



**BID CLARIFICATION MATRIX NO.1**

**FOR**

**CONSULTANCY TO UNDERTAKE BASELINE, TIME AND TRAFFIC SURVEYS AND ENDLINE RESULTS MEASUREMENT**

**FWA NUMBER: TMA/FWA/IBM/04/2024**

**26<sup>th</sup> AUGUST 2024**

## BID CLARIFICATION MATRIX No. 1

### FRAMEWORK TITLE: CONSULTANCY TO UNDERTAKE BASELINE, TIME AND TRAFFIC SURVEYS AND ENDLINE RESULTS MEASUREMENT

**FWA NUMBER: TMA/FWA/IBM/04/2024**

This clarification matrix forms an integral part of the tender document and therefore, must be considered carefully considered 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 [frameworks@trademarkafrica.com](mailto:frameworks@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 [frameworks@trademarkafrica.com](mailto:frameworks@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:

S/No.	Query	Response	Status (closed/ open/ pending)
1.	Do we have to respond for all the East African countries, or can choose to intervene only in certain countries?	The Time and Traffic Surveys will be undertaken in any country of TMA operations, so the bidders under the Framework would be expected to have the ability to deploy in the particular country where the assignment is required, if a call for proposal is made.	Closed
2.	Could you specify the role of the "Core team members members)"?	Core team members are expected to work closely with the Team Leader providing their specialized technical expertise to manage the Time and Traffic Survey process. These could be Traffic Survey Specialists, Monitoring and Evaluation Specialists or Statisticians. The Bid is expected to document what roles will act as core members in addition to the Team Leader	Closed
3.	On page 11, part 4, it says "2 core team members" and on page 5, it says "3 members". Could you specify whether 2 or 3 core members are required?	Please make reference to the Evaluation criteria, that documents 2 core members.	Closed
4.	In Section 5 - Fees, do we need to put a figure on the cost of investigators?	No. The draft contract template is for your information at this stage and will be adopted once contracting is	Closed

		reached.	
5.	In Section 5 - Fees, should the "Fee rate per day (\$)" be stated inclusive or exclusive of VAT?	This corresponds to bids submitted during the call-off inclusive and exclusive of VAT mean the total cost with and without taxes respectively. The draft contract template is for your information once contracting is reached.	Closed
6.	In Section 5 - Fees, "Maximum number of days", what is the maximum number of days to be indicated? Does this correspond to an assignment?	This corresponds to an approximation of how many days the vender is expected to use to undertake the assignment if contracted, in case there is a call for proposal made.	Closed
7.	Page 9, part 3.0.2, it states "For individual consultancy frameworks or input based assignments, potential service providers shall be required to provide their daily rates in line with the fee rates schedule provided as Annex 3 of this document. Failure to comply with the rate card provided may lead to your submission being declared non-responsive". Annex 3 does not correspond to what is indicated. Could you please send us "the fee rates schedule"?	The TMA fee rates schedule is not applicable at this stage but at the call-off period which will then be shared.	Closed
8.	On page 10, part 3.2.3, it states "The contract will be formed at call-off stage. A draft contract is shown in Annex 8". Annex 8 is attached. Could you please send us this annex?	The contract template is provided as Annex 5 of the tender document.	Closed
9.	Page 17, part 6, it says "Fraud and Corruption Bidders are required to sign the Code of Ethics Policy, as contained in the tender documents at Annex 1." Does Annex 1 correspond to Annex 2 TMA SUPPLIER CODE CONDUCT?	No, Annex 1 is the CV template and Annex 2 is the TMA Supplier Code of Conduct which you will be required to dully fill and sign to be submitted with your proposal. The TMA Supplier Code of Conduct is also available on the website just below the tender document.	Closed
10.	We are a civil society organization, with activities in South Kivu; Walungu territory and we need clarification to subscribe to this offer (Terms of reference, expected deliverables, etc.)	Please proceed to download the tender documents you are interested in and follow the instructions in the tender document.	Closed

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## **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;
  - 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-bidding 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.

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