



Tender Document

Invitation to tender in accordance with the European open procedure for the CBI project to enhance decent jobs for seasonal female workers in the dried mango sector of Burkina Faso and Ivory Coast

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Definition of terms

Contract	The written framework agreement between the Contracting Authority and the Contractor in which the conditions applicable to the public contracts that will be awarded via this tendering process (Further Agreements) will be recorded within a specific period.
Contractor	The party with whom the Contracting Authority concludes the Contract.
Contracting Authority	The State of the Netherlands, represented by the Minister of Economic Affairs, who concludes the Contract with the Contractor on behalf of the Contracting Authority.
Data processing Agreement	An agreement signed by the Contracting Authority and the Contractor concerning the processing of personal data by the Contractor. When a Contract is awarded on the basis of the ARVODI, the Contract may require the Contractor to process Personal Data on behalf of the Contracting Authority. If so, the Parties must conclude a Data Processing Agreement under article 28, paragraph 3 of the General Data Protection Regulation ('the Regulation'). In a Data Processing Agreement the Contracting Authority and the Contractor make agreements on the Processing of Personal Data in the context of the Contract.
Daily rate/price	Daily rate/ price should be understood as the rate/price for 8 hours of work.
European Single Procurement Document	A statement in which the Tenderer declares his compliance with the requirements specified in this document.
Exclusion Ground	A circumstance applicable to the Tenderer or a person affiliated with the Tenderer that results in exclusion of the Tenderer from participating in the tendering process
Further Agreement	A written agreement signed by the Contracting Authority and the Contractor based on the framework agreement.
General Government Terms and Conditions	General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI-2018: <i>Algemene Rijksvoorwaarden voor het verstrekken van Opdrachten tot het verrichten van Diensten</i>).
IUC-EZ	The Procurement Office (IUC) – part of the Netherlands Enterprise Agency (RVO.nl), which in turn is part of the Ministry of Economic Affairs (EZ) – will serve as process manager during this tendering process.
Memorandum of Information	A document containing all questions asked and answers given, in anonymised form and, if applicable, additional information. This includes the questions and answers submitted via TenderNed.
Most Economically Advantageous	The Tender that achieves the highest definitive total score

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Tender	based on the best price-quality ratio.
Public Procurement Act	The Public Procurement Act 2012 (<i>Aanbestedingswet 2012</i>)
Suitability requirements	The requirements with which Tenderers must comply in order to be eligible to win the tender.
Tender	A quotation submitted by the Tenderer in response to this Tender Document.
Tender Document	This document and all of its annexes.
Tenderer	An entrepreneur or entrepreneurs who have submitted a Tender or is/are planning to submit a Tender. In this document, the word 'you' is taken to mean the Tenderer.
Tendering Authority	Netherlands Enterprise Agency (RVO), represented by the Minister of Economic Affairs, who concludes the Contract with the Contractor on behalf of the Tendering Authority.

1. Introduction

The Tender Document at hand contains information regarding this invitation to tender conducted in accordance with the European open procedure for the CBI project to enhance decent jobs for seasonal female workers in the dried mango sector of Burkina Faso and Ivory Coast.

You are hereby invited to submit a Tender based on this Tender Document.

1.1 Tendering Authority, and IUC-EZ

This tendering process is being conducted on the instructions of The Centre for the Promotion of Imports from developing countries (CBI), part of the Netherlands Enterprise Agency (RVO) of the Ministry of Economic Affairs. IUC-EZ (procurement office) will act as process manager during this tendering process.

1.2 CBI Introduction

The Centre for the Promotion of Imports from developing countries (CBI) is part of the Ministry of Economic Affairs of the Netherlands. CBI is recognized worldwide as a leading expert in sustainable export development.

CBI supports the transition towards inclusive and sustainable economies. CBI focuses on transitions in targeted export sectors in least developed and lower- and middle-income countries, working towards becoming more inclusive and sustainable. CBI has a bottom-up approach, starting from the perspective of local small and medium-sized enterprises (SMEs), strengthening their competitive position on European and regional (niche/ value added) markets for products and services with positive economic, social and environmental impact. CBI operates as a facilitator, broker and partner on multiple levels.

For further information on the CBI, please visit www.cbi.eu.

1.3 Reason for this invitation to tender

CBI is launching a five-year project in the dried mango sector of Burkina Faso and Ivory Coast, aimed at improving the working conditions of women employed in this sector. To achieve this, the project will support mango drying factories in improving their productivity, while simultaneously enhancing employment terms and working conditions. The underlying rationale is that higher productivity and better working conditions go hand in hand.

To implement this project, CBI is seeking consultants with relevant expertise in the key focus areas. This tender procedure is divided into two lots:

- Lot 1: Country team for Ivory Coast
- Lot 2: Country team for Burkina Faso

A detailed description of the project approach and the two lots can be found in Chapters 2.

1.4 Time schedule

The schedule below applies to this tendering process.

12 December 2025	Issuing of publication, start of tendering period.
8 January 2026 – 11.00 CET	Closure of round of questions: deadline for the Tenderer to submit questions regarding this Tender Document, the Data Processing Agreement and the Contract (including the general terms and conditions) and/or proposals for

	textual amendments to the draft Contract (including the general terms and conditions).
22 January 2026	Issuing of Memorandum of Information.
12 February 2026 – 11.00 CET	Deadline for the receipt of Tenders and opening of new Tenders by the Tendering Authority.
February 2026 – March 2026	Assessment of Tenders.
2 April 2026	Announcement of the award of the Contract.
22 April 2026	Deadline for asking questions and/or filing an application for a preliminary injunction in relation to the announcement of the award of the Contract.
23 April 2026	Deadline for the winning Tenderer to provide the evidence requested by the Tendering Authority.
1 May 2026	Starting date of Contract.

If – in the opinion of the Tendering Authority – circumstances provide cause to do so, the Tendering Authority is entitled to amend the specified period(s). In such a case, timely notification of the new period(s) will be provided digitally.

2. Description of assignment

2.1 Description and objective of the assignment

CBI is launching a new project in the dried mango sector of Burkina Faso and Ivory Coast to contribute to the achievement of the following long-term vision:

Decent working conditions for seasonal female employees are common practice in the mango drying sector in Burkina Faso and Ivory Coast.

The project ambition is that:

Improved productivity, diversification and improved human resources management by Small and Medium-sized Enterprises (SMEs) in the dried mango sector in Burkina Faso and Ivory Coast results in more decent working conditions for seasonal female employees.

Currently, women, who make up the majority of the workforce in the mango drying sector in Burkina Faso and Ivory Coast, face significant challenges related to their employment terms and working conditions. These challenges include: long working hours, low wages, a lack of formal contracts, the absence of secondary employment benefits, a lack of work stability due to the seasonality of the employment, and the exclusion of pregnant and breastfeeding women from employment opportunities in the sector.

To address these issues, CBI will implement a 5-year project aimed at improving the working conditions of women in this sector. The project will focus on the positive correlation between improving productivity and enhancing employment terms and working conditions. CBI's previous project in the dried mango sector demonstrated this link and first good practices were implemented by the companies. This new project aims to further finetune these good practices and to develop new mechanism related to productivity increase and Human Resource management. The project will support frontrunner companies in adopting good practices while sharing the results to inspire wider adoption across the sector.

The project is structured around three interlinked pathways, which are described below.

Pathway 1: Improved productivity

This pathway aims to help companies streamline production and increase productivity (output-input ratio) using data rather than assumptions. Key elements include optimizing the conversion rate from fresh to dried mango, ensuring consistent product quality, improving employee output, and reducing production costs.

The project will connect companies with European importers to encourage investment in production streamlining. Feedback from European buyers will help managers adapt, especially with insights on market trends and developments.

The focus is on technical solutions to boost factory productivity, with a core assumption that improving labor terms and conditions will increase employee output. Motivated employees will be more productive, less absent, and more likely to return for subsequent drying seasons, as detailed in Pathway 2 - Human Resources Management.

A production monitoring sheet, developed during the previous project, allows SMEs to track production efficiency and identify gaps. The project will support companies in using this tool, implementing improvements, and recording changes in their production manual.

Only some SMEs have HACCP certification. The project will assist frontrunner companies in obtaining this certification, leveraging the monitoring sheet as a stepping stone.

Proper maintenance of drying equipment is critical. As dryers are imported from South Africa with no local maintenance providers in Burkina Faso or Ivory Coast, the project will explore solutions with equipment suppliers and local service providers to address this issue.

Mango peeling waste can be repurposed for compost instead of disposal. SMEs can either create compost themselves or collaborate with third parties. This reduces waste disposal costs and, if done in-house, can supply compost to mango suppliers. The project will explore this business opportunity.

To achieve these goals, companies need professional mid-management staff at key positions. The project will help attract and/or train these managers, as further elaborated in Pathway 2.

Pathway 2: Human Resource Management

This pathway focuses on helping companies organize their human resource management (HRM) effectively. Motivated personnel (mid-managers and production employees) is essential for a professional company. The project will address HRM issues impacting business performance, explore potential solutions and their return on investment, and support companies in implementing successful measures. Key aspects that will be addressed are:

- HRM manager: To professionalize HRM, a skilled HRM manager is necessary. The project will help companies explore options to achieve this.
- Mid-management: As noted in Pathway 1, companies need skilled mid-management to improve productivity. The project will assist dried mango companies in attracting, training, and retaining the right talent, with a focus on making the company an attractive employer. Special attention will be given to identifying qualified female managers with experience in responsibility and people management.
- Production Employees: The focus here is mainly on seasonal female employees, whose motivation directly affects productivity, quality, and retention. The project will work with companies to improve employee motivation through better labor terms and conditions, aiming for a win-win for both the company and employee. The project will also explore the pros and cons of SMETA certification, which addresses labor conditions and serves as a marketing asset for Western markets. Market linkages with European buyers will provide feedback on labor requirements.
- Key HRM areas of focus are mentioned below:
 - o Contracting: Ensuring companies understand the need for formal contracts and have the capacity to sign them with all seasonal workers.
 - o Salaries: Exploring output-based payment systems and bonuses, which will allow employees to earn more in the same hours or the same in fewer hours, offering greater flexibility. Incentives like seniority premiums and salary growth opportunities will also be considered.
 - o Extending Contract Periods: Investigating how companies can offer employment beyond the mango drying season, with Pathway 3 addressing diversification options.
 - o Labor Conditions: Improving health insurance, childcare, transport, meals, etc.
 - o Training: Exploring opportunities for employees to learn new skills for out-of-season periods, strengthening their bond with the company, though with the risk of employees not returning.
 - o Employee Representation: Exploring ways to establish feedback groups to facilitate communication between employees and company management.
- Appreciation for Female Employees: Motivating female employees can enhance their work effectiveness. The project will promote awareness of the value of female employees' contributions to mango production, with initiatives like the 'Journée des Transformatrices', organized by the Burkina Faso sector association PTRAMAB. This includes role model workshops, personal development programs for young employees, and engaging male managers and government officials in the process.

