Memorandum of Information European Tender 'Egypt Organic Fresh Fruit and Vegetable (FFV)project'
Date: 5 November 2026

In this Memorandum of Information, the contracting authority provides answers to the questions asked and remarks posted in the context of the above-mentioned European Tender. This Memorandum of Information forms an integral part of the Tender Document (with reference 202604031).

Question	Chapter/ Paragraph from the tender document	Question	Answer
1.	Document Annex 06:	For the roles A and D, the tender states that a reference is required of a relevant 12 month project in the FFV sector in the past 4 years. If the expert's reference does not exactly cover the sector (let's say other agricultural commodities) or the project's timeframe (for example 4.5 years instead of <4), will the tender be disqualified, or can the expert compensate with other relevant experiences or projects.	The reference should cover the sector and the timeframe that is requested. See chapter 4 of the Tender Document.
2.	Tender document 2.2 (page 8)	The tender states that the same expert cannot be proposed for more than one role in the two lots. But is it possible to propose multiple experts that fill in one role together, if their experience and availability is complementary, or if it adds unique value?	Only one expert can fulfil one role. Otherwise, it will not meet the requirements.
3.	Tender document 3.1.6 (page 18)	What weighs more: experience, or the fact that the expert B, C or E are in fact local? And, is CBI willing to drop the language requirement for Arabic if an international expert results to be the most suitable expert to fill in one of the local expert roles?	The tenderer does not receive additional points if the expert is local, nor if the expert has more experience. These are not award criteria. The only requirement is that the expert has command of the language.

4.	Tender document 2.2 (page 8)	Can the tenderer receive a higher evaluation if he/she proposes experts that have a proven collaboration together?	Previous collaboration between the proposed experts is not a separate award criterion but will form part of the context of the overall evaluation of the tender.
5.	Annex 6 and §4.3.2 (p. 26–27)	Annex 6 asks for the "Name Tenderer". Our expert will be a subcontractor and did the reference project as an individual consultant, directly for the client. Is such a reference accepted? If yes, should we write our company name or the expert's name in that field?	The reference can only be accepted if the Tenderer relies on the capacity of the subcontractor, in accordance with paragraph *7.3.17 Submission of a Tender in Collaboration with Other Organisations* of the Tender Document. In that case, the reference should be submitted in the name of the subcontractor. Assignments including one or more subcontractors can only be used as reference assignments if the subcontractor(s) in question will be involved in the fulfilment of the Contract and if the Tenderer can and will make use of the knowledge and experience of the subcontractor(s) in question during the fulfilment of the assignment.
6.	§4.3.2 (p. 27)	"The reference(s) must be signed by the referee" Some clients, such as UN agencies, do not sign forms from third parties. If the referee will not sign Annex 6, is a signed reference letter on the client's letterhead accepted instead? Yes or no?	Yes. Annex 6 must always be completed and submitted. If the referee is unable to sign Annex 6, a signed reference letter on the client's official letterhead may be submitted instead, provided that it contains all the information required in Annex 6 and is signed by the referee. The reference letter must clearly identify the relevant reference assignment and provide sufficient information to assess compliance with the applicable reference requirements.
7.	§2.2, Lot 2 (p. 13)	the team must "collectively" show experience in organic agriculture and certification systems Is this a pass/fail requirement, or is it only scored under award criteria 5.3.4 and 5.3.5? Is it enough if one of the two experts has this experience?	No, it is not a fail requirement. The Tenderer must demonstrate how the proposed team collectively brings experience in organic agriculture and certification systems. How this experience is distributed between the two experts is for the Tenderer to substantiate in its Tender. This will be assessed under award criteria 5.3.4 and 5.3.5.
8.	§3.4.2 (p. 21)	the daily rate includes local travel For an expert based outside Egypt, are international flights to Egypt paid separately by CBI? Or must flight costs be included in the daily rate? Please answer "paid separately" or "included in the rate".	Yes, paid separately for an expert based outside Egypt. This will be paid according to the UN Daily Substance Allowance (see chapter 3 of the Tender Document.

