

**RFQ 2200179375 Technical Support to Small & Medium-sized Enterprises in the African, Caribbean
and Pacific Group of States to develop and produce value added products from
coconut, cocoa and kava.**

#	Questions	Answers
1	Our ompany specializes in food and beverage product development. Our work is grounded in creative collaboration with chefs from around the world. Could your chosen partner subcontract with us to provide Deliverables 1, 2 and 3 as described in Annex C to be considered?	Partnership could be done before submitting. Should several bidders wish to partner and submit a grouped, one whole proposal, that is acceptable providing that the resulting organisation submit the grouped proposal and is fully registered in UNGM (www.ungm.org). ITC wil only contract with one service provider.
2	How many documents should we send? Pages? Only one document with attached annexes or different documents separately?	Please send a technical offer tailored to the tasks and deliverables as specified in the terms of reference (ToR). Please send a financial offer separately using the excel sheet in Annex C. Please send all relevant supporting documentation. Only the financial offer should be separate, you could choose to send the rest of the files grouped or not depending on the allowed document size sent by email. There is no minimum pages for the technical offer.
3	How many documents should be signed? We can see that Annex B must be signed but we cannot identify any requirement about Annex C, where the signature gap appears explicitly.	Please sign the Annex B, UNGCC and Annex C (financial offer) as clearly mentioned in the Annex C (bottom right part of the Pdf document).
4	How flexible are the tasks and derivables proposed? Should we stick to the proposed tasks and deliverables or could we modify them slightly?	Bidders should stick as much as possible to the tasks and deliverables under this assignment. Bidder may if they deem relevant suggest additional tasks/deliverables for ITC's consideration though ITC cannot guarantee these additional tasks will be retained.
5	Referring to task 1: • We do not see the necessity of characterising existing developed products from the social companies. There is no added value on this task as they are already in the market and do not need scalability, but it would worth it to characterize some of the prototypes developed during the project. For the existing products it would be recommendable to work on qualitative feedback from our chefs and develop recipes based on them. These proposals could provide useful input for the companies. Is it possible to modify these deliverables ? • Regarding kavas, could you please specify which part of the plants are being used in order to determine which kind of characterization should be done? • Will all the products (cocoa, kavas and coconut) be sent raw? In order to determine which kind of characterization we will propose	The study of morphological and physicochemical characteristics will be done only for raw products (cocoa, kava and coconut). For already existing developed products from the social enterprises, we are expecting the selected vendor to review and assess the potential for commercialization in various markets (if the yare not already there). This can be done in different ways and we expect the selected vendor to provide us with its ideas and methodology. For kava, we are not decided as yet. We ask the selected vendor to provide us with his suggestions on this part and we will assess. Yes all the products will be sent raw and we will also send the products already developped by the social enterprises.
6	Referring to task 2: • At the beginning of the explanation, we can read that at least 4 semi-finished products for kitchen testing should be developed (prototypes) and 10 gastronomic recipes. However, when reading the deliverables scope, it says 18 Prototypes, 36 recipes for the development of prototypes (using each of the products: cocoa, coconut and kava) and 12 gastronomic recipes from each of the products are asked. We are not sure which requirement to follow. • Could you please specify more each concept and clarify differences between "prototypes", "recipes", "gastronomic recipes", "semi -finished products"? • Could our proposal be flexible with the amount of prototypes and recipes to be developed?	Here are the corrected deliverables: Propose at least twelve (12) [thought our ideal would be eighteen (18)] prototypes. Propose at least thirty (30) gastronomic reciepes [though our ideal would be thirty six (36) gastronomic development semifinished products (recipes)] for kitchen testing for the development of prototypes, using each of the products (cocoa, coconut and kava). We would ideally like the equal use of each product (ideally 12 for cocoa, 12 for coconut, 12 for kava if we consider thirty six (36) in total) in the receipes. Prototypes are the semi-finished products using the cocoa, coconut and kava (with the intention of replicated at industrial level). Gastronomic receipes and receipes are the same. They are smaller scale culinary appliation of these products (cocoa, kava and coconut) with a value addition component. The proposal should at least provide the minimum requirements but could suggest more elements if relevant for ITC's consideration.
7	Referring to task 3: • How many prototypes must these chefs try? It is not feasible to send 18 prototypes to 20 chefs and make them try all of the prototypes. The logistics needed and the personal involvement of these chefs requires time and resources that are not contemplated in this proposal. • As this is going to be a qualitative research task (not quantitative), it is not necessary to make all chefs try all the prototypes. To ensure a wide and heterogeneous chefs' feedback, we suggest assigning a certain number of prototypes to each chef.	The bidding company is expected to define all these areas of engagement according to its knowledge and experience and to define the appropriate methodology.
8	Referring to task 4: • Are designing and producing videos part of one of this task or is it an independent activity?	The selected service provider is expected to produce the content of the videos only.
9	Referring to task 5: • Could it be proposed other additional deliverables (apart from the specified ones) in order to ensure the 'collaboration with scientific researchers, gastronomy institutions and culinary stakeholders'? • Is it possible to plan activities and deliverables of task 5 throughout the other four main tasks? We understand collaboration with local institutions for conducting market opportunities identification, research and market feedback as a must for developing the rest of the tasks that are proposed.	Please refer to questions and asnwer 4. The bidder is free to define how to conduct and plan activities of task 5 in respect of the indicative completion timeline.