

INVITATION TO TENDER FOR Value Chain Analysis and Business Model development for the  
Manica Agro-Food Centre (CAAM). Manica Province, Mozambique CIG-Z843922581

FAQ

(Last update 13-06-2023)

1. I am writing to know how much does the language requirement of Portuguese for the Team Leader weight in the total evaluation of the profile.

2. Regarding the linguistic competences required of the team: could you specify whether it would be sufficient for the team leader to be proficient in the three required languages? If not, would proficiency in Spanish be equally welcomed? Additionally, would it be possible to account for a translator to accompany the team members during the field phase? In the latter case, the translator would be accounted for as support staff.

As outlined in the Terms of Reference (TOR), under qualifications and skills for the team leader, "Knowledge of English and Portuguese language is required".

Therefore, language will be one of the evaluation criteria and the level of knowledge should be indicated following the Common European Framework of Reference for Languages (See: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>).

As stated in Annex IV – CV format, the linguistic competencies are to be demonstrated by certificate or by past relevant experience.

The language requirements for the team leader cannot be covered by a translator. In addition, as outlined in the Instruction to tender point 4.1, sub-point 3, b), *If an expert does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), he/she must be rejected. In such case the entire tender shall be rejected.*

3. In reference to this quote: *"The candidate has provided services or supplies under at least 3 (three) contracts, each with a budget of at least 100.000,00 EUR in which were implemented at any moment during the reference period: 3 Years"*. We would like to know whether the subject referred to as the 'candidate' is to be understood as the Consortium; hence if we may satisfy all professional, technical and financial capacity requirements as a consortium; rather than by consortium member.

As stated in point 16 of the Annex named "Additional Information to Contract Notice": *In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. Consequently, in this specific case, it is required that the consortium as a whole complies with the eligibility criteria related to the technical capacity.*

4. In the case of all experts but the team leader, would a more international profile and experiences be welcomed in addition to a solid track-record certifying their competences in their subject matter? For instance, in regard to the agri-logistic expert and the following quote: *“At least 10 years’ experience of which five in developing countries, working in agri-business development, agro-processing, market development and in the development of agro-food platforms and networks”*; would a more international profile and experiences in the sectors cited be welcomed?

**As stated in the ToR point 6.1., five years in developing countries are required for the agri-logistic expert; additional international experience will be welcomed during the evaluation phase**

5. Are we allowed to submit the CVs of the marketing specialist and legal/tax expert? As they are not regarded as key experts in the documentation, and it is stated that *“CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles”*. In the case we are not allowed, how may we otherwise best demonstrate the availability of such professional profiles within our network?

**As stated in annex 14a - Declaration of Honour, paragraph VII Selection Criteria, point (d), by declaring that:**

**It fulfils the applicable professional criteria indicated in section [insert] of the contract notice/additional information about the contract notice/Instructions to tenderers.**

**As stated in the ToR point 6.1. Staff, the documentary evidence for the two experts should not be submitted by the tenderer, as they will not be part of the CV evaluation, but tenderers should indicate and keep their CVs and other related documentation available for the contracting authority upon request. Nevertheless, it is important for the tenderer to have the suitable candidates for these positions already identified as part of the pool of experts but, as their CV will not be evaluated, their CV should not be shared with the contracting authority. The tenderer could demonstrate in their offer that they have access to experts with the required profiles by indicating the experts' names and qualifications.**

6. According to the ‘Additional Information’ document it is stated under clause 16.3:

**“3. Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last 3 years from submission deadline. The candidate has provided services or supplies under at

least 3 (three) contracts, each with a budget of at least **100.000,00 EUR** in which were implemented at any moment during the reference period: 3 Years.”

Whereas according to the Terms of Reference it is stated under clause 6.1, it is stated:

“The ideal Contractor should be an international company with proven experience in performing similar tasks in developing countries. Particularly the company should have designed the business model of at least other two agri-food centres and/or similar structures in developing countries in the past 7 years.”

In view of the above, could you please clarify which are the selection criteria for the company participating to this tender, in terms of a) number of years (3 years of 7 years?) of experience and b) technical qualifications (services or supplies under at least 3 (three) contracts, each with a budget of at least **100.000,00 EUR** or designed the business model of at least other two agri-food centres and/or similar structures)?

Referring to the above questions, both what was indicated in the ToR and in the additional information will apply as the two indications do not contrast with each other. Therefore, the candidate should have:

- a. *provided services or supplies under at least 3 (three) contracts, each with a budget of at least **100.000,00 EUR** in which were implemented at any moment during the reference period: 3 Years.*
- b. *designed the business model of at least other two agri-food centres and/or similar structures in developing countries in the past 7 years.*

7. Could you kindly clarify how we should present our project references (to prove that we abide to the above selection criteria) within our proposal given that the templates provided for the Technical and Financial proposal do not include templates for the project references?