Pathway 3: Diversification

A number of the CBI supported companies in the previous project are exploring product diversification to extend the factory's operating season. By drying other fruits and vegetables, companies can keep their workers employed for a longer period, reducing season-to-season turnover. This also enables them to work with experienced staff, improving productivity and quality. A broader production base helps spread investment risks.

Previous pilots in Burkina Faso with drying ginger, fonio, and hibiscus showed that there is technical and market potential for diversification of the production dried in the dried mango factories. Despite challenges, it demonstrated the potential to export these products. However, a major issue is the relatively low margins these products yield compared to dried mango.

Companies need a long-term strategy and should be prepared to operate with low or no margins in the initial years, with the expectation of future profitability once the business is established. The project will further investigate opportunities for expanding the drying business into new product supply and demand.

2.2 Lots

To implement this project, CBI is seeking consultants who can deliver capacity building and training services to small and medium-sized dried mango processing companies in Burkina Faso and Ivory Coast. The assignment is divided into two lots. Lot 1 concerns the country team for Ivory Coast, and Lot 2 covers the country team for Burkina Faso.

Lot 1: Ivory Coast Country Team

In this lot, we are searching for a team consisting of four (4) experts. Each expert must fulfil one (1) specific role as described below (i.e. role a, b, c or d). Each role can be fulfilled by only one (1) expert – roles may not be shared or combined.

a) Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand

Responsibilities:

- Country team coordination:
 - o Coordinate with other experts in the country team regarding activities to be carried out.
 - o Serve as the main point of contact for both CBI and the participating companies in Ivory Coast.
- Technical coaching on productivity management. The expert will provide coaching to SMEs in the following areas, using blended learning methods to combine on-site and digital approaches for effective knowledge transfer and practical application:
 - o Product monitoring and quality control
 - o Tracking product characteristics (e.g., moisture levels)
 - o Optimizing production processes
 - o Improving factory layout
 - o Achieving HACCP certification
 - o Effective use of equipment
 - o Achieving cost-efficiency through composting
- EU market entry support:
 - o Provide guidance to SMEs on entering the EU market, leveraging the expert's knowledge and network of EU buyers.
 - o Coach SMEs to meet EU buyer requirements and standards.
- Technical coaching on staff productivity management. The expert will coach SMEs in the areas of:
 - o Optimizing work schedules and staff planning for greater productivity
 - o Production and personnel planning, including seasonal production scheduling, ensuring sufficient staffing, and planning for operations outside the mango season
- SMETA certification support:
 - o Guide and coach SMEs in achieving SMETA certification.

- Product diversification coaching. The expert will support SMEs in:
 - o Assessing the technical feasibility of drying other products, such as ginger and pineapple
 - o Connecting to European buyers for out-of-season dried products, sales and marketing
 - o Developing long-term business planning and production planning skills, including managing low margins in the early years of new product introduction

On-site visits each year are anticipated, with the exact number depending on the project's needs and any applicable constraints on international travel. As a general indication, one to two on-site visits per year are foreseen for this role. The expert is expected to maximize the use of online platforms for meetings and coaching and to apply blended learning approaches to deliver modules and technical assistance in a flexible, engaging, and resource-efficient manner. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

b) Expert for Local Project Coordination and Technical Coaching for SMEs

This expert will work closely with the Expert in Technical Coaching for SMEs on Production and Productivity management (expert a).

Responsibilities:

- Follow-up and backstopping of technical coaching activities:
 - o Provide ongoing support to SMEs by following up on the coaching delivered by expert a), including topics such as productivity management, EU market preparation, staff productivity, certification readiness, and product diversification.
 - o Monitor SME progress on agreed action points and provide hands-on coaching to help them advance.
 - o Maintain regular communication with expert a) to share progress updates and identify where additional or specialized support is required.
- Local project coordination:
 - o Act as CBI's local representative in the Ivorian dried mango sector, serving as the link between local SMEs and CBI staff and experts.
 - o Assist with the logistics of site visits, including scheduling meetings and arranging transportation for other experts and CBI staff when they are in Ivory Coast.
 - o Support online coaching and training sessions. This includes for example inviting participants, arranging for (digital) space, briefing of broader context to participants. CBI might also hire experts with specialist expertise from outside the tender to contribute to digital sessions.
 - o Maintain regular communication with sector stakeholders to encourage and monitor their engagement in the project's initiatives.
 - o Assist with logistical details for meetings and training sessions, including agenda setting, venue selection, catering, equipment, and sending out invitations.
 - o Moderate stakeholder meetings as needed to facilitate effective dialogue and collaboration.

The level of activity for this role will vary based on project requirements, management decisions, and the evolving needs and opportunities within the Ivorian dried mango sector. The activities must be carried out on location in Ivory Coast.

The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Program Manager. The expected frequency of on-site visits to factories and meetings in Korhogo is approximately 1–2 times per month during the mango season, which runs from March to August. Outside the mango season, the expected frequency is approximately once per month or once every two months for in-person meetings. The expert therefore must be located no more than 100 km from Korhogo. The expert will maximize the use of online platforms for meetings and coaching in between physical encounters. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

c) Expert in Human Resources Management in Line with Ivorian Labor Laws

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Responsibilities:

- Human Resources Management capacity building:
 - o Provide guidance to SMEs on the steps required to ensure compliance with Ivorian labor laws.
 - o Coach SMEs in the effective recruitment, training, and retention of middle management staff, including the development or appointment of a competent HRM manager.
 - o Support SMEs in implementing formal employment practices, including legally compliant contracts, fair salaries, appropriate secondary benefits, and strategies to extend employment beyond the mango season.

The level of activity for this role will vary based on project requirements, management decisions, and the evolving needs and opportunities within the Ivorian dried mango sector. The activities must be carried out on location in Ivory Coast.

The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Program Manager. The expert must be able to hold in-person meetings with factory managers, which are expected to take place approximately once every one to two months. The expert therefore must be located no more than 650 km from Korhogo. The expert will maximize the use of online platforms for meetings and coaching in between physical encounters. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

d) Women's Inclusion and Sector Learning Expert

Responsibilities:

- Promoting gender inclusion within companies:
 - o Coach SMEs on establishing structured feedback mechanisms with female employees, enabling women to safely and effectively voice concerns or suggestions about working conditions.
 - o Support companies in using this feedback to improve gender-sensitive workplace practices and policies.
- Facilitate sector-wide knowledge sharing and best practice dissemination:
 - o Collaborate with the Ivorian Business Support Organisation (BSO) to disseminate best practices across the dried mango sector.
 - o Facilitate knowledge exchange among SMEs, including peer learning and visibility of gender-inclusive practices.
 - o Promote the replication of successful gender strategies and practices in related sectors and value chains.

The level of activity for this role will vary based on project requirements, management decisions, and the evolving needs and opportunities within the Ivorian dried mango sector. The activities must be carried out on location in Ivory Coast.

The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The frequency of factory visits and in-person meetings in Korhogo is expected to be 1–2 times per month during the mango season (March–August). Outside the mango season, this will involve in-person meetings approximately once every one to two months. The expert therefore must be located no more than 100 km from Korhogo. The expert will maximize the use of online platforms for meetings and coaching in between physical encounters. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

Out of Scope

The CBI Program Manager will decide on intervention strategies per pathways, carries out project management within each pathway, provides guidance for usage of CBI's tools for adaptive monitoring and on how to apply CBI's methodology, will manage and oversee the allocation of activities and strategic decisions, considering project requirements, stakeholder needs, and budget considerations.

Lot 2: Burkina Faso Country Team

In this lot, we are searching for a team consisting of four (4) experts. Each expert must fulfil one specific role as described below (i.e. role a, b, c or d). Each role can be fulfilled by only one (1) expert – roles may not be shared or combined.

a) Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand

Responsibilities:

- Country team coordination:
 - o Coordinate with other experts in the country team regarding activities to be carried out.
 - o Serve as the main point of contact for both CBI and the participating companies in Burkina Faso.
- Technical coaching on productivity management. The expert will provide coaching to SMEs in the following areas, using blended learning methods to combine on-site and digital approaches for effective knowledge transfer and practical application:
 - o Product monitoring and quality control
 - o Tracking product characteristics (e.g., moisture levels)
 - o Optimizing production processes
 - o Improving factory layout
 - o Achieving HACCP certification
 - o Effective use of equipment
 - o Achieving cost-efficiency through composting
- EU market entry support:
 - o Provide guidance to SMEs on entering the EU market, leveraging the expert's knowledge and network of EU buyers.
 - o Coach SMEs to meet EU buyer requirements and standards.
- Technical coaching on staff productivity management. The expert will coach SMEs in the areas of:
 - o Optimizing work schedules and staff planning for greater productivity
 - o Production and personnel planning, including seasonal production scheduling, ensuring sufficient staffing, and planning for operations outside the mango season
- SMETA certification support:
 - o Guide and coach SMEs in achieving SMETA certification.
- Product diversification coaching. The expert will support SMEs in:
 - o Assessing the technical feasibility of drying other products, such as ginger and pineapple
 - o Connecting to European buyers for out-of-season dried products, sales and marketing
 - o Developing long-term business planning and production planning skills, including managing low margins in the early years of new product introduction

On-site visits each year are anticipated, with the exact number depending on the project's needs and any applicable constraints on international travel. As a general indication, one to two on-site visits per year are foreseen for this role. The expert is expected to maximize the use of online platforms for meetings and coaching and to apply blended learning approaches to deliver modules and technical assistance in a flexible, engaging, and resource-efficient manner. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

b) Expert for Local Project Coordination and Technical Coaching for SMEs

This expert will work closely with the Expert in Technical Coaching for SMEs on Production and Productivity management (expert a).

Responsibilities:

- Follow-up and backstopping of technical coaching activities:
 - o Provide ongoing support to SMEs by following up on the coaching delivered by expert a), including topics such as productivity management, EU market preparation, staff productivity, certification readiness, and product diversification.

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- Monitor SME progress on agreed action points and provide hands-on coaching to help them advance.
- Maintain regular communication with expert a) to share progress updates and identify where additional or specialized support is required.
- Local project coordination:
 - Act as CBI's local representative in the dried mango sector of Burkina Faso, serving as the link between local SMEs and CBI staff and experts.
 - Assist with the logistics of site visits, including scheduling meetings and arranging transportation for other experts and CBI staff when they are in Burkina Faso.
 - Support online coaching and training sessions. This includes for example inviting participants, arranging for (digital) space, briefing of broader context to participants. CBI might also hire experts with specialist expertise from outside the tender to contribute to digital sessions.
 - Maintain regular communication with sector stakeholders to encourage and monitor their engagement in the project's initiatives.
 - Assist with logistical details for meetings and training sessions, including agenda setting, venue selection, catering, equipment, and sending out invitations.
 - Moderate stakeholder meetings as needed to facilitate effective dialogue and collaboration.

The level of activity for this role will vary based on project requirements, management decisions, and the evolving needs and opportunities within Burkina Faso's dried mango sector. The activities must be carried out on location in Burkina Faso.

