

Addendum n°4 to the Tender TZA25001-10037 Public service contract for “Consultancy Services for Venture Sourcing, Matchmaking and Entrepreneur Exchange Program in Tanzania, Uganda and Senegal”

With reference to the tender specifications published on 07 September 2026 and previous addenda, the Contracting Authority hereby further amends the tender as follows:

1. Submission Deadline

Amends: The cover page and Section C, Clauses 10.4 and 12.1, as previously amended by Addendum No. 3.

The tender submission deadline, previously extended to 22 October 2026 at 4:00 PM East Africa Time (EAT) under Addendum No. 3, is hereby further extended to:

28 October 2026 at 4:00 PM East Africa Time (EAT).

Accordingly, all references in the Tender Specifications and previous addenda to the tender submission deadline shall be read as 28 October 2026 at 4:00 PM East Africa Time (EAT).

2. Modification of Tenders Already Submitted

Tenderers who submitted their tender may modify their tender before the submission deadline by resubmitting only the document(s) they wish to replace. Any modification must:

- include duly signed revised documents
- be accompanied by a signed letter clearly identifying the tenderer as well as each revised document;
- be submitted in a sealed envelope, together with a PDF copy on a USB drive, in accordance with the submission requirements of the Tender Specifications; and
- clearly indicate on the envelope the **tender reference** and the wording: **“Modification of Tender”**

Modifications submitted solely by email will not be accepted. In the event of any discrepancy between the original and revised documents, the revised documents clearly identified in the signed letter and submitted before the deadline shall prevail. No modification to a tender may be submitted after the submission deadline.

3. Publishing The Questions and Answers (Q&A) Document

Through Addendum No. 4, the Contracting Authority formally publishes the Questions and Answers (Q&A Document) in annex 1.

Except as expressly amended by this Addendum No. 4, all other provisions of the Tender Specifications and previous addenda remain unchanged and in full force and effect. This Addendum No. 4 forms an integral part of the Tender Specifications and must be taken into account when preparing and submitting a tender.

**** End of Addendum No. 4****

Annex 1: Questions and Answers

S/No	TZA25001-10037- Consultancy Services for Venture Sourcing, Matchmaking and Entrepreneur Exchange Programme in Tanzania, Uganda and Senegal -Questions and Answers	
	QUESTIONS	ANSWERS
1.	The price form states, "Quantity (max total of 167 person-days)". - However, the instructions immediately below the price form state that "The total number of person-days cannot exceed 180 days." Given that the deliverables table adds up to exactly 180 person-days (15 + 35 + 45 + 50 + 35), it appears that the 167 days in the price form is a clerical error, while 180 person-days is the intended ceiling.	The maximum ceiling for the assignment is 180 person-days , consistent with the Deliverables and Payment Schedule. The reference to 167 person-days in the pricing form is a formatting inconsistency. Addendum n°3 was published to correct this error.
2.	Are fees to be paid according to the milestone schedule in Chapter 5, clause 3 (10% / 20% / 20% / 30% / 20%) irrespective of the number of days actually worked? Is the allocation of the person-days among the five expert categories left to the tenderer?	Payments will be made based on the approved deliverables and corresponding milestone payment schedule (10%, 20%, 20%, 30%, 20%). Tenderers may propose an allocation of person-days across the required expert profiles, provided that all minimum requirements and deliverables are adequately covered.
3.	The technical offer requires "at least 3 country anchors" (Chapter 8, clause 3), but the price form lists only five expert categories. Should country anchor days be priced within one or more of those categories, and if so, which? If they are to be priced separately, please provide a corrected price form with a dedicated line. Please also confirm whether experts must be named individuals with CVs, and whether a key expert may also serve as a country anchor.	Tenderers must identify at least three country anchors in their technical offer and describe their respective roles, responsibilities and allocation of person-days. Country anchors are not separate expert categories in the financial offer, and their costs must be incorporated into the proposed pricing. A key expert may also serve as a country anchor, provided that the proposed arrangement adequately meets the assignment requirements. Separate CVs for country anchors are not expressly required by the Tender Specifications.
4.	The price form has no line for the travel, accommodation or event costs of participating entrepreneurs in the exchange programme, and Chapter 5, clause 2.4 refers to in-person engagement "supported by available programme resources". Please confirm that these costs are outside the contract price and will be borne by Enabel or the programme. If they are to be included, please provide the assumptions to use (number of entrepreneurs and trips, routes, duration, class of travel, accommodation rates) and indicate the price line where they should appear.	The travel, accommodation, and event-related costs of entrepreneurs participating in the exchange programme are outside the scope and price of this contract. These costs will be arranged and paid separately by Enabel or the programme and should therefore not be included in the tenderer's financial offer.
5.	Chapter 5, clause 2.6 states that travel to countries other than Tanzania, Uganda and Senegal "may also be required". How would such travel be treated if it exceeds the reimbursable maximum amounts quoted in the price form?	Tenderers shall base their financial offers on the travel requirements specified in Chapter 5, Clause 2.6 of the Tender Specifications. Any travel to countries beyond Tanzania, Uganda and Senegal shall be subject to prior approval by Enabel and managed in accordance with the applicable contractual provisions. Any costs exceeding the prescribed reimbursable limits shall not be reimbursed.

