

BID CLARIFICATION MATRIX 1



TENDER FOR

**CONSULTANCY SERVICES FOR CONDUCTING BASELINE ASSESSMENT FOR TMA SUPPORTED
PRIVATE SECTOR AND GOVERNMENT ORGANISATIONS IN TANZANIA**

[TENDER NUMBER: PRQ20240650]

07 January 2025

CONSULTANCY SERVICES FOR CONDUCTING BASELINE ASSESSMENT FOR TMA SUPPORTED PRIVATE SECTOR AND GOVERNMENT ORGANISATIONS 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 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.	We kindly request a deadline extension to 27th January to accommodate for the upcoming Christmas and New Year holiday.	Extension granted to 3 February 2024	Closed
2.	You mentioned that the consultant should have registration in Tanzania. We are based out of Côte d'Ivoire. Are we eligible?	The process is open to all firms regardless the place of registration/incorporation. You are eligible to apply	Closed
3.	Our firm was recently set up (only this year) but with seasoned and experienced experts. Could you please confirm whether we could apply?	Your encouraged to apply, you might miss score on firm experience but gain in other criteria	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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JANUARY 2025