

**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]**

**20 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](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.	Can TMA share the available budget for <b>PRQ20240650</b>	Bidders are advised to propose a budget that is competitive and well-justified. The budget should align with the scope of work, deliverables, and methodology outlined in the Terms of Reference (TORs). TMA encourages bidders to demonstrate value for money in their financial proposals while ensuring high-quality outputs.	<b>Closed</b>
2.	Section 21 of the Request for Proposal (RFP) document indicates that the deadline for submission of the proposal is on or before 20 January 2025, at 11:00 AM Tanzania Time. However, on your website, it is mentioned in some places that the submission deadline is on or before 12 January 2025.	Tender Extended to Monday, 3rd February 2025, at 11:00 <b>a.m. Tanzania Time.</b>	<b>Closed</b>

## **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**