



BID CLARIFICATION MATRIX 1

TENDER FOR

**CONSULTANCY SERVICES FOR THE PRE-FEASIBILITY ASSESSMENT OF KEY BORDER
INFRASTRUCTURE DEVELOPMENT IN CÔTE D'IVOIRE**

TENDER NUMBER: PRQ20240226

26th August 2024

TRADEMARK AFRICA

CONSULTANCY SERVICES FOR THE PRE-FEASIBILITY ASSESSMENT OF KEY BORDER INFRASTRUCTURE DEVELOPMENT IN CÔTE D'IVOIRE
TENDER NUMBER: PRQ20240226

SECTION 1: QUERIES AND RESPONSES

This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully by service providers in preparation and submission of bids.

It is divided into two sections: -

1. Section 1 contains the clarifications to queries raised and requested through the official bidding clarification email address (that is procurement@trademarkafrica.com).
2. Section 2 contains general tips on how to prepare and submit a competitive bid.

All communications must be directed to the procuring entity, Trademark Africa through procurement@trademarkafrica.com as provided for in the tender document.

SECTION 1: QUERIES AND RESPONSES

These clarifications are for those queries sought by bidders in line with the RFP of the tender document:

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response	Status
1.	ITC 14 - Part D Financial Proposal	Taxes	"A pre-feasibility assessment needs to be conducted in Côte d'Ivoire, but there are concerns regarding taxes being imposed by Ghana. This situation requires clarification." Ghana levies VAT @ 15% on technical services and a withholding of 20% of fees, Please confirm if we have to submit fees with VAT and if withholding taxes will be deducted.	Reference is made to Pro- forma 4 of the Financial Proposal templates on page 27. The financial proposal should detail the Sub-total amount (exclusive of applicable taxes), a breakdown of applicable taxes, and the Grand total amount (inclusive of taxes). The applicable withholding tax in Ghana will be deducted. We strongly recommend that bidders consult their tax experts for further guidance.	Closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response	Status
			Since the withholding tax is substantial, how do we bid?		
2.	ITC 27 - Terms of Reference	Scope of Work	"According to our understanding, the study is to be conducted in Côte d'Ivoire since we will be based there. Is it necessary to assess stakeholders in Ghana as well? If so, how should stakeholders in Ghana be assessed? Are there any pre-identified stakeholders, such as government officials or traders?" Will client provide introduction to various Ministries and Govt agencies such as agriculture, finance, trade, revenue and industry	A specific assessment of Ghana is not required at this time. However, it is advisable to remain informed about Trade Logistics initiatives near the Elubo border and highlight any potential impact on the Noé project.	Closed
3.	ITC 27 - Terms of Reference	Scope of Work	Will the focus should be on a country trade analysis or a border trade volume analysis. Is the formal border trade data available from the Government of Ivory Coast or a related Ministry? Will Trademark introduce the consultant to the Ministry?	The emphasis should remain on border trade, while drawing comparisons with total trade for context. Yes, TMA will ensure that the consultant collaborates closely with the Ministry of Trade.	Closed
4.	Contract for Consultancy Services	General Conditions	Please confirm if you require invoices for air travel, insurance, visa fees, food and miscellaneous, hotel bills and travel by land Please share specifics of bills such as formats and tax compliances etc	Where expenses are payable, invoices should be accompanied by proof of the expense. Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. The successful bidder will be required to submit verifiable documentation, such as receipts and invoices, to substantiate any reimbursable costs.	Closed

SECTION 2: TIPS ON HOW TO PREPARE AND SUBMIT A COMPETITIVE BID

1. Administrative: -

- 1.1 Correct language (with translation/s where different language is used);
- 1.2 Timelines complied with;
- 1.3 Full response to tender requirements;
- 1.4 Attachment of required documents as per the bid instructions such as:
 - 1.4.1 Registration certificate/s;
 - 1.4.2 Tax compliance/ registration;
 - 1.4.3 Professional registrations such as that for engineers, architects, environmentalists, accountants, supply chain experts, etc, etc;
 - 1.4.4 Power of attorney; and
 - 1.4.5 Audited accounts for the years requested.
- 1.5 Accurate sealing/ naming of bids envelopes; and
- 1.6 Timely submissions (no last minute rush!).

2. Technical: -

- 2.1 Very good methodology:
 - 2.1.1 Good work-plan.
 - 2.1.2 Understanding of TORs.
- 2.2 Evidenced based experience;
- 2.3 Excellent proposed team of experts/ personnel;
- 2.4 Compliant structure of bid;
- 2.5 Signed CVs of proposed experts/ personnel alongside declaration by individual of her/ his CV not being used by any other firm within the same bid especially where cross-biding is barred;
- 2.6 Keen attention on high/ important technical requirements/ qualifications areas & scoring more;
- 2.7 Quality assurance of the bid;
- 2.8 Well arranged, titled and easy to read proposal;
- 2.9 Defined jargon where used;
- 2.10 Demonstrated creativity and uniqueness of the technical bid;

3. Financial: -

- 3.1 Inclusion of taxes when advised to.
- 3.2 Fair pricing.
- 3.3 Signed submission form/s.

4. Post-award: -

- 4.1 Positive due diligence.
- 4.2 Accurate bid information.
- 4.3 Good performance (quality, cost, quantity, etc) on award of contract.

TRADEMARK AFRICA

26th August 2024