

Questions & Answers

SERVICE CONTRACT NOTICE TTT F&P 3

Representative/Collective Prescriber (Advisor) for the Certified Tropical Timber Sector

Q1. Access to Terms of Reference and requirements

Q: Where are the Terms of Reference and the information on required profile and qualifications provided?

A: The Terms of Reference, including all requirements related to scope, profile and qualifications, are set out in Part II of the document “*Contract Notice & Instructions to Bidders*”.

Q2. Methodology – market estimation (Result 1)

Q: Would it be possible to do estimates of tropical timber demand and market size in end-use segments through using specific products as a proxy for the market size and expert interviews ?

A: Yes. This approach is considered acceptable; however, it is not mandatory. Tenderers are free to propose alternative methodologies, if they are adequately justified and ensure the achievement of the assignment objectives.

Q3. Methodology – market comparison (Result 1, Activity 2)

Q: What do you expect in terms of comparing market shares with alternative materials? (Result 1, activity 2)? Would a qualitative approach based on expert interviews and desk research be relevant ?

A: Yes. A qualitative approach based on expert interviews and desk research is considered appropriate. However, it is not mandatory. Tenderers are free to propose alternative methodologies, if they are adequately justified and ensure the achievement of the assignment objectives.

Q4. CRM database scope (Result 2)

Q: Should the target of 500 qualified contacts be distributed across the five markets?

A: There is a mistake in the wording of the deliverable « CRM database containing at least 500 qualified contacts across the five markets », the last part « across the five markets » should be deleted. The number of qualified contacts (500) is understood as a total for the database covering the two targeted countries, there is no particular split between the two countries. Service providers are welcome to propose amendments in their proposal regarding this target number of qualified contacts depending on their expertise and sense of feasibility.

Q5. Daily rate

Q: Is the maximum daily rate of 800 EUR mandatory?

A: Yes. The maximum daily rate of 800 EUR is a binding contractual requirement.

Q6. Travel costs

Q: Are travel costs included in the EUR 40,000 budget?

A: No. The travel costs are not included in the budget for the service (40 000EUR) and will be covered separately. However, we emphasize that this travel budget is quite limited (only one European travel has been budgeted) and therefore the work done by the prescriber will be mainly desk-based.

Q7. Budget flexibility

Q: Is it possible to reallocate resources between external services (for example external experts which will be recruited by the service provider for their specific expertise) and internal HR during implementation?

A: Yes, the splitting of the budget between external services and internal HR can be adapted during the service.

Q8. VAT treatment

Q: Is the contract amount of EUR 40,000 inclusive of VAT?

A: No. The amount of the service should be understood as VAT excluded, therefore the total amount of 40 000EUR is to be understood without VAT.