

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 JANUARY 2025

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 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>1. Proposal templates: Could you kindly share all the proposal templates in editable formats (e.g., Word or Excel), as we were unable to transfer them neatly from the provided PDF ? Specifically, we are referring to the templates for the following sections:</p> <ul style="list-style-type: none"> • Annex 2: Technical Bid Submission Form • Annex 3: Curriculum Vitae Template • Annex 4: Financial Bid Submission Form • Annex 5: Financial Proposal Pro-Forma Templates (Pro-forma 1, 2, 3, and 4) • And any other templates you deem necessary. | <p>Thank you for your request. Unfortunately, we are unable to provide the proposal templates in editable formats such as Word or Excel. We kindly request that you work with the document format provided.</p> | Closed |
| 2. | <p>Scope and breadth of the study:</p> <ul style="list-style-type: none"> • Could you clarify the expected regional representation of the study? Are there specific geographic regions within Tanzania that the research should emphasize to ensure representative coverage of women traders and youth? • Regarding data collection, could you provide guidance on the anticipated sample size or level of granularity required for surveys, interviews, and FGDs? This will help us better align the methodology with your expectations. | <p>Bidders are expected to provide their own analysis and justification of the regions to be surveyed as part of their proposal. This should ensure that the study adequately captures diverse perspectives of women traders and youth across Tanzania.</p> <p>Similarly, bidders should propose an appropriate sample size for surveys, interviews, and focus group discussions (FGDs) based on their methodology and understanding of the Terms of Reference (TORs). The proposed approach should align with the objectives of the assessment and be well-justified in the technical bid.</p> | Closed |
| 3. | <p>We would like to clarify whether the firm must be registered in Tanzania?</p> <p>We see that there are 3 points allocated to this as per the scoring criteria so please explain whether this is a mandatory requirement (i.e., that at least one of the firms that makes up the partnership/consortium must be registered in Tanzania) or if that is not the case, if we are not registered,</p> | <p>The tender is open to all firms, both local and international.</p> | Closed |

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| | we will only lose the 3 points associated with this scoring criteria in the evaluation process? | | |
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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

JANUARY 2025