The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expected frequency of on-site visits to factories and meetings is approximately 1–2 times per month during the mango season, which runs from March to August. Outside the mango season, the expected frequency is approximately once per month or once every two months for in-person meetings. The expert therefore must be located no more than 100 km from Bobo-Dioulasso. The expert will maximize the use of online platforms for meetings and coaching in between physical encounters. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

c) Expert in Human Resources Management in Line with Burkina Faso's Labor Laws

Responsibilities:

- Human Resources Management capacity building:
 - Provide guidance to SMEs on the steps required to ensure compliance with Burkina Faso's labor laws.
 - Coach SMEs in the effective recruitment, training, and retention of middle management staff, including the development or appointment of a competent HRM manager.
 - Support SMEs in implementing formal employment practices, including legally compliant contracts, fair salaries, appropriate secondary benefits, and strategies to extend employment beyond the mango season.

The level of activity for this role will vary based on project requirements, management decisions, and the evolving needs and opportunities within Burkina Faso's dried mango sector. The activities must be carried out on location in Burkina Faso.

The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert must be able to hold in-person meetings with factory managers, which are expected to take place approximately once every one to two months. The expert therefore must be located no more than 650 km from Bobo-Dioulasso. The expert will maximize the use of online platforms for meetings and coaching in between physical encounters. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

d) Women's Inclusion and Sector Learning Expert

Responsibilities:

Experts for the CBI project to enhance decent jobs for seasonal female workers in the dried mango sector of Burkina Faso and Ivory Coast

- Promoting gender inclusion within companies:
 - o Coach SMEs on establishing structured feedback mechanisms with female employees, enabling women to safely and effectively voice concerns or suggestions about working conditions.
 - o Support companies in using this feedback to improve gender-sensitive workplace practices and policies.
- Facilitate sector-wide knowledge sharing and best practice dissemination:
 - o Collaborate with Burkina Faso's Business Support Organisation (BSO) to disseminate best practices across the dried mango sector, among others through the organisation of female worker appreciation events (*Journee de la femme transformatrice*) to highlight and raise awareness of their role and contributions.
 - o Facilitate knowledge exchange among SMEs, including peer learning and visibility of gender-inclusive practices.
 - o Promote the replication of successful gender strategies and practices in related sectors and value chains.

The level of activity for this role will vary based on project requirements, management decisions, and the evolving needs and opportunities within Burkina Faso's dried mango sector. The activities must be carried out on location in Burkina Faso.

The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The frequency of factory visits and in-person meetings is expected to be 1–2 times per month during the mango season (March–August). Outside the mango season, this will involve in-person meetings approximately once every one to two months. The expert therefore must be located no more than 100 km from Bobo-Dioulasso. The expert will maximize the use of online platforms for meetings and coaching in between physical encounters. The expert will collaborate closely with other experts contracted under this tendering process, as well as with any additional experts contracted outside the framework of this tendering process.

Out of Scope

The CBI Program Manager will decide on intervention strategies per pathways, carries out project management within each pathway, provides guidance for usage of CBI's tools for adaptive monitoring and on how to apply CBI's methodology, will manage and oversee the allocation of activities and strategic decisions, considering project requirements, stakeholder needs, and budget considerations.

For all lots:

If a Tenderer submits a Tender for multiple lots, the expert(s) may only be assigned to a single lot and cannot be proposed for multiple lots.

2.3 Contract Period

The Contracting Authority intends to establish a Framework Agreement for a period of two (2) years, with a unilateral option to extend the contract up to three (3) times, each time for a period of one (1) year. The total duration of the Contract is five (5)¹ years. If, for any reason outside the sphere of influence of the Contractor, this project cannot be completed within the specified duration, including extension, the Contracting Authority has the option to extend this framework agreement by the time necessary to complete the project. If this is the case, this extension has to be executed within the maximum budgets per lot as mentioned in section 2.4. The Contracting Authority will notify the Contractor in writing of its decision to exercise an extension option no later than 30 days before the expiry of the then-current term.

¹ Pursuant to Article 2.140(3) of the Public Procurement Act 2012, a framework agreement may exceed the standard duration of four years if this is duly justified and substantiated. In this case, a five-year duration is warranted due to the specific nature and complexity of the services, in combination with the overall duration of the underlying programme. The assignment requires continuity of expertise and a seamless transition between the inception and execution phases, which form a single, integrated whole. A longer duration ensures implementation efficiency, cost-effectiveness, and avoids the administrative burden of repeated tendering procedures.

Conversely, the Contracting Authority is entitled to terminate the Contract per lot prematurely as soon as the maximum value of the Contract for that particular lot is reached, without any further compensation. The Contracting Authority shall inform Contractor as soon as possible if and when he wants to invoke this right and he will observe a reasonable notice period.

2.4 Scope of the assignment

The Tendering authority has estimated a total maximum Contract value (including optional extension years) in EUR per lot as follows (exclusive of Dutch VAT and including local foreign VAT and all other costs and fees):

Lot	Maximum contract value in EUR excl. Dutch VAT and including local foreign VAT and all other costs and fees
Lot 1. Country team for Ivory Coast	Maximum total contract value: 600.000,-
Lot 2. Country team for Burkina Faso	Maximum total contract value: 900.000,-

The estimated value is an indication from which no rights can be derived. This Tender Document was created using up-to-date knowledge and insights valid at the time of its formulation.

It is possible that the services specified in the contract may change in the event of political, budgetary, administrative or organisational developments within the Dutch government and the Contracting Authority's expansion or contraction resulting from this, or changes to the Contracting Authority's position within the government or to the targets that must be met. In the event such circumstances occur, the Contracting Authority will consult with the Contractor.

3. Requirements to this assignment

This section includes the requirements set by the Tendering Authority concerning the requested services and the prices and rates. Per paragraph we indicate which requirements are applicable for which lots.

By submitting a Tender, you as Tenderer, explicitly consent to all requirements and conditions specified in this Tender document and declare that you will continue to comply with these throughout the entirety of the contract period and that you agree to the statement in Annex 2, arising from EU Regulation 2022/576 of 8 April 2022. Furthermore, you confirm that you will comply with all of the specified prices and rates, including any agreed indexation. 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.

3.1 General requirements

For all lots:

- 3.1.1 **Role of Experts:** The experts comply with the roles as described in Section 2.1 of this Tender Document.
- 3.1.2 **Collaboration:** The experts have proven experience in collaborating effectively with remote or cross-disciplinary teams.
- 3.1.3 **Replacement of Staff:** If an expert is not functioning properly in his/her role, i.e. unable to properly execute the assignment and/or collaborate effectively with experts in other lots, he or she will first receive a warning in writing, from the CBI Programme Manager. If the collaboration does not improve, a second and last warning follows. If this does not resolve the situation, the Contracting Authority is allowed to request Contractor to replace the expert for another expert or terminate the Contract for the respective lot.
- 3.1.4 **Coaching Schedule:** The coaching is done continuously throughout the year/week and not arranged via fixed days per week or per month. In principle, experts should be available all year round. This does not mean that the assignment requires full-time availability. Planning of activities and tasks is subject to discussion with and approval from the CBI Programme Manager.
- 3.1.5 **Language Requirements:**
 - **French:** A key prerequisite is that all team members speak French at a C1 level or higher (Common European Framework of Reference for Languages – CEFR or comparable). A C1 French level is needed as the consultants will work directly with companies and sector stakeholders in Burkina Faso and Ivory Coast. They should be capable of conducting all professional interactions, including high-level meetings, coaching, and training, in French. Therefore, all experts must demonstrate a proficiency level of at least C1 as per the Common European Framework of Reference for Languages (CEFR) or comparable. Comparable means that when another qualification standard is used the Tenderer has to prove it is comparable to C1 CEFR. Native speakers will be considered as comparable.
 - **English:** All team members must have English language proficiency at B1 level or higher (Common European Framework of Reference for Languages – CEFR or comparable). This is necessary for effective communication with CBI and with other experts who may be contracted outside the scope of this tender procedure.

3.2 Requirements relating to Lot 1 – Ivory Coast Country Team

To demonstrate that the proposed experts meet the requirements, the Tenderer is required to complete and submit annex 6. In addition, for each expert role, the Tenderer is required to submit one (1) client-signed reference assignment relating to the expert. Since there are four (4) expert roles in this lot, the Tenderer must therefore submit four (4) client-signed reference assignments.

a) Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand

1. Minimum of three (3) years of experience in business and productivity management in the processed fruits sector in sub-Saharan Africa, including experience with relevant certifications (e.g. HACCP, SMETA), within the last ten (10) years.
2. Proven expertise in dried fruit production in small-scale processing factories in sub-Saharan Africa.
3. At least three (3) years of experience in staff productivity management within small processing businesses in sub-Saharan Africa during the last ten (10) years, including work scheduling, personnel planning, and team performance optimization.
4. Minimum of three (3) years of experience in business and production planning for product diversification in small agri-processing businesses in sub-Saharan Africa, within the last ten (10) years.
5. At least three (3) years of experience in B2B marketing and promotion of dried fruits to the EU market during the last ten (10) years.
6. Active and up-to-date network of EU buyers and agents in the dried fruit sector, to be used for B2B matchmaking during the project. Tenderers must list key companies or organizations the expert has actively engaged with in the last five (5) years.
7. Minimum of three (3) years of experience in designing and delivering capacity building or technical assistance using blended learning approaches (combining on-site and digital methods) within the last five (5) years.
8. The expert must have proven experience in 'Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Technical Coaching for dried fruits SMEs in West Africa on Production and Productivity Management Aligned with EU Market Demand'.

b) Expert for Local Project Coordination and Technical Coaching for SMEs

1. At least three (3) years of experience in organizing logistics and coordinating activities for international development projects or private sector support programs in Ivory Coast, within the last five (5) years.
2. Proven experience working in the local context of Ivory Coast, specifically in or around the mango-producing region of Korhogo.
3. Minimum of two (2) years of experience providing coaching or technical support to small and medium-sized enterprises (SMEs) in the agri-processing or food sector within the last seven (7) years.
4. At least two (2) years of experience facilitating communication between local stakeholders and international project teams or donor organisations, including reporting and progress monitoring, within the last seven (7) years.
5. The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert therefore must be located no more than 100 km from Korhogo.

6. The expert must have proven experience in 'Local Project Coordination and Technical Coaching for SMEs'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Local Project Coordination and Technical Coaching for SMEs in dried fruit production in Ivory Coast'.

c) Expert in Human Resources Management in Line with Ivorian Labor Laws

1. Proven HRM expertise in the context of applicable national labor laws in Ivory Coast, and in the context of seasonally operational processed fruit SMEs in sub-Saharan Africa.
2. At least three (3) years of experience providing HR-related support or training to SMEs in Ivory Coast, with a focus on labor law compliance, formal contracting, salaries, and secondary benefits.
3. The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert therefore must be located no more than 650 km from Korhogo.
4. The expert must have proven experience in 'Human Resources Management in Line with Ivorian Labor Laws'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Human Resources Management in processing factories in line with Ivorian Labor Laws'.

d) Women's Inclusion and Sector Learning Expert

1. At least three (3) years of experience supporting gender inclusion or women's economic empowerment in SMEs in sub-Saharan Africa, preferably in the agri-processing or food sector.
2. Proven experience advising companies on gender-sensitive workplace practices, including the establishment of employee feedback mechanisms or other inclusive communication structures.

