

Questions & Answers

SERVICE CONTRACT NOTICE TTT – F&P2

Analysis of the Chinese market for tropical timber from mainly COMIFAC countries

Q1. Location of the Terms of Reference

Q: Where are the Terms of Reference set out in the tender documentation?

A: The Terms of Reference are contained in the document entitled “*Contract Notice & Instructions to Bidders*”, pages 10 to 13.

Q2. Geographic scope of the study

Q: The tender refers to tropical timber originating mainly from COMIFAC countries. Could you please confirm the precise scope of producer and/or exporting countries to be covered by the study?

A: The study covers tropical timber in general, with a primary focus on COMIFAC countries, in particular Gabon, Cameroon, and the Republic of Congo. For comparative purposes, a limited number of interviews may also be conducted in other tropical regions outside Central Africa. The study may further include importers of tropical timber from both natural forests and, to a lesser extent, plantation sources, to distinguish between production systems.

Q3. Level of effort, budget ceiling and scheduling

Q: The Terms of Reference specify a minimum of 37 working days, a maximum daily rate of EUR 800, and a total budget ceiling of EUR 30,000 (including VAT). Could the Contracting Authority clarify whether:

- the 37 working days constitute a fixed requirement or a minimum threshold that may be exceeded,
- and whether the implementation schedule between contract signature (29 May 2026) and final submission (end of August 2026) may be organised flexibly?

A: The requirement of 37 working days constitutes a minimum level of time allocation. The allocation of these working days may be organised flexibly over the implementation period, from contract signature to final delivery. The maximum daily rate of EUR 800 and the total budget ceiling of EUR 30,000 (including VAT) shall not be exceeded.

Q4. Timing of Deliverable R2 (stakeholder mapping and sampling plan)

Q: At what stage is the list of targeted organisations, contacts, and sampling plan (Deliverable R2) expected to be submitted for validation by the Contracting Authority?

A: The list of targeted organisations and associated sampling plan shall be submitted for validation during the implementation phase of the contract. It is not required at the tender submission stage.

Q5. Conflict of interest

Q: Does a prior professional affiliation with ATIBT by an expert positioned on the tender, without any current or recent relationship, constitute a conflict of interest?

A: A previous professional affiliation with ATIBT does not constitute a conflict of interest, provided that no current relationship, dependency, or interest exists that could affect the impartiality of the assignment.