

Clarifications Regarding Request for Quotations No. 7/2026

In response to the questions received regarding Request for Quotations No. 7/2026, the Contracting Authority hereby provides the following clarifications.

1. Language of Offers

Question 1: Will the Contracting Authority accept offers submitted in English, notwithstanding the requirement in the procurement documentation that Polish be the mandatory language?

Answer:

Pursuant to Section 9.2 of the Request for Quotations, offers must be prepared in Polish. This requirement applies to all contractors, regardless of the country in which they are established. The Contracting Authority upholds the requirements set out in the procurement documentation.

2. VAT and Tax Settlements

Question 2: What VAT rules will apply to invoices issued by a company registered in Egypt?

Answer:

In accordance with the procurement documentation, the tender price must be quoted in EUR, excluding VAT. The VAT treatment should be determined in accordance with the applicable tax regulations, taking into account the nature of the services provided, the place of supply and the tax status of the parties. The contractor is required to include all costs necessary for the proper performance of the contract.

3. Study Visits to Poland and Romania

Question 3: What are the anticipated dates and destination cities for each of the study visits?

Answer:

The procurement documentation provides for the organisation of two study visits: one to Poland and one to Romania. Specific dates and destination cities have not been determined. The contractor should propose a schedule and locations for the visits as part of its concept for the implementation of the contract, taking into account the project objectives. These arrangements must subsequently be agreed upon with the Contracting Authority.

Question 4: What profiles should the four participants in each visit have? Should they be importers, distributors, trade representatives, retail chain representatives, media representatives or other individuals?

Answer:

The purpose of the study visits is to promote EU organic products and foster trade cooperation between entities in Egypt and producers in Poland and Romania.

Preferred participants may include importers, distributors, retail chain representatives, wholesalers and other professionals active in the food market who have the potential to establish commercial partnerships.

The final selection of participants should be agreed upon with the Contracting Authority.

Question 5: Will the contractor be responsible for arranging visa procedures and covering the associated costs?

Answer:

In accordance with Annex No. 7, the contractor is responsible for the comprehensive organisation of the study visits, including transport, three overnight stays and meetings with organic food producers. The procurement documentation does not separately specify the arrangements for covering visa-related costs. The contractor should take the necessary travel formalities into account in its organisational concept and describe how these will be handled.

4. Food Africa Cairo 2026 – Exhibition Space

Question 6: Will the Contracting Authority accept exhibition space located in a trade fair tent instead of in the main exhibition halls?

Answer:

In accordance with Annex No. 7, the contractor is required to provide 50 m² of exhibition space at Food Africa Cairo 2026.

The procurement documentation does not specify that the stand must be located in a particular exhibition hall.

Exhibition space in a trade fair tent may be considered, provided that appropriate technical, organisational and promotional conditions are ensured. Acceptance of such an arrangement is subject to the Contracting Authority's decision.

Question 7: How should contractors account for a situation in which the availability of the required exhibition space has not been confirmed before the tender submission deadline?

Answer:

The contractor should present the current status of arrangements with the trade fair organiser, the available booking options and proposed solutions to ensure that the contract can be

performed in accordance with the requirements. The offer must cover the full scope of the contract, including the provision of 50 m² of exhibition space.

Question 8: Will it be permissible to obtain final confirmation and book the 50 m² of exhibition space after the contract has been signed with the successful contractor?

Answer:

The procurement documentation does not require confirmed exhibition space to be booked at the offer submission stage. However, the contractor is obliged to ensure the timely performance of the contract in accordance with the requirements set out in the procurement documentation. The final arrangements for booking the exhibition space and participating in the trade fair should be agreed upon with the Contracting Authority.

5. Food Africa – Travel and Accommodation for Producers

Question 9: What are the anticipated arrival and departure dates for the six organic producers from Poland and Romania?

Answer:

Food Africa Cairo 2026 will take place from 7 to 10 December 2026.

The exact arrival and departure dates have not been specified in the procurement documentation. The contractor should propose a travel schedule that enables participants to take part in the activities planned during the trade fair.

Question 10: How many hotel nights should be included in the cost calculation?