3. At least two (2) years of experience facilitating knowledge exchange or best practice dissemination at the sector level, including collaboration with business support organisations (BSOs), sector associations, or similar institutions.
4. Proven experience working in the local context of Ivory Coast, specifically in or around the mango-producing region of Korhogo.
5. The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert therefore must be located no more than 100 km from Korhogo.
6. The expert must have proven experience in 'Women's Inclusion and Sector Learning'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Women's Inclusion and Sector Learning in private sector development projects in Ivory Coast'.

3.3 Requirements relating to Lot 2 – Burkina Faso Country Team

To demonstrate that the proposed experts meet the requirements, the Tenderer is required to complete and submit annex 6. In addition, for each expert role, the Tenderer is required to submit one (1) client-signed reference assignment relating to the expert. Since there are four (4) expert roles in this lot, the Tenderer must therefore submit four (4) client-signed reference assignments.

a) Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand

1. Minimum of three (3) years of experience in business and productivity management in the processed fruits sector in sub-Saharan Africa, including experience with relevant certifications (e.g. HACCP, SMETA), within the last ten (10) years.
2. Proven expertise in dried fruit production in small-scale processing factories in sub-Saharan Africa.
3. At least three (3) years of experience in staff productivity management within small processing businesses in sub-Saharan Africa during the last ten (10) years, including work scheduling, personnel planning, and team performance optimization.
4. Minimum of three (3) years of experience in business and production planning for product diversification in small agri-processing businesses in sub-Saharan Africa, within the last ten (10) years.
5. At least three (3) years of experience in B2B marketing and promotion of dried fruits to the EU market during the last ten (10) years.
6. Active and up-to-date network of EU buyers and agents in the dried fruit sector, to be used for B2B matchmaking during the project. Tenderers must list key companies or organizations the expert has actively engaged with in the last five (5) years.
7. Minimum of three (3) years of experience in designing and delivering capacity building or technical assistance using blended learning approaches (combining on-site and digital methods) within the last five (5) years.
8. The expert must have proven experience in 'Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Technical Coaching for dried fruits SMEs in West Africa on Production and Productivity Management Aligned with EU Market Demand'.

b) Expert for Local Project Coordination and Technical Coaching for SMEs

1. At least three (3) years of experience in organizing logistics and coordinating activities for international development projects or private sector support programs in Burkina Faso, within the last five (5) years.
2. Proven experience working in the local context of Burkina Faso, specifically in or around the mango-producing region of Bobo-Dioulasso.
3. Minimum of two (2) years of experience providing coaching or technical support to small and medium-sized enterprises (SMEs) in the agri-processing or food sector within the last seven (7) years.
4. At least two (2) years of experience facilitating communication between local stakeholders and international project teams or donor organisations, including reporting and progress monitoring, within the last seven (7) years.
5. The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert therefore must be located no more than 100 km from Bobo-Dioulasso.
6. The expert must have proven experience in 'Local Project Coordination and Technical Coaching for SMEs'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Local Project Coordination and Technical Coaching for SMEs in dried fruit production in Burkina Faso'.

c) Expert in Human Resources Management in Line with Burkina Faso's Labor Laws

1. Proven HRM expertise in the context of applicable national labor laws in Burkina Faso, and in the context of seasonally operational processed fruit SMEs in sub-Saharan Africa.
2. At least three (3) years of experience providing HR-related support or training to SMEs in Burkina Faso, with a focus on labor law compliance, formal contracting, salaries, and secondary benefits.

3. The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert therefore must be located no more than 650 km from Bobo-Dioulasso.
4. The expert must have proven experience in 'Human Resources Management in Line with Burkina Faso's Labor Laws'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Human Resources Management in processing factories in line with Burkina Faso's Labor Laws'.

d) Women's Inclusion and Sector Learning Expert

1. At least three (3) years of experience supporting gender inclusion or women's economic empowerment in SMEs in sub-Saharan Africa, preferably in the agri-processing or food sector.
2. Proven experience advising companies on gender-sensitive workplace practices, including the establishment of employee feedback mechanisms or other inclusive communication structures.
3. At least two (2) years of experience facilitating knowledge exchange or best practice dissemination at the sector level, including collaboration with business support organisations (BSOs), sector associations, or similar institutions.
4. Proven experience working in the local context of Burkina Faso, specifically in or around the mango-producing region of Bobo Dioulasso.
5. The expert is expected to be able to meet with stakeholders on location when a physical meeting is deemed necessary by the CBI Programme Manager. The expert therefore must be located no more than 100 km from Bobo-Dioulasso.
6. The expert must have proven experience in 'Women's Inclusion and Sector Learning'. In order to substantiate this requirement, the Tenderer shall provide one (1) client-signed reference assignment relating to the expert.

The reference assignment must meet the following requirements:

- The reference assignment must be signed by the referee (the client in question).
- The reference assignment must have been executed or completed within the three (3) years prior to the closing date for the submission of Tenders under this tender procedure.
- The reference assignment must be written in the English language.
- The name of the expert must be clearly mentioned.
- The name of the referee's company must be clearly mentioned.
- The name, position, and contact details of the referee must be clearly mentioned.
- From the reference assignment it must be evident that the expert has experience with 'Women's Inclusion and Sector Learning in private sector development projects in Burkina Faso'.

3.4 Requirements relating to the prices/rates

- 3.4.1 The Tenderer will provide the rate in EURO applicable to this assignment by filling in the appendix entitled 'Daily rates' (Annex 8).
- 3.4.2 The rates must be in euros and all inclusive. In any event, they must include all of the following: wage costs, overheads (e.g. accommodation and wage costs for support staff), costs relating to the use of equipment and machinery during the assignment, insurance costs, any applicable costs for e-invoicing, costs related to visa applications (except costs payable to a foreign Embassy for visa application), local levies, taxes and local VAT, communications costs, local meals, local travel and local accommodation expenses. "Local" is in this case the city where the expert is based.
- 3.4.3 Lot 1: Ivory Coast Country Team
- When proposing an **expert for Role a) – Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand**, the maximum daily rate is €750, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.
 - When proposing for **expert B, C and D (Local Project Coordination and Technical Coaching for SMEs, Human Resources Management Expert, and Women's Inclusion and Sector Learning Expert)**, the maximum daily rate is €500, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.
- 3.4.3 Lot 2: Burkina Faso Country Team
- When proposing an **expert for Role a) – Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand**, the maximum daily rate is €750, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.
 - When proposing **expert for Role B, C and D (Local Project Coordination and Technical Coaching for SMEs, Human Resources Management Expert, and Women's Inclusion and Sector Learning Expert)**, the maximum daily rate is €500, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.
- 3.4.4 With regard to lot 1 'Ivory Coast Country Team':
- In case the expert is not located in Ivory Coast, you may, when carrying out assignments in Ivory Coast, invoice local expenses according to the flat rates on the UN-DSA list. Accommodation and local travel expenses may be invoiced at the applicable Daily Subsistence Allowance (DSA) flat rates published by the International Civil Service Commission of the UN (<https://icsc.un.org/>).
 - In case the expert is located in Ivory Coast you can only invoice the abovementioned UN-DSA, when travelling to one of the regions/cities of the project the expert is NOT located in, after explicit approval of the Programme Manager. The costs for travelling within the expert's own city must be included in your daily rate.
- 3.4.5 With regard to lot 2 'Burkina Faso Country Team':
- In case the expert is not located in Burkina Faso, you may, when carrying out assignments in Burkina Faso, invoice local expenses according to the flat rates on the UN-DSA list. Accommodation and local travel expenses may be invoiced at the

applicable Daily Subsistence Allowance (DSA) flat rates published by the International Civil Service Commission of the UN (<https://icsc.un.org/>).

- In case the expert is located in Burkina Faso you can only invoice the abovementioned UN-DSA, when travelling to one of the regions/cities of the project the expert is NOT located in, after explicit approval of the Programme Manager. The costs for travelling within the expert's own city must be included in your daily rate.
- 3.4.7 The Tenderer will not submit any zero or negative prices/rates in this Tender, including Further Agreements.
- 3.4.8 The Tenderer will charge retrospectively based on actual costs and specify Daily rates.

3.5 Tax-related requirements

- 3.5.1 The Tenderer indemnifies the Contracting Authority against any claims from the Dutch Tax and Customs Administration (Belastingdienst) or other tax authorities.
- 3.5.2 If the Tenderer indicates that no VAT is applicable, then he agrees to provide documentary proof of the grounds for this to the Contracting Authority within fifteen calendar days of the request to do so.
- 3.5.3 You are liable for any extra costs for Dutch and/or foreign VAT due if you incorrectly charge no VAT or an incorrect amount of VAT to the Contracting Authority. If applicable, you are liable for accurate payment of VAT in the Netherlands and outside the EU, with the exception of the case stipulated in the following sentence. If the Contracting Authority procures a service from a foreign business and Dutch tax law considers the work to have been performed in the Netherlands, then the Contracting Authority is liable for the payment of VAT to the Dutch Tax and Customs Administration for this/these service(s) performed in the Netherlands.
- 3.5.4 You guarantee that the amounts specified in the quotation are inclusive of all taxes and levies (including amounts considered equivalent to taxes or levies), regardless of their description and wherever in the world they may have been levied.
- 3.5.5 You indemnify the Contracting Authority against any claims from any tax authority for any taxes, levies or contributions considered equivalent to taxes or levies, originating from either the Netherlands or outside the Netherlands.
- 3.5.6 Given the nature of this assignment, which includes development cooperation that exclusively benefits a developing country, a VAT rate of 0% applies to the amount specified in the quotation provided the Contractor is established in the Netherlands and his organisation is registered as an entrepreneur for VAT purposes. For extra certainty in this matter, you can request a declaration of exemption from VAT from the tax inspector. More information on this matter can be found within the decree issued by the Ministry of Finance on 21 September 2015 (no. BLKB/2015/76M).
- 3.5.7 If you submit a statement from the tax inspector within 60 days of the award of the Contract that specifies that a different VAT rate applies, then the contract price will be increased to include the applicable VAT rate. You are liable for any costs (extra or otherwise) in the event that you incorrectly charge no VAT or an incorrect amount of VAT to the Contracting Authority.
- 3.5.8 It is not allowed to charge Netherlands VAT over this amount if the registered office of the Contractor is outside The Netherlands. Contractor pays the Netherlands VAT to the Netherlands tax authority.
- 3.5.9 If you believe that your work is being taxed simultaneously (in part or in full) in both the Netherlands and a foreign country (outside the EU), then you agree to provide evidence from the foreign tax authorities in question that prove VAT has been levied on one of the services/amounts substantiated by you in the quotation. You will provide this statement in English. If the statement from the foreign tax authorities is not in English, then you agree to provide a sworn translation of this statement, the costs of which will be borne by you.

