

BID CLARIFICATION MATRIX 1



TENDER FOR

**CONSULTANCY TO UNDERTAKE ANALYSIS AND CAPACITY BUILDING FOR TMA'S WOMEN IN
TRADE EMPOWERMENT INDEX**

[TENDER NUMBER: PRQ20240531]

08 JANUARY 2025

CONSULTANCY TO UNDERTAKE ANALYSIS AND CAPACITY BUILDING FOR TMA'S WOMEN IN TRADE EMPOWERMENT INDEX

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.	<p>Our firm is less than one (1) year of existence but comprised of seasoned and experienced experts.</p> <p>Having a look at the firm-based notation, I was wondering if we could be eligible to this RFP.</p>	<p>You can consider an option of establishing a consortium with an experienced firm, as permitted by the provisions outlined in the tender document.</p>	Closed
S/No.	Query	Response	Status (closed, open or pending)
2.	<p>Our firm is less than one (1) year of existence but comprised of seasoned and experienced experts.</p> <p>Having a look at the firm-based notation, I was wondering if we could be eligible to this RFP.</p>	<p>You can consider an option of establishing a consortium with an experienced firm, as permitted by the provisions outlined in the tender document.</p>	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

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