



Memorandum of Information relating to the European tender concerning the procurement of expertise for the CBI Coffee project in North-Sumatra and Aceh, Indonesia

Date: 6 June 2025

In this Memorandum of Information, the Contracting Authority provides answers to the questions raised and comments submitted regarding the above-mentioned European Tender. This Memorandum of Information forms an integral part of the Tender Document (reference 202501004).

Questions & Answers

Question	Subject	Question	Answer
1.	Future search / systems expert	As stated (page 11), the Future Search will be implemented by a 'party' outside of this tender. In the view of that framework contract - that party will most likely be us. The work for expert role 1 and 2 is very closely related to the follow-up of the Future Search (FS). In fact, it is a seamless continuation of what the FS is so supposed to bring about. In view of the efforts that will be made for the preparation, implementation and follow-up of the Future Search, role 1 and/or 2 needs to seamlessly overlay with that work. This is a delicate and crucial issue and opportunity. In recent CBI projects we have seen that if that role is not well aligned/fulfilled/understood or differently interpreted, it leads to delay and lack of effective systems change in the sector.	1. No, this will not be considered, 2. The reason the 'future search' is mentioned in the tender document is to clarify that it does not fall within the scope of the assignment. It is the intention to carry out a future search; however, this is still subject to decision-making. Therefore, no rights can be derived from this.

		As FS responsible party we do have an interest in applying for role 1 and/or 2, but due to lack of 'coffee market' expertise we are excluded. The suggestion is to consider creating a separate lot for role 1/2 and 3/4 and ensure strong collaboration between experts. The questions are: 1) Will you consider this/is this thinkable and? 2) When will the Future Search contracting happen?	
2.	Payment of experts	Will the selected team invoice RVO/CBI at a certain payment moment with 1 single invoice for all the experts, or will each of the experts invoice RVO/CBI separately?	In case of a joint tender or a combination of experts and/or organisations, it is expected that one lead party (the so-called 'penvoerder') will take responsibility for all administrative, contractual, and financial matters. This includes the submission of the invoice and the coordination of internal payments to the respective experts. RVO/CBI will only enter into one agreement with, and make payments to, the designated lead party.
3.	Request for prolongation of deadline	We wish to indicate our interest to submit a proposal. Due to upcoming bank holidays and also to ensure quality work before submission we wish to request a deadline extension by two weeks. Thank you very much for your attention.	Unfortunately, it is not possible to extend the deadline.
4.	Selection of experts	If 1 expert can fulfill 2 roles, or if the 4 roles can be divided over 3 experts, is a team of 3 experts acceptable, or must the team consist of 4 experts? What is CBI's preference?	It is not a requirement that the assignment be carried out by four separate individuals. A team composed of fewer experts, such as three, is acceptable, provided that all roles are fully covered. However, it is mandatory that each individual expert proposed for a specific role fully meets all the qualifications and requirements associated with that role, as outlined in Annex 06 – <i>Proposed team, qualifications, collaboration, and contingency planning.</i>

			Accordingly, it is not permitted for multiple experts to jointly fulfil the requirements of a single role. If the same expert is proposed for more than one role, they must individually and fully meet all the requirements associated with each of those roles. For example, the requirements listed under Role 1 cannot be fulfilled collectively by two experts. The expert proposed for this role must independently meet all specified requirements. If the same expert is proposed for a second role, this expert must independently meet all the specified requirements for the second role as well. Please note: the example is intended to illustrate a general principle that applies to all roles, not only to Role 1.
5.	Budget	Are the material and immaterial costs of setting up and implementing pilot projects included in the contract value?	The stated contract value in the Tender Document is all-inclusive. This means that, among other things, both the material and immaterial costs related to the setup and implementation of pilot projects are included in the contract value.
6.	Amount of working days	In order to make a good planning, we would like to ask about the amount of working days per expert per year.	The work is carried out on a continuous basis throughout the year and is not scheduled on fixed days per week or per month. At this stage, the number of working days per expert per year is not yet known. This will be determined post-award, in consultation with the CBI Programme Manager, and confirmed for each assignment in a Further Agreement. It is essential for CBI that the experts are available as needed to carry out the work and ensure that project goals are achieved within the set timeline as outlined in the Tender Document.