3.6 Invoicing requirements

The payment schedule will be agreed upon in the Further Agreement.
You must include a summary of the actual days worked in accordance with the applicable rates.

For companies established in the Netherlands

Experts for the CBI project to enhance decent jobs for seasonal female workers in the dried mango sector of Burkina Faso and Ivory Coast

E-invoicing

The general terms and conditions that apply to this contract contain a provision that invoices must be sent electronically (not in pdf). This can be done in 3 different ways:

1. The invoicing portal of the Dutch government
2. E-invoicing with your own (accounting) software package through Peppol
3. E-invoicing through a service provider

For companies not established in the Netherlands

The paragraph concerning E-invoicing does not apply to companies located outside of the Netherlands. Non-Dutch companies can send their invoices in PDF format by email which will be made clear in the Further Agreement.

3.7 Travel policy (for all lots)

The following travel policy must be adhered to:

1. CBI has the explicit policy of 'digital first' in order to reduce the environmental footprint of the project. As much as possible, coaching and training will be done from a distance via digital tools.
2. International flight tickets and hotel must be booked by the expert itself and can only be reimbursed if valid receipts are added to the invoice.
3. Only economy class flight tickets will be reimbursed. This flight needs to be booked by Tenderer within one (1) month after written approval by CBI, unless otherwise agreed in writing between the parties.

3.8 Changes (for all lots)

It is possible that the services specified in the Contract may change in the event of political budgetary, administrative or organisational developments within the Dutch government and the Tendering Authority's expansion or contraction resulting from this, or changes to the Tendering Authority's position within the government or to the targets that must be met. In the event such circumstances occur, the Tendering Authority will consult with the Contractor.

CBI is concerned about the safety of its staff and of its contracted experts. This means that CBI will only allow its staff and experts to travel on behalf of CBI to regions earmarked as orange (or red in case of experts) by the Netherlands governmental travel advice, with explicit permission from CBI management. In case the travel advice changes from yellow to orange when the expert is on mission, he or she will be asked to return as soon as possible.

Travel should only be done if this is necessary to safeguard the quality of CBI service provision. In case it is decided travel is necessary to provide the quality of service that CBI aims to and safety conditions make it impossible to travel, a second option of digital assistance should be explored or the mission should be postponed. The final decision on this will be made by the CBI programme manager.

4. Requirements concerning the Tenderer

4.1 Introduction

In this section, you can find the requirements set by the Tendering Authority to determine whether particular Tenderers are suitable to be awarded the Contract. For this purpose, Exclusion Grounds and Suitability Requirements have been set.

You can indicate whether or not the Exclusion Grounds apply to you and whether or not you are in compliance with the Suitability Requirements by completing the 'European Single Procurement Document'.

The 'European Single Procurement Document' is a PDF file that has been partially filled in for you. You must fill in the rest of the form, print it, legally sign it, scan it and submit it together with your Tender via TenderNed (see paragraph 7.3.15).

4.2 Exclusion Grounds

The following Exclusion Grounds are specified in annex 1 'European Single Procurement Document':

- all Exclusion Grounds specified in Part III A and B;
- the Exclusion Grounds in Part III C of the 'European Single Procurement Document' that have been selected by the Tendering Authority by means of the tick boxes.
 - One (1) of the Exclusion Grounds in Part III C of the 'European Single Procurement Document' is 'Conflict of Interest'. This means that all experts applying for this tendering process must act fully independently and without any conflict of interest as a representative of CBI in the dried mango sectors in Ivory Coast and Burkina Faso. This entails, among others, that they should not be directly or indirectly contracted or employed by (or own) selling parties in Burkina Faso or Ivory Coast or importing companies that trade in products from developing countries covered by this tendering process. Any expert under this tendering process should be able to act fully independently under the strict requirement that no preferential advice will be given to any company or organisation which might favour the own interests of the expert. In case of potential risks of conflicts of interests during the execution of the Services, the Tenderer can make these risks explicit in the tender application documents. In case of potential risk situations, the tender application documents need to show that 1. such risk for a potential conflict of interest is limited, and 2. that the expert has adequate mitigation measures in place in case a potential conflict of interest might arise. The Tendering Authority decides if the explanation is sufficiently plausible and if the two elements have been adequately proven in the tender application documents. In case a conflict of interest arises during the project implementation, RVO/CBI reserves the right to take adequate measures, for example relevant clauses in further contracting agreements, and/or restricting the activities.

See Section 7 for information on how to submit a Tender in collaboration with other organisations. This section specifies who must provide a completed and signed European Single Procurement Document during the process of submitting a Tender.

The evidence relating to the Exclusion Grounds does not have to be submitted together with the Tender: it is only required once the Tendering Authority requests it.

Please note: The process of applying for a GVA (certificate of conduct) can take several weeks.

For information on types of evidence, see Section 2.89 of the Public Procurement Act.
<http://wetten.overheid.nl/BWBR0032203/2016-07-01>

The evidence consists of:

1. Extract of Trade Register (no older than 6 months see §4.3)

2. 'Certificate of Conduct for procurement' ('Gedragsverklaring Aanbesteden' -no older than 2 years)
3. Tax statement (no older than 6 months)

The Tendering Authority, to which a Tenderer submits data in order to prove that the exclusion grounds referred to in Article 2.86 or Article 2.87 do not apply to the Tenderer, also accepts data and documents from another Member State, from the country of origin of the Tenderer or from the country where the Tenderer is established, that serve an equivalent purpose or that show that the exclusion ground does not apply to Tenderer.

Please refer to <https://ec.europa.eu/tools/ecertis/#/homePage>

eCertis is the information system that helps you identify different certificates requested in procurement procedures across the EU.

4.3 Suitability Requirements

The purpose of the Suitability Requirements is to assess whether the Tenderer is suitable to fulfil the Contract in the opinion of the Tendering Authority.

By signing the annex 'European Single Procurement Document' (which uses the term 'Selection Criteria' to refer to the Suitability Requirements), the Tenderer declares that he complies with the Suitability Requirements as specified in this subsection of the Tender document. These Suitability Requirements are further specified in the subsequent paragraphs in this section.

4.3.1 Financial and economic standing

By signing the 'European Single Procurement Document', the Tenderer declares:

- a. That he possesses sufficient financial and economic capacity to fulfil the contractual obligations.
- b. That the Tenderer is unaware of any possible claims against him that may compromise his organisation's financial-economic capacity or continuity, and that no investment is required during the Contract period that may have a similar compromising effect.
- c. That the Tenderer has a sufficient level of professional and/or statutory liability insurance for the fulfilment of the assignment and that in the event of the Contract being awarded to him, will remain sufficiently insured throughout the duration of the assignment(s).

Evidence (do not submit together with the Tender – only submit it when requested to do so):

Proof of the economic operator's economic and financial standing may, as a general rule, be furnished by one or more of the following references:

- a. appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
- b. the presentation of financial statements or extracts from the financial statements, where publication of financial statements is required under the law of the country in which the economic operator is established;
- c. a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

If the data of the Tenderer's parent/holding company is used in relation to the aspect of financial-economic capacity, then the Tenderer must provide a statement from the parent/holding company that specifies that the parent/holding company unconditionally acts as a guarantor for the obligations to be undertaken by the subsidiary company and any debts arising from the Contract incurred by the subsidiary company. The statement by the parent/holding company must be signed by a legally authorised representative.

4.4 Professional/trade register extract

The Tendering Authority expects the Tenderer to be authorised to practise his trade. For this reason, the Tendering Authority reserves the right to ask the Tenderer to demonstrate that he is registered in the professional register or in the trade register referred to in annex XI of EU Directive 2014/24/EU in accordance with the regulations applicable in the country in which he is established.

It is also vital that the signed documents included in the Tender have been signed by a legally authorised representative of the Tenderer. For this reason, the Tendering Authority can also ask the Tenderer who is awarded the contract to demonstrate the legal validity of the signature.

5. Award criteria and assessment

5.1 Introduction

This section concerns the award criteria. The Tenders are assessed based on the award criteria. Your response to the award criteria must be included in your Tender. In your response, you must take into account the requirements set in section 3.

The table below summarises the award criteria per lot.

Award criteria lot 1 – Ivory Coast Country Team			Maximum points available	Knock-out
Quality	5.2.1	Award criterion – Expert a): Technical Coaching for SMEs on Production and Productivity Management	35	<14
	5.2.2	Award criterion – Expert b): Local Project Coordination and Technical Coaching for SMEs	15	<6
	5.2.3	Award criterion – Expert c): Human Resources Management in Line with Ivorian Labor Laws	15	<6
	5.2.4	Award criterion – Expert d): Women’s Inclusion and Sector Learning Expert	15	<6
		Total quality	80	
Price	5.4	Daily rate – Expert a): Technical Coaching for SMEs on Production and Productivity Management	5	
	5.4	Daily rate – Expert b): Local Project Coordination and Technical Coaching for SMEs	5	
	5.4	Daily rate – Expert c): Human Resources Management in Line with Ivorian Labor Laws	5	
	5.4	Daily rate – Expert d): Women’s Inclusion and Sector Learning Expert	5	
		Total Price	20	
		Grand total	100	

Award criteria lot 2 – Burkina Faso Country Team			Maximum points available	Knock-out
Quality	5.2.5	Award criterion – Expert a): Technical Coaching for SMEs on Production and Productivity Management	35	<14
	5.2.6	Award criterion – Expert b): Local Project Coordination and Technical Coaching for SMEs	15	<6
	5.2.7	Award criterion – Expert c): Human Resources Management in Line with Burkina Faso’s Labor Laws	15	<6
	5.2.8	Award criterion – Expert d): Women’s Inclusion and Sector Learning Expert	15	<6
		Total Quality	80	
Price	5.4	Daily rate – Expert a): Technical Coaching for SMEs on Production and Productivity Management	5	
	5.4	Daily rate – Expert b): Local Project Coordination and Technical Coaching for SMEs	5	
	5.4	Daily rate – Expert c): Human Resources Management in Line with Burkina Faso’s Labor Laws	5	
	5.4	Daily rate – Expert d): Women’s Inclusion and Sector Learning Expert	5	
		Total Price	20	
		Grand total	100	

Submission in response to the (sub) award criteria

- a. The maximum total points that can be obtained per lot is 100 points.
- b. A maximum of 80 points can be obtained for your response to the 'written' award criteria as described in section 5.2.1 up to and including section 5.2.4 (for lot 1), section 5.2.5 up to and including section 5.2.8 (for lot 2). **Each individual expert must score a minimum of 40% of the maximum number of points that can be obtained for that specific award criterion. If any individual expert scores below this minimum threshold, the Tender will be set aside and excluded from further participation in the tendering process and will not be further assessed on the price/rates.**
- c. Assessment of the prices/rates with a maximum of 20 points. If the Daily rate is higher than the maximum amount mentioned (see section nr 5.4), the tender is set aside and excluded from further participation in the tendering process.
- d. The total score (written responses + prices) will be determined. The maximum total points that can be obtained is 100 points per lot.
- e. For each lot, the Tenderer must submit a separate proposal. It must be clear to which lot a document belongs. On every document the lot number and the name of the Tenderer must be present.
- f. Please use a separate document for every award criterion and use the mentioned format (annex) if asked for.
- g. Please note that if you refer to website content when elaborating on the sub-award criteria, this information will not be taken into account during the assessment. We therefore emphasize that all relevant information must be included in your response, within the maximum number of pages specified for each sub-award criterion. Extra added documents will also not be taken into account during the assessment.
- h. The proposal must be written at the de proposed expert.

