



BID CLARIFICATION MATRIX NO.1

FOR

CONSULTANCY TO CARRY OUT A BASELINE SURVEY AT TOG WAAJALE AND MOYALE BORDERS

TENDER NUMBER: PRQ20240877

20th JANUARY 2025

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TENDER TITLE: CONSULTANCY TO CARRY OUT A BASELINE SURVEY AT TOG WAAJALE AND MOYALE BORDERS

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This clarification matrix forms an integral part of the tender document and therefore, must be considered carefully considered by service providers in preparation and submission of bids.

It is divided into two sections: -

1. Section 1 contains the clarifications to queries raised and requested through the official bidding clarification email address (that is procurement@trademarkafrica.com).
2. Section 2 contains general tips on how to prepare and submit a competitive bid.

All communications must be directed to the procuring entity, Trademark Africa through procurement@trademarkafrica.com as provided for in the tender document.

SECTION 1: QUERIES AND RESPONSES

These clarifications are for those queries sought by bidders in line with the RFP of the tender document:

S/No.	Query	Response	Status (closed/ open/ pending)
1.	This assignment is eligible to individuals only. Applications received from firm consultants shall be automatically disqualified." Yet, other sections of the document include references to firm eligibility, such as:	The Assignment is for firms only and not individuals. Please consider the evaluation criteria in your bid preparation.	Closed
2.	The firm's previous relevant experience should include the client's contact details, description of the assignment undertaken, start and end dates of each assignment" (p. 6).	I believe these 2 clarifications are connected to the one above, which appropriately emphasizes that the assignment is exclusively for firms.	Closed
3.	The firm or consortium must demonstrate at least five (5) years' experience in undertaking baselines for infrastructure projects using qualitative and quantitative data collection and analysis methods" (p. 17).		Closed
4.	In some sections of the RFP shared, it references eligibility of applications for Consortia or Joint Venture (pg.5 of RFP), yet under section 8 of the same document, it states that only	The Assignment is for firms only and not individuals. Please consider the evaluation criteria in your bid preparation.	Closed

	individual consultants are eligible. Kindly clarify on the same.		
5.	The purpose of the email is to seek guidance on whether the above consultancy assignment is eligible to firms. While several statements in the Tor do mention firms, the eligibility section states that the assignment is eligible to individuals only	The Assignment is for firms only and not individuals. Please consider the evaluation criteria in your bid preparation.	Closed
6.	We would like to know if individual consultants or team members of the bidders are required to hold a consultancy license. We appreciate your prompt clarification to help us align our application accordingly	Not necessarily, although the firm is required to possess the necessary documentation, such as a certificate of incorporation and other items outlined in the tender document.	Closed

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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;
 - 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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