

**PROCUREMENT REFERENCE NUMBER 5-15.2-2019-R**

**Legal support to increase understanding and enhance stakeholder  
engagement on forest conversion in the tropics**

**QUESTIONS AND ANSWERS**

**Question 1**

The ToR mentions on page 4/11 that “the final amount of total working days will be decided by EFI on need basis.” It also says maximum of 150 days. In the financial proposal, do we just include our daily rates or do we also calculate a budget based on 150 days?

**Answer for question 1**

In financial proposal maximum amount of days should be factored.

**Question 2**

Does the financial proposal need to include travel costs? Similarly to the previous question, if specific countries and activities are not defined yet, it seems difficult to calculate specific travel costs. Please advise us on how to deal with this in the proposal.

**Answer for question 2**

Financial proposal needs to include travel costs based on the indicative amount of travels described in the terms of reference.

**Question 3**

The work plan budget: this will be discussed with EFI once the project starts? I just wanted to check because the financial proposal form in annex 7 already has this 75000 included. Can you please confirm if we leave that amount in the form?

**Answer for question 3**

The tenderer is asked to fill in only the blue fields of the Annex 7 financial proposal. Otherwise the form may not be modified. The work plan budget is to be included to the maximum amount of the contract.

**Question 4**

In 2.2 Technical Proposal, point 2 refers to a description of the previous experience of the Expert. Can you please clarify if you expect one description of three pages maximum, to cover all three Experts? Alternately, are you expecting each of the three Experts to complete a separate description of three pages maximum?

**Answer for question 4**

Description should not be no more than three pages in total.

**Question 5**

In 2.2 Technical Proposal, point 3 refers to a presentation. Please could you clarify if you specifically require a presentation format (i.e. PowerPoint), or whether a narrative description in a Word document of tenderers approach to the methodology would be acceptable?

**Answer for question 5**

Presentation does not refer to any specific format to be used.

**Question 6**

In 2.3 Financial Proposal, Annex 7, the work plan costs of €75,000 are already included in the budget form as a whole number. We assume that you do not expect applicants to expand on these work plan costs in the budget. Please could you confirm that this is the case?

**Answer for question 6**

The tenderer is asked to fill in only the blue fields of the Annex 7 financial proposal. Otherwise the form may not be modified.

**Question 7**

We have also had the chance to review the model contract, and have some queries. Could you confirm when it would be appropriate for us to indicate these questions with the model contract? More specifically, will there be space for a negotiation of the contract terms, if XXXX is the successful tenderer?

**Answer for question 7**

By submitting a tender the Tenderer accepts all the terms and conditions set out in the Invitation to tender and the Tender Specifications (including its annexes). EFI could consider minor changes if this does not affect the equal treatment of the tenderers.