6.	The price form lists accommodation only under "Reimbursable Costs – Local" and lists no accommodation under "International". Please confirm where accommodation for missions to Uganda and Senegal should be priced, and where per diems and meals should be priced. Chapter 3, clause 9.2 suggests that transportation (excluding flights) and insurance are included in the fees.	For the purpose of the price form, tenderers shall include the accommodation costs for all required consultant missions to Tanzania, Uganda and Senegal under the existing "Accommodation" line in the reimbursable-costs section. A single lump-sum amount covering all required accommodation should be quoted. Per diems, meals and subsistence expenses are not separately reimbursable and must therefore be included in the experts' daily rates. In accordance with Chapter 3, Clause 9.2, ground transportation and insurance must also be included in the daily rates. Only flights, accommodation and visa costs are to be quoted separately as reimbursable costs.
7.	The price form provides for WHT of 5% for local bidders and 15% for international bidders. Our consortium is led by a Tanzanian entity and includes members resident in other countries, with payment made to the lead. Please confirm whether the 5% rate will apply to the full invoiced amount, or whether the 15% rate will apply to the share attributable to non-resident members. Please also confirm how a double taxation agreement, where applicable, would be taken into account.	Withholding tax will be applied in accordance with Tanzanian tax legislation and based on the legal status and tax residence of the entity invoicing and receiving payment under the contract. Where the Tanzanian lead entity is the contracting party, submits the invoices and receives the full payment, Enabel will apply the applicable resident withholding-tax rate, currently 5%, to the full invoiced amount. Any tax obligations arising from the subsequent distribution of payments to non-resident consortium members remain the responsibility of the consortium.
8.	Please confirm whether VAT is applicable to this contract, as the price form refers to VAT "if applicable".	VAT is applicable to this contract in accordance with the relevant tax legislation. Tenderers registered or required to register for VAT in Tanzania should indicate VAT separately at the applicable statutory rate. Tenderers that are not legally required to charge VAT should enter zero.
9.	Does the 20-page limit for the technical offer apply to annexes such as organizational charts, work-plan tables and sample tools?	As specified in Chapter 8, Clause 3 of the Tender Specifications, the Technical Offer shall not exceed 20 pages, excluding the front page and table of contents. Organizational charts, work plans, implementation schedules and other supporting materials forming part of the Technical Offer must be included within the prescribed 20-page limit.
10	May tenderers include a dedicated line for a digital platform / license used to deliver sourcing, screening and MEL, or should such costs be absorbed within the expert person-day rates? The mandatory price form provides lines only for key-expert days and reimbursables.	The prescribed financial offer template provides budget lines for expert fees and reimbursable costs. Any costs associated with digital platforms, software licences or other tools required for the implementation of the assignment shall be incorporated into the tenderer's proposed prices. Tenderers shall not introduce additional dedicated budget lines outside the prescribed financial offer template.

11	Is there a CV format for experts that is stipulated or recommended?	There is no specific CV template prescribed for this tender. Tenderers may use their own format, provided that the CVs clearly demonstrate the qualifications, experience, and expertise of the proposed experts against the requirements outlined in the Terms of Reference.
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