9.	§2.2, Expert E (p. 14):	Expert E arranges "venue rental, catering and other related activities" for workshops Are venue and catering costs paid separately by CBI? Or must they be included in the daily rate? Please answer "paid separately" or "included in the rate".	They will not be included in the daily rate and paid separately. These costs are included in the maximum value of the framework agreement.
10.	Annex 2 and §3.5.2 (p. 22)	We are a company outside the EU. If no VAT applies to our invoice, should we enter €0 on the VAT line of Annex 2?	You must only fill in your price in euros, excluding Dutch VAT, including local foreign VAT and all other costs and/or fees.
11.	§2.3 and §3.1.5 (p. 15, 18)	To plan expert availability, can CBI give an estimated number of working days per expert in Lot 2 for the inception year 2027?	The exact planning we'll be done in consultation with the expert team and the CBI program manager. One can expect 1-3 days week average, but sometimes during missions 5 days in a week.
12.	§4.3.1(c) (p. 25)	"a sufficient level of professional and/or statutory liability insurance" What is the minimum insured amount, in EUR, that CBI considers sufficient?	No specific minimum insured amount has been stipulated in the Tender Document. The Tenderer must have sufficient professional and/or statutory liability insurance for the fulfilment of the assignment and must maintain sufficient insurance coverage throughout the duration of the framework agreement.
13.	§4.2 (p. 24)	the "Certificate of Conduct" (Gedragsverklaring) For a company outside the EU, whose criminal record must we provide: only the legal representatives on the trade register, or also other staff and the proposed experts?	The requirement applies to the Tenderer as an entity and not automatically to the individual experts proposed for the assignment. The Tenderer must provide a comparable document from the country of establishment, where applicable, demonstrating that the relevant exclusion grounds do not apply to the Tenderer. This document does not need to be submitted with the Tender and must only be provided upon request by the Tendering Authority. If an expert submits a Tender as an independent Tenderer or as part of a consortium, the requirement also applies to that Tenderer or consortium member, as applicable. The requirement also applies to subcontractors whose capacities the Tenderer relies on to meet the suitability requirements. Please note: The process of applying for a GVA (certificate of conduct) can take several weeks.
14.	§3.1.6 (p. 18)	English level C1 (Experts A and D) and B1 (Experts B, C and E) How must the language level be proven? Is a statement in the CV enough, or is a certificate or diploma required?	Statement of the language level in CV is enough.
15.	Level of detail in the proposed approach	Should the proposed approach include detailed plans for both the inception and implementation phases? Or, since implementation will be shaped by the inception findings,	This has not been specified in the Tender Document. You can write your approach for the inception phase only or for both inception and implementation phase.

		should it focus mainly on the inception phase and how Lots 1 and 2 will work together during that phase, with an outline of the subsequent implementation?	Whether you choose for one of these options will not determine a higher or lower score. The content of your approach will.
16.	Expected working days	Could you provide an indicative number of working days for each expert under Lot 1, We would use these estimates to plan the workload and costs.	See question and answer of 11. This also applies to lot 2.
17.	Period covered by the contract value	Please confirm whether the estimated and maximum contract values for Lot 1 cover both the inception phase and all optional implementation extensions, up to 2032, or a shorter period.	Yes, both the estimated and maximum contract values for lot 1 cover the inception phase and all optional implementation extensions, up to and including 15 January 2032.
18.	Target companies and selection	How many companies are expected to participate? Will the selection criteria be provided by the Contracting Authority, or should we propose them? Please also clarify who will be responsible for the outreach and selecting the companies.	Not defined yet. This will be done in close collaboration between the CBI program manager and the experts of lot 1 and 2. Expert B (together with C) will be responsible for the outreach of the companies. The selection will be done together with experts from lot 1 and 2 in collaboration with CBI. CBI, as the Contracting Authority, will retain responsibility for the final selection of companies.
19.	Expected activities and participants	Are there indicative numbers of training sessions, coaching sessions, company visits and participants that we should use when preparing the proposal? If not, should we propose our own numbers and explain the assumptions behind them?	This should be included in your proposal. You are expected to propose indicative numbers based on your knowledge and experience, explaining any assumptions made.
20.	Approval to continue into implementation	Could you explain how the decision to continue from inception into implementation will be made? Beyond the general conditions in Section 2.3, what specific criteria will be used? Will implementation be assigned to the existing contractor through an extension and further quotation, or will there be a new competitive procurement process?	Please see paragraph 2.3 of the Tender Document: *"Please note: the information gathered during the inception phase will be used by CBI to determine how to further shape the project and whether to proceed with the implementation phase of the project. The decision to extend the contract will depend on:* • *The Contracting Authority's formal approval of the deliverables from the inception phase, which must include, at a minimum, the inception report.* • *The Contracting Authority's satisfaction with the Contractor's performance and service delivery and collaboration during the execution of the contract. This will be based on the extent to which the Contractor delivers the agreed deliverables and outcomes in accordance with the agreed requirements and timelines, including the quality of these deliverables and outcomes, as well as on the quality of the collaboration, including communication, representation of CBI in the field, field responsiveness and proactivity. This will be based on agreed deliverables and progress reviews. The Contractor will be*

