Expert for Sector Alignment and Institutional Development with extensive knowledge of the MSD-approach) as a team? Whereby 1 person focuses more on sector alignment and institutional development and another on the MSD approach?	The main focus of this lot is the MSD approach, most of the activities will have regard to this approach. If a collaboration is needed to fulfil the execution of the assignment, then such collaboration is possible, provided that: (1) one single expert in person will remain the contact point for all the stakeholders, and (2) the proposed team consists of a maximum of three persons. The preference, however, is for the assignment to be executed by one single expert per lot.