5.2 Quality award criteria

Lot 1: Ivory Coast Country Team

5.2.1 Lot 1 Award criterion – Expert a): Technical Coaching for SMEs on Production and Productivity Management

Max. no. of points available	Description
35	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, by presenting practical insights into production and productivity improvement for agri-processing SMEs, and in particular by making the connection between productivity improvements and better working conditions for (seasonal female) employees.</p> <p><u>Instructions for submission</u></p> <p>The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u></p> <p>The assessment will be based on the following aspects:</p> <ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role. • The extent to which the response demonstrates practical insights into production and productivity improvement for agri-processing SMEs. • The extent to which the proposed approach shows a thoughtful and realistic understanding of how productivity improvements can contribute to better working conditions for (seasonal female) employees.

5.2.2 Lot 1 Award criterion – Expert b): Local Project Coordination and Technical Coaching for SMEs

Max. no. of points available	Description
15	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p>

	<p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in ensuring continuity of support, effective coordination, and local stakeholder engagement – with specific reference to working in northern Ivory Coast and the Korhogo region.</p> <p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p> <ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role • The extent to which the proposed approach reflects an understanding of local coordination, stakeholder engagement, and regional context (especially the Korhogo area) • The practicality and realism of the expert’s proposed way of maintaining momentum and supporting implementation at the local level
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5.2.3 Lot 1 Award criterion – Expert c): Human Resources Management in Line with Ivorian Labor Laws

Max. no. of points available	Description
15	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in helping companies improve employment practices for seasonal workers in line with national labor laws.</p> <p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p>

	<ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role • The extent to which the response demonstrates practical insights into HRM in SME contexts, particularly in seasonal or agri-processing sectors • The extent to which the proposed approach reflects a realistic and informed understanding of Ivorian labor law, and how to help SMEs move toward formal, decent employment practices for seasonal workers
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5.2.4 Lot 1 Award criterion – Expert d): Women’s Inclusion and Sector Learning Expert

Max. no. of points available	Description
15	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in promoting gender inclusion within SMEs in the dried mango sector and supporting sector-wide learning and dissemination.</p> <p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p> <ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role • The extent to which the response demonstrates practical insights into promoting gender inclusion within SMEs, especially in agri-processing or similar sectors • The extent to which the proposed approach reflects a realistic and thoughtful strategy for engaging both company-level actors and broader sector stakeholders (e.g. BSOs, associations) to promote gender-inclusive practices and knowledge exchange

Lot 2: Burkina Faso Country Team

5.2.5 Lot 2 Award criterion – Expert a): Technical Coaching for SMEs on Production and Productivity Management

Max. no. of points available	Description
35	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in making the connection between productivity improvements and better working conditions.</p> <p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p> <ul style="list-style-type: none">• The relevance of the previous assignment(s) described to the scope of this expert role.• The extent to which the response demonstrates practical insights into production and productivity improvement for agri-processing SMEs.• The extent to which the proposed approach shows a thoughtful and realistic understanding of how productivity improvements can contribute to better working conditions for (seasonal female) employees.

5.2.6 Lot 2 Award criterion – Expert b): Local Project Coordination and Technical Coaching for SMEs

Max. no. of points available	Description
15	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in ensuring continuity of support, effective coordination, and local stakeholder engagement — with specific reference to working in the Bobo-Dioulasso region.</p>

	<p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p> <ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role • The extent to which the proposed approach reflects an understanding of local coordination, stakeholder engagement, and regional context (especially the Bobo-Dioulasso area) • The practicality and realism of the expert’s proposed way of maintaining momentum and supporting implementation at the local level
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5.2.7 Lot 2 Award criterion – Expert c): Human Resources Management in Line with Burkina Faso’s Labor Laws

Max. no. of points available	Description
15	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in helping companies improve employment practices for seasonal workers in line with national labor laws.</p> <p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p> <ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role • The extent to which the response demonstrates practical insights into HRM in SME contexts, particularly in seasonal or agri-processing sectors • The extent to which the proposed approach reflects a realistic and informed understanding of Ivorian labor law, and how to

	help SMEs move toward formal, decent employment practices for seasonal workers
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5.2.8 Lot 2 Award criterion – Expert d): Women’s Inclusion and Sector Learning Expert

Max. no. of points available	Description
15	<p>In order to demonstrate the suitability of the proposed expert for this assignment, the Tenderer is required to complete and upload annex 7. In this annex, the Tenderer must provide a minimum of one (1) and a maximum of three (3) relevant projects executed by the expert, and a proposed approach.</p> <p>The proposed approach must clearly demonstrate that the expert is able to translate past lessons and achievements into a thoughtful and realistic approach for this project, particularly in promoting gender inclusion within SMEs in the dried mango sector and supporting sector-wide learning and dissemination.</p> <p><u>Instructions for submission</u> The Tenderer’s submission in annex 7 must be written in Verdana, minimum font size 9, or in another font of comparable readability, and shall not exceed four (4) A4 pages. Please note: if the Tenderer’s response exceeds this limit, the extra pages will not be considered in the assessment and may affect the total number of points that can be awarded. Additionally, if the Tenderer includes a hyperlink to a website in the response, the content of that website will not be considered as part of the assessment.</p> <p><u>Assessment basis</u> The assessment will be based on the following aspects:</p> <ul style="list-style-type: none"> • The relevance of the previous assignment(s) described to the scope of this expert role • The extent to which the response demonstrates practical insights into promoting gender inclusion within SMEs, especially in agri-processing or similar sectors • The extent to which the proposed approach reflects a realistic and thoughtful strategy for engaging both company-level actors and broader sector stakeholders (e.g. BSOs, associations) to promote gender-inclusive practices and knowledge exchange

5.3 Assessment method for qualitative award criteria

During the assessment, the assessment team will work in accordance with the following scale for the weighting of the quality criteria.

Quality of the response	Weighting percentage of the maximum points available per preference
Excellent, with great added value	100%
Very good, with some added value	90%
Good	80%
Ample	70%
Satisfactory	60%
Average	50%
Fair, not completely satisfactory	40%
Unsatisfactory	30%
Poor, insufficient	20%
Very poor, insufficient	10%
No response provided	0% (exclusion from the tender process)

5.4 Assessment of preferences in relation to prices/rates

Please for this award criterion fill in annex 8: Daily rates and add to TenderNed.

Lot 1: Ivory Coast Country Team

- When proposing an **expert for Role a) – Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand**, the maximum daily rate is €750, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.

Daily rate	Awarded Points
> € 750	<u>Exclusion from the tender process</u>
€ 741 up to and including € 750	0
€ 731 up to and including € 740	0,5
€ 721 up to and including € 730	1
€ 711 up to and including € 720	1,5
€ 701 up to and including € 710	2
€ 691 up to and including € 700	2,5
€ 681 up to and including € 690	3
€ 671 up to and including € 680	3,5
€ 661 up to and including € 670	4
€ 651 up to and including € 660	4,5
€ 650 and <€650	5

- When proposing an **expert for Role B, C and D (Local Project Coordination and Technical Coaching for SMEs, Human Resources Management Expert, and Women’s Inclusion and Sector Learning Expert)**, the maximum daily rate is €500, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.

Daily rate	Awarded Points
> € 500	<u>Exclusion from the tender process</u>
€ 491 up to and including € 500	0
€ 481 up to and including € 490	0,5
€ 471 up to and including € 480	1
€ 461 up to and including € 470	1,5
€ 451 up to and including € 460	2
€ 441 up to and including € 450	2,5
€ 431 up to and including € 440	3
€ 421 up to and including € 430	3,5
€ 411 up to and including € 420	4
€ 401 up to and including € 410	4,5
€ 400 and <€400	5

Lot 2: Burkina Faso Country Team

- When proposing an **expert for Role a) – Expert in Technical Coaching for SMEs on Production and Productivity Management Aligned with EU Market Demand**, the maximum daily rate is €750, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.

Daily rate	Awarded Points
> € 750	<u>Exclusion from the tender process</u>
€ 741 up to and including € 750	0
€ 731 up to and including € 740	0,5
€ 721 up to and including € 730	1
€ 711 up to and including € 720	1,5
€ 701 up to and including € 710	2
€ 691 up to and including € 700	2,5
€ 681 up to and including € 690	3
€ 671 up to and including € 680	3,5
€ 661 up to and including € 670	4
€ 651 up to and including € 660	4,5
€ 650 and <€650	5

- When proposing an **expert for Role B, C and D (Local Project Coordination and Technical Coaching for SMEs, Human Resources Management Expert, and Women’s Inclusion and Sector Learning Expert)**, the maximum daily rate is €500, excluding Dutch VAT and including local foreign VAT and all other fees and costs. Failure to comply with this requirement will result in your Tender being disqualified from the assessment process and therefore you are eliminated from contention.

Daily rate	Awarded Points
> € 500	Exclusion from the tender process
€ 491 up to and including € 500	0
€ 481 up to and including € 490	0,5
€ 471 up to and including € 480	1
€ 461 up to and including € 470	1,5
€ 451 up to and including € 460	2
€ 441 up to and including € 450	2,5
€ 431 up to and including € 440	3
€ 421 up to and including € 430	3,5
€ 411 up to and including € 420	4
€ 401 up to and including € 410	4,5
€ 400 and <€400	5

6. Assessment of the Tender

6.1 Assessment of the Tender’s completeness and legal validity

The Tender will be assessed according to the following procedure. The Tendering Authority will check whether:

- all required documents have been provided (see the checklist in the subsection ‘Structure and content of the Tender’ in Section 7);
- the information is correct and complete, and no adjustments have been made to the documents provided by the Tendering Authority;
- no provisos have been made by the Tenderer (e.g. specifying that the Tenderer’s own terms and conditions apply);
- the ‘European Single Procurement Document’ has been completed in full and has been legally signed.

In the event that the aforementioned requirements have not been complied with, the Tender will be excluded from assessment and further participation in the tendering process, unless rectification is permitted within the boundaries of public procurement legislation.

6.2 Assessment of requirements relating to the assignment

Subsequently, the Tender’s compliance with the requirements to the assignment (see Section 3) will be assessed. Any Tender that does not comply, will be excluded from further participation in the tendering process.