			informed of any significant shortcomings during the inception phase, if these arise, and given a reasonable opportunity to address these. The Contracting Authority's positive assessment of the feasibility and practicability of the proposed approach, particularly in relation to the objectives of the Contract. • *The absence of unforeseen circumstances that would require the Contracting Authority to refrain from exercising its extension option."* If the Contracting Authority decides to proceed with the implementation phase, this will be done by exercising the applicable extension option under the existing framework agreement, in accordance with the Tender Document. A new competitive procurement procedure will therefore not be required for this purpose.
21.	Daily rates and other project expenses	For local travel, accommodation, venue hire, catering and training materials, which costs must be included in the experts' daily rates and which can be charged separately? If charged separately, do these costs still count towards the total Lot 1 contract value, and how will they be reimbursed?	The costs for venue hire, catering and training materials do not have to be included in the experts' daily rates and may be charged separately. As specified in the Tender Document in chapter 3: "In case the expert is not located in Egypt, you may, when carrying out assignments in Egypt, 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 Egypt, you can only invoice the abovementioned UN-DSA when travelling to one of the regions/cities of the project (and if travelling return in one day is not possible) where the expert is not located, after explicit approval of the Programme Manager. The costs for travelling within the expert's own city must be included in the daily rate." The above provisions apply to the travel and accommodation expenses of experts. The costs for participants' travel and accommodation, venue hire, catering and training materials may be charged separately. Expenses covered by the applicable UN Daily Subsistence Allowance (DSA) rates will be reimbursed at the fixed flat rates published by the International Civil Service Commission of the UN (https://icsc.un.org/). These rates are fixed amounts and constitute a lump-sum allowance; reimbursement is not based on actual costs incurred.

			All expenses that do not fall under the applicable UN-DSA rates will be reimbursed retrospectively on the basis of actual costs, in accordance with the provisions of the Tender Document. All costs charged under the contract, including expenses charged separately, count towards the total contract value and are subject to the applicable maximum contract value.
22.	Company application and reference projects	Can a private consulting company apply for Lot 1 with a team of experts? If yes, must the required reference projects have been delivered by the company itself, or can they be projects delivered by the proposed experts while working similar projects?	Yes. However, each expert role must be assigned to one individual person. The same individual person may not be assigned to more than one expert role within or across Lot 1 and Lot 2, irrespective of whether the person is proposed directly by the Tenderer or through a subcontractor or other third party, in accordance with Section 3.1.1 of the Tender Document. The reference requirement applies to the Tenderer as an entity. The reference projects must therefore have been carried out by the Tenderer itself, with the proposed experts involved as employees of the Tenderer, or by a subcontractor or consortium member involved in the performance of the contract. Reference assignments including one or more subcontractors or consortium member can only be used as reference assignments if the subcontractor(s) or consortium member in question will be involved in the fulfilment of the Contract and if the Tenderer can and will make use of the knowledge and experience of the subcontractor(s) or consortium member in question during the fulfilment of the assignment. See also question and answer 5.
23.	Tender Document, sections 3.1.3 (p. 17) and 7.3.17 (p. 47)	If a tender for Lot 2 is submitted by a consortium of two members, one per expert role, may each member invoice the Contracting Authority directly for the days worked by its own expert? In such a consortium, Expert D would be established in an EU member state and Expert E, given the location requirement in section 3.3, in Egypt, so each member would invoice from its own country. Or must the lead expert (Expert D) invoice on behalf of the whole consortium, including Expert E's days?	The lead member of consortium of Lot 2 will be expert D. Expert D must invoice on behalf of the whole consortium.

