

**BID CLARIFICATION MATRIX 1**



**TENDER FOR**

**CONSULTANCY SERVICES TO CONDUCT ASSESSMENT OF THE DIGITAL FINANCIAL INCLUSION  
LANDSCAPE FOR WOMEN TRADERS AND YOUTH IN TANZANIA**

**[TENDER NUMBER: PRQ20240651]**

**20 DECEMBER 2024**

## CONSULTANCY SERVICES TO CONDUCT ASSESSMENT OF THE DIGITAL FINANCIAL INCLUSION LANDSCAPE FOR WOMEN TRADERS AND YOUTH IN TANZANIA

### SECTION 1: QUERIES AND RESPONSES

This section contains queries requested by bidders and responses provided against each in relation to Supervision services for the design and construction of water supply systems for seven border posts. All queries must be submitted to [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com) ONLY. TMA shall not answer any query relating to this tender seven days or less prior to the submission deadline.

S/No.	Query	Response	Status (closed, open or pending)
1.	You mentioned that the consultant should have registration in Tanzania. We are based out of Côte d'Ivoire. Are we eligible?	This process is open to all nations	Closed
2.	Our firm was recently set up (only this year) but with seasoned and experienced experts. Could you please confirm whether we could apply?	We encourage you to submit your application, as the evaluation will be conducted based on the specified criteria. While you may score lower on the firm's experience, there are opportunities to gain points in other areas. Additionally, you may consider forming a consortium with an experienced firm, as permitted under the provisions outlined in the tender document	Closed
3.	On reading the RFP, page 4 states that eligibility of firms from any country is permitted, but then on page 8 the RFP states that the firm should be registered in Tanzania. Could you please confirm that as we are not registered in Tanzania,	This process is open to all nations	Closed
4.	Can TMA share the available budget for this assignment?	We anticipate the competitive cost based on the scope of the work and market process for the similar service offered	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.

**TRADEMARK AFRICA**

**DECEMBER 2024**