

BXL:15158

Information session : Minutes

19/06/2025

1. Opening and Purpose

Gino opened the meeting at 15:30, welcoming all attendees, confirming English as the working language, and outlining the agenda to clarify procedural and technical aspects of BXL-15158 tender.

2. Attendees

- **AMOUSSOU Gino** : Enabel (Procurement Officer, facilitator)
- **BAYINGANA Kristina** : Enabel (Manager for Strategic Evaluations) Managing official
- **Clémence Béjot** : Technopolis Group
- **Josmary Pérez** : EuroVertice
- **Lola Martínez** : EuroVertice
- **Paola Vallejo Patiño** : MDF
- **Arthur De Baere** : SOLV
- **Jéssica Jossias** : Paradigm
- **Nina Volles** : Paradigm
- **Carol Switzer** : Paradigm
- **Jean-Yves Saliez** : ADE
- **Rune Vingaard Rasmussen** : TANA Copenhagen
- **Davide Grison** : Sopra Steria
- **Khurram Jilani** : BDO LLP
- **Aline Verbrugge** : PwC

3. Key Clarifications

1. Subcontractor Documentation

Consortia must submit for each subcontractor:

- Form 6.1.4 (List of Subcontractors)
- Form 6.1 (Identification Form)
- Form 6.3 (Declaration on Honour)
- Form 6.4 (Integrity Statement)

- Articles of Association (or equivalent)
- Signed association agreement detailing each party's share

2. **Tender Eligibility**

Any organisation meeting the published criteria may submit a bid without prior invitation.

3. **Company Registration Number**

Provide the legally assigned registration number (e.g. VAT number in Spain), irrespective of jurisdiction.

4. **Publication of Q&A**

All questions and answers will be posted on the e-procurement platform by Tuesday, together with a one week extension of the submission deadline.

5. **Evaluation Timeline**

Approximately 150 working days (nine months) from contract signature, concluding by April 2026.

6. **Financial Offer Ceiling**

No fixed ceiling applies. Bids will be assessed on the best price-quality ratio within an indicative budget envelope.

7. **Methodology Submission**

- Eight A4 double-sided pages for introduction, vision and methodology
- Up to two additional A4 double-sided pages for the detailed practical approach (ten sheets in total)

8. **Scope of Instrument Inventory**

Based on Enabel's Strategy 2030, review pre-2017, current and prospective instruments, focusing on strategic relevance rather than quantity.

9. **Objective 2 Clarification**

Analyse instruments used by peer organisations and recommend those most pertinent to Enabel's international cooperation work.

10. **Electronic Signature Arrangements**

Organisations without Belgian eID should use an eIDAS-compliant qualified electronic certificate; full instructions to follow by Monday.

11. **Evaluation Matrix Detail**

The inception report must include a matrix aligned with award criteria, covering evaluation questions, judgement criteria, data-collection methods, sources, stakeholder-engagement strategy and data triangulation.

12. **Provision of Reference Documents**

During the performance phase, Enabel will supply strategic documents, annual reports and case studies; participants must source any external materials independently.

4. Conclusion and Next Steps

Gino and Kristina thanked participants for their engagement and emphasised the importance of originality, rigour and clarity in proposal development.