24.	Tender Document, sections 3.5.4, 3.5.7 and 3.5.9 (p. 22)	We understand from section 3.5.7 that a 0% VAT rate applies to contractors established in the Netherlands. Could the Contracting Authority clarify how VAT is handled for a contractor established in another EU member state? Should such a contractor invoice without Dutch VAT, with any Dutch VAT due being accounted for by the Contracting Authority (as section 3.5.4 seems to indicate)? We ask because the last sentence of section 3.5.9 refers to the Contractor paying the Netherlands VAT, and we would like to make sure we understand this correctly. Will the daily rates of tenderers established inside and outside the Netherlands be compared on the same basis, i.e. excluding Dutch VAT, in the price assessment under section 5.5?	A Contractor whose registered office is outside the Netherlands is not allowed to charge Dutch VAT, in accordance with Section 3.5.9 of the Tender Document. In this case, the Contracting Authority is responsible for paying the Dutch VAT to the Netherlands Tax Authority. The last sentence of Section 3.5.9 should be read accordingly. The daily rates of all Tenderers will be assessed on the same basis, excluding Dutch VAT but including (if applicable) local foreign VAT and all other fees and costs, in accordance with Section 5.5 of the Tender Document.
25.		Could you please clarify whether the required reference assignments under Section 4.3.2 must have been contracted and delivered by the tendering legal entity itself, or whether qualifying references held by the proposed individual experts and/or a formally committed subcontractor may also be used, provided that the relevant party will participate in contract implementation?	See question and answer of 5 and 22.
26.		Could you please clarify whether an organisation submitting as the lead tenderer for one lot may participate as a subcontractor or consortium member in a separate tender submitted by another lead tenderer for the other lot, provided that the one-lot restriction and the prohibition on assigning the same individual experts across both lots are respected?	As principal or subcontractor it is allowed to tender on other projects outside this Tender. The one-lot restriction set out in Section 3.1.1 of the Tender Document applies to Tenderers. A Tenderer submitting a Tender for one lot may not participate in a Tender for the other lot, either as a subcontractor or as a consortium member. The same individual expert may not be proposed for both lots, irrespective of whether the person is proposed directly by the Tenderer or through a subcontractor or other third party. See also paragraph 7.3.18 of the Tender Document.
27.		Given that Expert D under Lot 2 is responsible for conducting the initial market systems analysis,	This will have to be discussed and agreed within the experts of lot 1 and 2 and the CBI program manager once the inception phase started. The

		assessing public and private sector interests, and mapping value chains, how these activities are expected to be coordinated with the work of Lot 1 experts during the inception phase? Specifically, should the market systems analysis be completed before the Lot 1 experts begin their activities, or are the Lot 1 experts expected to contribute to these analyses from the outset? If the latter, what roles and contributions are expected from each lot?	MSD analysis will be done parallel and with input from lot 1 experts. The exact contributions from each lot have to be discussed with experts of lot 1 and 2 and CBI program manager. This will be co-designed to make sure the most optimal collaboration.
28.		The responsibilities of Expert C under Lot 1 cover several technical areas, including climate-smart agricultural practices, post-harvest handling and management, food safety, traceability, organic production systems, and compliance with EU organic requirements. Given the broad range of expertise required, whether the responsibilities and level of effort assigned to Expert C may be distributed between two specialists for example, one focusing on climate-smart farming, post-harvest management, storage and cold-chain systems, and another focusing on food safety, traceability, organic production systems, and compliance with EU organic requirements and regulations?	Expert C should cover the expertise requested, only 1 expert can be assigned per role. See chapter 3 in the Tender Document. See also question and answer 2.
29.		Is there a total number for Lot 2 to conduct the work itself (full time or part time) for the two experts or it is open?	The exact planning we'll be done in consultation with the expert team and the CBI program manager. One can expect 1-3 days week average, but sometimes during missions 5 days in a week. It depends on the activities needed for the project. See also question and answer 11.
30.		Does the daily rate of experts in lot 2 include only the transportation and accommodation? What about if the experts want to conduct focus groups or stakeholders meetings, what will be responsible of the ballroom renting and refreshments, is it CBI?	See question and answer 9 and 21.
31.		There will be only two experts in Lot 2 , but can we add in the proposal CVs for our advisors that the two experts will communicate with (as our experts consortium) and we will make clear that they won't receive any budget other than the two main experts of Lot 2?	You can only propose 2 experts for lot 2, 1 expert per role. They have to comply with the requirements. They must have the expertise and experience themselves.
32.		Is there a specific value chains in fresh fruits and vegetables that we need to focus on, or it is open for us?	This will be defined during the inception phase.