6.3 Assessment of award criteria relating to the assignment

Subsequently, all Tenders not excluded from the tendering process, will be assessed according to the award criteria stipulated in Section 5. An assessment committee will assess the award criteria. The assessment committee consist of at least 3 expert assessors. First, the assessors will assess your written responses on the qualitative award criteria individually. Hereafter the assessment committee will determine a final score by consensus per award criterion, during a plenary meeting.

The assessment of the award criteria consists of 3 steps:

- A maximum of 80 points can be obtained for your response to the ‘written’ award criteria as described in section 5.2.1 up to and including section 5.2.4 (for lot 1), and section 5.2.5 up to and including section 5.2.8 (for lot 2). Each individual expert must score a minimum of 40%

of the maximum number of points that can be obtained for that specific award criterion. If any individual expert scores below this minimum threshold, the Tender will be set aside and excluded from further participation in the tendering process and will not be further assessed on the price/rates.

2. Assessment of the prices/rates with a maximum of 20 points. If the Daily rate is higher than the maximum amount mentioned (see section nr 5.4), the tender is set aside and excluded from further participation in the tendering process.
3. The total score (written responses + prices) will be determined. The maximum total points that can be obtained is 100 points per lot.

6.4 Determination of definitive total score

The Contract will be awarded according to the principle of the Most Economically Advantageous Tender. The Most Economically Advantageous Tender is the Tender that achieves the highest definitive total score based on the best price-quality ratio.

The Tenderer's definitive total score will be rounded to one decimal place. No scores will be rounded off until the moment that this definitive total score is determined. If two or more Tenderers have an equal definitive total score that would result in the Tendering Authority having to award the Contract to more parties than is desired, then the Tendering Authority will award the Contract to the Tenderer with the highest final score for the award criterion quality.

If two or more Tenderers have an equal definitive total score on quality, then the Tendering Authority will award the Contract to the Tenderer with the highest final score for the sub-criterion 5.2.1 for lot; and 5.2.5 for lot 2.

In the event that the highest scoring Tenderers also achieve an equal score for this sub-criterion, then determination of the Tenderer to which the Contract will be awarded will be made by drawing lots.

6.5 Assessment of evidence

At the moment that the Tenderer legally signs the 'European Single Procurement Document' and submits the Tender, the Tenderer is not (yet) required to provide any evidence, unless expressly asked to do so in this Tender document.

By signing the 'European Single Procurement Document' and submitting his Tender, the Tenderer agrees that at a later date, the Tendering Authority is entitled to request that the winning Tenderer provides the required evidence.

Upon awarding the Contract, the Tendering Authority will only request evidence from the winning Tenderer. The Tendering Authority is entitled to request this evidence at an earlier stage and from all Tenderers if it believes such a course of action is necessary to facilitate the progress of the tendering process.

The evidence must demonstrate that the Tenderer indeed complies with the content of both the 'European Single Procurement Document' and the Tender. Following the Tendering Authority's request to provide the evidence, the Tenderer has 15 (fifteen) calendar days to hand over the required evidence. If the Tendering Authority does not agree with the content and/or validity of one or more of the pieces of evidence provided by the winning Tenderer, then this could result in the winning Tenderer being excluded from further participation in the process. In such a case, the Tendering Authority will inform every Tenderer of this situation. The Tendering Authority will then determine the next Most Economically Advantageous Tender. The score of the Tenderer that has just been excluded will be removed. The calculations will then be carried out once more and a new ranking will be created. The award process will then be conducted again.

In the event a winning Tenderer does not qualify for the definitive award of the Contract, then all Tenderers will be notified of this and the consequences thereof concerning the award of the contract.

7. Submission procedure for Tenders

7.1 Statement of agreement

By submitting a Tender, including the 'European Single Procurement Document', the Tenderer explicitly consents to all requirements and conditions stipulated in this Tender document and the Memorandum of Information and declares that he will continue to comply therewith throughout the entirety of the contract period. Furthermore, the Tenderer confirms that he will comply with all of the specified prices and rates, including any agreed indexation. Failing to comply with one or more requirements will result in his Tender being disqualified from the assessment process and therefore excluded from the tendering process.

7.2 Schedule

See schedule in Subsection 1.4.

7.3 General procedure

This tendering process will be carried out in compliance with the Public Procurement Act. In this case, the 'open procedure' was selected. An announcement thereof was published on www.tenderned.nl and on Tender European Daily (TED).

In the event that a Tender is not submitted in accordance with the provisions and regulations stipulated in this section, the Tendering Authority can set aside the Tender and exclude the Tenderer from further participation in this tender procedure.

7.3.1 Communication

All communication relating to this tender procedure will be conducted via TenderNed (www.tenderned.nl), unless otherwise specified.

Once you have indicated your interest in this invitation to tender on TenderNed, you can send and receive messages about this tender process via 'My Tenders'. Any questions concerning the tender process can be sent to the Tendering Authority's contact person via TenderNed.

You will receive messages via TenderNed. Via your personal TenderNed settings, you can turn on automatic notifications, including notifications to your private email address. It is your responsibility to ensure that these emails are not blocked by your email provider's security system. If the communication cannot be conducted via TenderNed, you can contact the following contact person(s): Accountteam01@rvo.nl.

Attempts to directly contact parties other than the contact person(s) stated above in relation to this tender process are prohibited.

If you have any functional or technical questions regarding TenderNed, you can contact the TenderNed service desk on weekdays between 08:30 and 17:00 CET on 0800-8363376 or via servicedesk@tenderned.nl. You can also consult [TenderNed voor ondernemingen | TenderNed](#) or [TenderNed for foreign businesses | TenderNed](#).

7.3.2 eHerkenning

All TenderNed users affiliated with a *Dutch* company registered with the Dutch Chamber of Commerce are obliged to log in and register using eHerkenning.

This obligation does not apply to companies not registered in the Netherlands.

Visit [eHerkenning gebruiken voor TenderNed | TenderNed](#) for more information about eHerkenning, including the terms and conditions. You are responsible for any consequences arising from the failure to register with eHerkenning in a timely manner.

7.3.3 Questions and additional information/changes

During the procedure, you have the opportunity to ask questions. Ask your questions as soon as possible. All questions will be answered anonymously. The Tendering Authority can answer your questions via TenderNed in two ways:

- Via one or more Memoranda of Information.
- By means of the TenderNed 'Questions and Answers' facility.

The deadline for submission of your questions is specified in the schedule (see section 1.4). In any event, all questions asked will be answered at least 10 days prior to the deadline for submission of the Tender.

Submitting a question to the Tendering Authority

Questions are to be asked via TenderNed. See [Vragen stellen in aanbesteding aan aanbestedende dienst | TenderNed](#) or [English | TenderNed](#).

All questions and answers will be published anonymously for all interested parties to view. If you have a compelling reason why you do not wish your question (and its answer) to be revealed to the other interested parties, then tick the 'Answer Individually' box. However, the Tendering Authority will decide whether or not to process your question individually.

Answers from the Tendering Authority

The Memoranda of Information are an integral part of this Tender document. The Tendering Authority assumes that all sections for which no questions have been asked have been clearly and fully understood.

7.3.4 Validity period and submission of Tender

The Tender must be valid for at least four months after the deadline for submitting the tenders. In the event that an application for a preliminary injunction is filed with the competent court in The Hague against the award decision, then the Tenderers must in any event ensure that their Tenders are valid until four weeks subsequent to the initial decision by the court.

7.3.5 Variants on Tender

Upon submitting a Tender in accordance with the Tender document, the Tenderer is not permitted to submit a variant of this Tender.

7.3.6 Costs of submitting a Tender

The Tendering Authority will not reimburse any Tenderers for any costs resulting from the drafting and submitting of a Tender, including any further information requested of the Tenderer.

Any costs or damage that (may) arise as a result of not awarding this Tender are for the account and risk of the Tenderer.

7.3.7 Termination of tendering process

Until the moment that the Contract is signed, the Tendering Authority reserves the right to partially, fully, temporarily or permanently terminate the tendering process. In such cases, Tenderers will not be entitled to receive compensation for any costs incurred by them in connection with this Tender, unless the Contracting Authority is of the opinion that a (small) contribution to the tender costs is appropriate in view of the circumstances.

7.3.8 Order of precedence of documents

In the event of inconsistencies between the Tender document and the Memorandum of Information, the Memorandum of Information takes precedence.

In the event that there are multiple Memoranda of Information, then the provisions in the most recent Memorandum of Information takes precedence in the event of inconsistencies between the different Memoranda.

7.3.9 Information about the Tenderer's obligations

The Tenderer must take into account his obligations relating to environmental, social and Experts for the CBI project to enhance decent jobs for seasonal female workers in the dried mango sector of Burkina Faso and Ivory Coast

employment law in compliance with article 2.81 paragraph 2 of the Public Procurement Act.

Information on obligations resulting from Dutch legal provisions with regard to taxes, environmental protection, occupational health and safety and terms of employment that will be applicable to the Tenderer's activities throughout the Contract period is available from the following sources:

- Information on taxes: the Dutch Tax and Customs Administration: (www.belastingdienst.nl).
- Provisions concerning environmental protection: the Ministry of Infrastructure and Water Management (www.rijksoverheid.nl).
- Provisions pertaining to occupational health and safety and terms of employment: the Ministry of Social Affairs and Employment: (www.rijksoverheid.nl).

7.3.10 Guide Information security and Privacy for suppliers

- Protecting information and personal data is the top priority for the Ministry of Economic Affairs (EZ). That requires significant effort from our own employees, but also from our suppliers. You can read more about it in this concise guide.
- [Suppliers guide Information Security and Privacy EZ](#)

7.3.11 Inconsistencies and objections

If the Tenderer is of the opinion that the documents contain inconsistencies, errors or matters that are unclear or if the Tenderer has any objections, then the Tenderer must report this to the contact person in writing, including substantiation.

7.3.12 Complaints procedure

If a Tenderer disputes a response given by the Tendering Authority to a question, request, comment or objection from the Tenderer, or if the Tenderer receives no response, then he can submit a complaint. More detailed information on this matter can be found in the 'Complaints Procedure' annex.

7.3.13 Dispute resolution

In addition to the provisions in the 'Complaints Procedure' subsection, any dispute arising from this tendering process can be presented to the Public Procurement Experts Committee (www.commissievanaanbestedingsexperts.nl) and/or to the competent court in The Hague. Dutch law applies exclusively to such proceedings.

7.3.14 Submission of the Tender

The deadline (date and time) for submission of Tenders is stipulated in the 'Time schedule' (1.3).