8. We understand that, although not clearly specified in point 4. ('Content of the Technical Offer') of the "Instructions to Tenderers", we have to provide our data on Economic/Professional/Technical capacity in accordance with points 16.1., 16.2, 16.3 of the Additional Information notice. To this purpose we kindly ask you to specify where within the proposal we should include such information, considering that: The 'Request to participate form' is not included in the tender dossier; The included "Tender submission form" does not foresee the inclusion of table on points 16.1., 16.2, 16.3, that are included in the 'Request to participate form'.

*As stated in the annex "instruction to tender" in the point 4.1: the documentary evidence listed in point 5 and 6 should not be submitted within the deadline for submitting tenders. Instead, they should be prepared by tenderers and kept available for the contracting authority upon request. Specifically, referring to the point 6: To be kept by the tenderer and to be provided upon request (see introductory paragraph under 4.1): documentary evidence of the financial and*

*economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice/additional information about the contract notice annex (see also Section 2.6.11 of the practical guide). For the technical selection criteria, you will only be requested to submit documentary evidence regarding the references that qualified you to be shortlisted.*

9. According to the “Instruction to Tenderers”, point 3 d) states ‘Tenders should be submitted by the same economic operator or consortium that submitted the Request to participate form on the basis of which it was short-listed and to which the letter of invitation to tender is addressed...’, however, according to the ‘Contract notice’ and ‘Additional Information’ notice, there is clear reference to this tender as being an ‘Open procedure’. Hence, the previous phase of ‘Request to participate’ has been superseded.

*Yes, the tender is an open procedure; therefore, your interpretation is correct.*

10. Please specify where within the proposal we should include the “Declaration of Honour”.

*As stated in the Instruction to tender document point 8: Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘Envelope A – Technical offer’ and the other ‘Envelope B – Financial offer’. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e., including the tender submission form, statements of exclusivity and availability of the key experts and declarations). Consequently, the declaration of honor must be submitted in Envelope A – Technical offer.*

11. Please advise whether the organization that is awarded the contract for the studies and research would qualify to tender for any future work on the planned Agri-Food Centre, or whether the organization would be precluded?

*The awarded tenderer will still qualify to tender for any future work on the planned Agri-Food Centre.*

12. The attached Annex VI.c., included in the tender dossier, shall be included in the technical proposal or is to be submitted only in case of award as contractual documents? In the first case, shall it be submitted by all members of a consortium or only by the Leader?

*Annex VI.c is a document referring to the Italian legal system and therefore does not find a linear correspondence in the European guidelines. It must always be remembered that AICS operates in the conjunction between Italian legislation and European operational instruments (as per Ministerial Decree 192/2017). In the specific case, the presentation of Annex VI.c. signed is not required in the Instructions to tenderers, paragraph 4. Content of tenderers, therefore the*

document will be signed by the successful tenderer at the time of signing the contract.

13. Regarding the following statement and the references/certificates/diplomas required from the key experts, may we submit the original copy of the certificate and translate it ourselves? If requested, we would then be willing to provide an official translation in the case of being awarded the contract.

“where the documentary evidence submitted is in an official language of the European Union other than the one of the procedures, it is strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents. Documentary proof or statements may be in original or copy. If copies are submitted, the originals must be available to send to the contracting authority upon request” (excerpt from the instructions to tender document, 4.1.)

Would certificates written in Portuguese be accepted?

*As expressed in the Instruction to Tender document, point 4.: Supporting documents and printed literature furnished by the tenderer may be in another official language of the EU. For the purposes of interpreting the tender, the language of the procedure has precedence. Moreover: where the documentary evidence submitted is in an official language of the European Union other than the one of the procedures, it is strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents. Documentary proof or statements may be in original or copy. If copies are submitted, the originals must be available to send to the contracting authority upon request.*

Therefore, we strongly recommend providing a translation of the document in English, but it doesn't need to be necessarily an official translation.

14. In regard to the deadline for the submission of proposals (23/06/2023 at 16.30) and as we are planning to deliver it by courier, does the proposal have to arrive to your Maputo premises by that deadline or does it only have to be sent out by that deadline?

*As stated in the Instruction to tenders document, point 8: Tenders must be sent to the contracting authority before 23/06/2023 at 16.30. EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip (It is recommended to use registered mail in case the postmark would not be readable). But, The contracting authority may, for reasons of administrative efficiency, reject any request to participate or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting requests to participate or tenders that were*

*submitted on time but arrived late would considerably delay the evaluation procedure or jeopardize decisions already taken and notified.*