

BID CLARIFICATION MATRIX 1



TENDER FOR

**CONSULTANCY SERVICES FOR THE DESIGN, DEVELOPMENT AND DEPLOYMENT OF THE FAIR
COMPETITION COMMISSION INFORMATION MANAGEMENT SYSTEM (FIMS)**

TENDER REF NO: PRQ20240480

20 JANUARY 2025

CONSULTANCY SERVICES FOR THE DESIGN, DEVELOPMENT AND DEPLOYMENT OF THE FAIR COMPETITION COMMISSION INFORMATION MANAGEMENT SYSTEM (FIMS)

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>We would appreciate to receive Software Requirement Specification (SRS) and Business Requirements Document (BRD) that will help us to fit the assignment costs within the budget properly as well as prepare a technical proposal with more relevance to FCC processes and requirements, as parts of ToR have required.</p> <table border="1"> <tr> <td>Objective 2: System Requirements</td> <td>Provided an appropriate approach for implementing the BRD and SRS</td> <td>2</td> </tr> <tr> <td></td> <td>Provided an appropriate approach for reviewing (and establishing status and tracing implementation) the BRD and SRS.</td> <td>2</td> </tr> </table>	Objective 2: System Requirements	Provided an appropriate approach for implementing the BRD and SRS	2		Provided an appropriate approach for reviewing (and establishing status and tracing implementation) the BRD and SRS .	2	These reports have already been shared and are on the tender page.	Closed
Objective 2: System Requirements	Provided an appropriate approach for implementing the BRD and SRS	2							
	Provided an appropriate approach for reviewing (and establishing status and tracing implementation) the BRD and SRS .	2							
2.	We would appreciate to get an extension so as to be able to prepare a quality response (as the provided time/weeks coincided with the end-of-year festivals, reducing the effective length of proposal preparation time)	Extension granted to 29th January 2025 AT 11:00am Tanzania time	Closed						

3.	<p>We would like to confirm the intended hosting approach as outlined under Objective 7: System Hosting Specification. Could you please clarify whether the hosting environment to be provisioned is on-site, cloud-based, or a hybrid setup? This information will assist us in formulating an accurate and comprehensive response to the RFP.</p>	<p>The system will be hosted on-premise though a DR plan is expected to be included in the high level infrastructure layout map.</p>	
4.	<p>On page 18, PART 1: Section B - Team Experience, a format is outlined for presenting each expert's experience as listed in the Terms of Reference (ToR).</p> <p>In ANNEX 3: Curriculum Vitae Template, it is stated that we should submit only one CV for each position mentioned for the proposed key personnel and short-term technical support personnel.</p> <p>Could you kindly confirm which of these templates we should use to illustrate our team experience effectively?</p>	<p>As is the norm, it anticipated that the CVs will be meticulously done such that it will capture all projects done independently or jointly as firm with emphasis on roles played in each assignment.</p> <p>Feel free to use any format that works best for you to provide an overview of the team's experience.</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

JANUARY 2025