- In order to submit a Tender, you must register with TenderNed. One or more registered users must be connected and authorised to submit the Tender via TenderNed on behalf of your company.
The Tendering Authority advises that you start the TenderNed registration process immediately rather than postponing it until the tendering period is coming to a close. Upon registering your organisation, you must add your tender via TenderNed's announcements platform.
- For more information on registering and establishing your organisation with TenderNed and digital submission of your Tender, visit [TenderNed gebruiken als ondernemer | TenderNed](#) or [TenderNed for foreign businesses | TenderNed](#) and [Videos: how TenderNed works | TenderNed](#).
- Only Tenders that have been submitted to the digital safe for this invitation to tender either prior to or on the day of the deadline (prior to the time of the deadline) will be processed by the Tendering Authority.
- The time and date as displayed on the digital countdown clock in TenderNed serves as the definitive deadline for the submission of Tenders.
- The Tendering Authority is only able to see the Tenders once the digital safe opens in TenderNed. This safe can only be opened upon expiry of the deadline for the submission of Tenders.
- In the event you have technical issues or questions regarding submission of your Tender via TenderNed, you can contact the TenderNed service desk via servicedesk@tenderned.nl or +31

(0)70-3798899. If you believe that the TenderNed service desk is taking too long to answer your question or comment, then you can contact your contact person within the Tendering Authority.

- Any risks resulting from late submission of the Tender and/or submission of an incomplete Tender is borne by the Tenderer.
- The Tendering Authority is neither responsible nor liable for any consequences resulting from a Tender that is submitted too late, incorrectly or incompletely.

The Tendering Authority will treat confidential information provided by the Tenderer with due care.

7.3.15 Structure and content of the Tender

The Tender must be submitted entirely via TenderNed and the 'European Single Procurement Document' must be legally signed.

You can use the following checklist during the submission of your quotation.

Subject	Description	Action required from tenderer
Annex 1	European Single Procurement Document*	Fill in, legally sign and add to TenderNed
Annex 2	Statement on sanctions Russia	Fill in, legally sign and add to TenderNed
Annex 6 + Four (4) client-signed reference assignments	To demonstrate that the proposed experts meet the requirements, the Tenderer is required to complete and submit annex 6. In addition, for each expert role, the Tenderer is required to submit one (1) client-signed reference assignment relating to the expert. Since there are four (4) expert roles in the lot, the Tenderer must therefore submit four (4) client-signed reference assignments.	Fill in and add to TenderNed

Award criteria Annex 7	Provide your response per award criterion per lot. Use separate documents for each award criterion and start each item on a new page in the same document. Also provide: For lot 1 Annex 7 'Proposed approach' as part of award criterion 5.2.1 Annex 7 'Proposed approach' as part of award criterion 5.2.2 Annex 7 'Proposed approach' as part of award criterion 5.2.3 Annex 7 'Plan of action' as part of award criterion 5.2.4 For lot 2 Annex 7 'Proposed approach' as part of award criterion 5.2.5 Annex 7 'Proposed approach' as part of award criterion 5.2.6 Annex 7 'Proposed approach' as part of award criterion 5.2.7 Annex 7 'Proposed approach' as part of award criterion 5.2.8	Complete, fill in and add to TenderNed
Annex 8	Daily rates	Fill in, legally sign and add to TenderNed

* See Subsection 7.3.17 in the event your Tender is submitted in collaboration with other companies.

7.3.16 Legally binding signature

A legally binding signature means that a document has been signed by a duly authorized representative.

If it is recorded in the professional or company register that two or more persons only have joint powers of representation, then the documents requiring a legally binding signature must be signed by those two or more persons. If any restrictions are in place regarding the authorization to represent the organization, then these must be taken into account.

Where a legally binding signature is required, the Contracting Authority accepts either an original handwritten signature, or the qualified electronic signature within the meaning of article 3: 15a of the Civil Code (or EU Regulation no. 910/2014, article 3, part 12).

Please note: it is not possible to sign the European Single Procurement Document with a qualified electronic signature immediately. You can provide the ESPD with a handwritten signature or you must make a digital PDF printout of the PDF form, after which the qualified electronic signature can be placed on this digital PDF printout.

The lack of a legally binding signature in principle will lead to exclusion from the tendering procedure. In that case, however, you will be given one single opportunity to correct it within 48 hours.

7.3.17 Submission of a Tender in collaboration with other organisations

If you cannot carry out the assignment independently, you can set up a collaboration with other organisations.

There are two ways in which you can submit a Tender in collaboration:

- 1) As a consortium in which each member of the consortium is jointly and severally liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the Contract.
- 2) In a principal contractor-subcontractor structure in which the Contractor is liable for the fulfilment of all obligations, including the obligations that will be subcontracted.

Tendering as a consortium

If a Tender is submitted by a consortium, then:

- Every member of the consortium must fill in and legally sign a separate 'European Single Procurement Document', which also includes a specification of who the consortium members are (see Part II of the 'European Single Procurement Document'). Indicate the role each member plays within the consortium. In the 'European Single Procurement Document', you must indicate who is in charge of the consortium (who is lead manager) and will act as its authorised representative.
- All organisations in the consortium accept joint and several liability for the fulfilment of the obligations arising from the Tender and the eventual fulfilment of the Contract. If a consortium member relies upon the capacity of another entity in order to demonstrate compliance with the applicable Suitability Requirements (see section 4 of this document), then the subcontractor(s) in question must also complete a separate 'European Single Procurement Document', filling in parts II A, II B, III and IV and legally sign it (see the information under II C in the ESPD).
- Every member of the consortium, for their part, must provide the evidence requested for the Tender.

Submitting a tender as a principal contractor together with subcontractors

If a Tender is submitted by a principal contractor that does not rely upon the capacity of any subcontractors, then only the principal contractor is required to complete and legally sign Part II D of the 'European Single Procurement Document'.

If the principal contractor does rely on the capacity of subcontractors in order to demonstrate compliance with the applicable Suitability Requirements, see section 4 of this document), then the subcontractor(s) in question must also complete a separate 'European Single Procurement Document', filling in parts II A, II B, III and IV and legally sign it (see the information under II C in the ESPD).

The subcontractor on whose capacity the principal contractor *does* rely must provide the evidence requested for the Tender.

The principal contractor is fully liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the contract (if awarded). In addition, the principal contractor is liable for the fulfilment of the obligations for which he has hired the subcontractor(s).

All completed and legally signed 'European Single Procurement Document' forms must be added to the Tender.

7.3.18 Single Tender

All natural persons, legal entities and organisations may only submit a single Tender (either individually or in combination with other natural persons, legal entities and/or organisations). Tenderers who are mutually connected via a relationship of dependence (group link) are permitted to participate separately in this tendering procedure. However, this is on the express condition that they participate as competitors in this tendering process. For this purpose, they must demonstrate that their mutual relationship has not influenced their behaviour within the scope of this tendering procedure nor has it restricted fair competition.

By submitting a Tender, the Tenderer in question agrees to this condition.

7.3.19 Violation of the fundamental principles of procurement law and restriction of fair competition

Any Tenderer whose actions violate a fundamental principle of procurement law (such as the equality principle), the result of which restricts or could restrict fair competition, will be excluded from this tendering procedure. This is also the case if the violation or the restriction of fair competition only comes to light after the announcement of the award of the Contract to all Tenderers. Prior to making the decision to exclude the Tenderer in question, the Tendering Authority will notify the Tenderer of this intention, at which point the Tenderer will be given the opportunity to demonstrate to the Tendering Authority that no violation of a fundamental principle of procurement law or restriction of fair competition has taken place.

By submitting this Tender, the Tenderer declares his awareness that actions contravening any fundamental principle of procurement law can result in the aforementioned consequences. The Tendering Authority can use all resources available to him in order to identify any violation of the fundamental principles of procurement law or the restriction of fair competition. A judicial decision will not be a necessary requirement in such cases.

7.3.20 Communication and language

During the tendering process, communication with the Tendering Authority must be conducted in English.

The Tender must be submitted in English.

Additional documents (such as informational materials etc.) can also be provided in English.

During the fulfilment of the contract, communication must be conducted in English.

7.3.21 General terms and conditions

The applicability of any of the Tenderer's general terms and conditions concerning delivery, payment and/or any other matters is explicitly excluded. The General Government Terms and Conditions apply to the Contract.

7.3.22 Contract conditions

The draft Contract, the draft Data processing Agreement and the corresponding General Government Terms and Conditions are included in the annexes. The Tenderers have the opportunity to ask questions, make comments and propose textual amendments.

The Tendering Authority is free to accept or reject the proposed textual amendments. The Tendering Authority will indicate whether or not the proposals have been accepted or rejected in the Memorandum of Information. By submitting the Tender, the Tenderer declares his consent to the (possibly amended) Contract. Only the definitive Contract will apply during the execution of the assignment.

7.3.23 Explanation and verification of the Tender

The Tendering Authority can request that the Tenderer explains his Tender in greater detail and/or provide substantiating documents. The Tendering Authority is entitled – although not obliged – to check the accuracy of all data and statements submitted within the scope of the Tender.

7.3.24 Request for supplementary information concerning the Tender

The Tendering Authority can ask Tenderers to provide supplementary information and/or clarification of their Tender.

7.3.25 Announcement of the award of the Contract

All Tenderers will receive a message simultaneously that announces the award of the Contract and substantiates its decision. All Tenderers are entitled to request further information regarding this decision from the Tendering Authority.

Standstill period

All Tenderers and stakeholders who dispute the award of the Contract and/or the verbal/written substantiation thereof can apply for a preliminary injunction at the competent civil court in The Hague. The summons must be served within 15 calendar days subsequent to the sending of the digital notifications concerning the award of the Contract. Upon expiry of this period, no more applications for a preliminary injunction can be submitted. In the event a Tenderer applies for a preliminary injunction, we kindly request that you send a copy of the summons to the Tendering Authority.

On the grounds of Section 2.129 of the Public Procurement Act the award of the Contract does not yet mean the Tenderer's Tender has been accepted. For the 20 calendar days subsequent to the sending of the digital notification of the award of the Contract, the Tendering Authority is not permitted to definitively award the assignment by concluding the Contract.

If a preliminary injunction is applied for during these 20 calendar days, then a waiting period will be required pending a judgement in the preliminary injunction proceedings. The judgement will serve as the basis for further decision making by the Tendering Authority.

If preliminary injunction proceedings are brought against the award of the Contract, then the Tendering Authority will notify the Tenderer of this fact. The Tenderer must ensure that his Tender remains valid for at least four weeks subsequent to the judgement in the preliminary injunction proceedings.

Interest in relation to the judgement

Tenderers who have an interest in the judgement in these preliminary injunction proceedings can only engage in these proceedings by means of intervention or joinder. The Tenderer cannot initiate separate proceedings or other judicial proceedings.

7.4 Further Agreements within the Contract

An assignment within the Contract is referred to as a Further Agreement. A Further Agreement states the specific Services to which it relates and its duration, within the scope of this Tender procedure.

Annexes

The following annexes constitute an integral part of this Tender document. These annexes were published together with the Tender document.

Annex 1: European Single Procurement Document

Annex 2: Statement on sanctions Russia

Annex 3a: Draft Framework agreement

Annex 3b: Data processing Agreement

Annex 4: ARVODI-2018

Annex 5: Complaints Procedure

Annex 6: Compliance with expert requirements

Annex 7: Proposed approach

Annex 8: Daily rates