Answer:

The contractor should allow for a number of overnight stays appropriate to the proposed travel schedule and the four-day participation in the trade fair.

Question 11: Does the Contracting Authority specify a preferred hotel category or accommodation standard?

Answer:

The procurement documentation does not specify a mandatory hotel category. The contractor should propose accommodation of an appropriate standard that ensures participants' comfort and facilitates the smooth logistical organisation of their participation in the event.

6. Organic Products – Product Range, Transport and Customs Clearance

Question 12: Will the products and suppliers be designated by the Contracting Authority, or will their selection be the contractor's responsibility?

Answer:

In accordance with Annex No. 7, the contractor is responsible for purchasing, shipping and insuring 500 kg of organic products, including 300 kg from Poland and 200 kg from Romania. Pursuant to Chapter VII of the Request for Quotations, the contractor is required to cooperate with the Contracting Authority in selecting the products.

The specific product range and selection of suppliers should be agreed upon with the Contracting Authority, taking into account the project objectives and the participation of the Polish and Romanian partners.

Question 13: Who will be responsible for customs clearance and import procedures in Egypt?

Answer:

The procurement documentation provides for the comprehensive organisation of product transportation by the contractor; however, it does not explicitly identify the entity that will act as the importer in Egypt.

The contractor should describe in its offer the proposed arrangements for international transportation, the required formalities and the applicable customs and import procedures.

The final arrangements in this regard must be agreed upon with the Contracting Authority.

7. Activities at the Trade Fair Stand and Staffing

Question 14: Are specific activities required at the Food Africa stand, such as product tastings, cooking demonstrations or presentations?

Answer:

The procurement documentation provides for the comprehensive organisation of participation in the trade fair, including activities aimed at promoting EU organic production and products originating from Poland and Romania.

No mandatory list of activities to be carried out directly at the stand has been specified.

The contractor should propose promotional activities appropriate to the project objectives, such as product presentations, tastings, business meetings or other forms of visitor engagement, in accordance with the trade fair regulations.

Question 15: How should the six person-days of hostess and interpreter services be allocated across the four days of the trade fair?

Answer:

Annex No. 7 provides for a total of six person-days of hostess and interpreter services.

The procurement documentation does not specify how these resources should be allocated across the individual days.

The contractor should propose a reasonable staffing schedule that takes into account visitor traffic, planned business meetings and the operational needs of the stand.

8. Bid Security – EUR 8,000

Question 16: Is a bank guarantee issued by an Egyptian bank acceptable?

Answer:

Pursuant to Section 8.2 of the Request for Quotations, a bank guarantee is one of the permitted forms of bid security. The procurement documentation does not impose any restrictions regarding the country in which the issuing bank is established. However, it does not specify detailed requirements for guarantees issued by foreign banks.

Question 17: Does the Contracting Authority require the use of a specific bank guarantee template or the inclusion of mandatory provisions?

Answer:

The procurement documentation does not include a mandatory bank guarantee template. The guarantee must ensure that the Contracting Authority can exercise its rights under Chapter VIII of the Request for Quotations, particularly in the circumstances specified in Section 8.6.

Question 18: What is the required validity period of the bank guarantee?

Answer:

Pursuant to Section 9.6, the offer validity period is two months from the expiry of the offer submission deadline. However, the procurement documentation does not specify a separate validity period for the bank guarantee.

Question 19: Will an electronic bank guarantee or a scanned copy be accepted as an attachment to an offer submitted by email?

Answer:

Pursuant to Sections 10.2–10.4 of the Request for Quotations, offers must be submitted exclusively by electronic means in PDF format.

The document confirming the provision of bid security is a mandatory attachment to the offer.

Question 20: Is it permissible to provide bid security in the form of a bank guarantee issued in USD, with a value equivalent to EUR 8,000?

Answer:

Pursuant to Section 8.1 of the Request for Quotations, the required amount of bid security is EUR 8,000.

The procurement documentation does not expressly provide for bid security to be submitted in another currency, nor does it specify any currency conversion rules. However, if a bank guarantee issued in USD is permitted, the issuing bank must explicitly state in the guarantee the equivalent amount of EUR 8,000.