



BID CLARIFICATION MATRIX 2

TENDER FOR

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

TENDER NUMBER: PRQ20240226

3rd September 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 21. Packaging, Submission and Delivery	Submission Deadline	We kindly request TMA to consider extending the submission deadline by 2 weeks to submit a comprehensive bid.	The submission deadline has been extended to 13th September 2024 on or before (1200hrs GMT). Please refer to the tender extension notice published on the website on 3rd September 2024.	Closed
2.	ITC 27 - Terms of Reference	Budget	The estimated budget of USD \$ 90,000 - USD \$ 100,000 inclusive of all applicable taxes for this assignment seems very low given the range of activities to be covered, Can this be adjusted?	The estimated budget for this process has been enriched to a maximum range of \$200,000.00 inclusive of all applicable taxes.	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-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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