33.		Is there a guideline for the approach or a template that you want us to follow as in the annex it is vague, how you are going to judge on the approach and the technical proposal if there is no unified template or guidelines ?	CBI did not include templates or guideline, as we look for experts that can send a proposal based on their knowledge and experience. The requirements for the elaboration of the award criteria are set out in Section 5.2 of the Tender Document. Section 5.3 specifies, for each lot and expert, what must be elaborated and the aspects on which the proposal will be assessed.
34.		In the project do you want the focus only on medium and big companies for exporting? and what about the small and startups ? Do you have a range of a target audience of this project and average number of companies ?	This is not defined yet. CBI generally support SMEs, in some cases collaborate with big companies but in a different role (for example influencer or sharing best practices). It will the depend on the potential to succeed in organic production and export (within the project scope period) to eventually meet the requirements of Dutch or European importers.
35.		-For the climate part, it is not clear exactly what is needed to be addressed in the proposal , do you mean that the companies should comply to the CEBAM requirements and are certified or you are looking for companies that are tackling the climate aspects in their operations ?	The aim of the project is to find those companies that already have certain climate smart practices in place and wish to scale and export, but also companies that already produce and export and wish to improve their production with climate smart practices. The exact details will have to be validated during the inception phase.
36.		For the collaboration with Lot 1 , are they going to start with us in regard to the exporting part or they will join later, need more clarifications on the collaboration part, who will lead the exporting part in the analysis is it Lot 2 will lead, while getting the information from Lot 1 or Lot 1 will lead it, more clarification in this part?	Lot 1 and 2 will work together, both parallel and with input from each other's work. This will be defined between the experts of lot 1 and 2 and the CBI program manager at the beginning of the inception phase and throughout the project. Expert D will lead the market systems analysis, together with expert E and with input from experts from lot 1. Expert A will lead the export analysis and potential of SMEs, together with expert B, C and in close coordination and input from experts from lot 2.
37.		Also, the collaboration between the two Lots is through the life time of the project or for a certain time after releasing the value chain report and getting the consent of Lot 1 through which they will go for implementation ?	The collaboration between the lots is throughout the whole project. The experts of lot 1 and 2 and CBI program manager together share the responsibility to deliver and reach results.
38.		Should the reference assignment relate to the proposed expert, or should it be a company reference (in this case GOPA PRO reference)?	See question and answer of 5 and 22.
39.		If the reference must relate to each proposed expert, the requirement mentions at least one 12-month project implemented during the last four years. In this case,	No, this is not possible. As specified in the Tender Document, the reference assignment for each core competence must independently meet the applicable requirements,

		would it be possible to submit more than one reference assignment in order to cumulatively cover the required 12 months of full-time assignment?	including the minimum duration of 12 months and the requirement that it was executed or completed within the 4 years prior to the closing date for the submission of tenders. Multiple reference assignments cannot be combined to meet these requirements cumulatively.

Remarks regarding draft framework agreement and ARVODI-2025

No.	Article from draft framework agreement or draft data processing agreement or ARVODI 2025	Answer
1.	Would RVO agree that, notwithstanding Article 11 of the ARVODI 2025, the confidentiality obligations shall expire ten (10) years after the effective date of the Further Agreement?	No, the proposed amendment is not accepted. Article 11 of the ARVODI 2025 will remain unchanged.
2.	Would RVO agree to add the following wording to Article 19(5) of the ARVODI 2025: "… unless the cause of such damage is attributable to the Contracting Authority."	No, the proposed amendment is not accepted. Article 19.5 of the ARVODI 2025 will remain unchanged.
3.	Would RVO agree to add the following wording to Article 23 of the ARVODI 2025: "Notwithstanding the foregoing, any certificates, reports or other documents issued or prepared by the Contractor may not be amended by the Contracting Authority."	No, the proposed amendment is not accepted. Article 23 of the ARVODI 2025 will remain unchanged
4.	Would RVO agree to replace the first sentence of Article 5.2 of the Framework Agreement with the following: "The Contractor may invoice monthly for Services performed in accordance with the relevant Further Agreement." "Accepted" gives the Contracting Authority an unnecessarily subjective condition for invoicing.	No, the proposed amendment is not accepted. The Contractor may invoice for Services only after they have been accepted by the Contracting Authority, in accordance with Article 5.2 of the Framework Agreement.
5.	Would RVO agree to replace Article 5.8 of the Framework Agreement with the following: "Payment will be made for Services performed in accordance with the relevant Further Agreement."	No, the proposed amendment is not accepted. Article 5.8 of the Framework Agreement will remain unchanged, as payment is subject to the Services having been received and accepted by the Contracting Authority.