



**BID CLARIFICATION MATRIX**

**TENDER FOR**

**ADVISORY - TRADE POLICY, SUSTAINABLE TRADE & INVESTMENTS.**

**TENDER NUMBER: PRQ20240815**

**JANUARY 2025**

**TRADEMARK AFRICA**

**ADVISORY - TRADE POLICY, SUSTAINABLE TRADE & INVESTMENTS. - [Tender Number: PRQ20240815]**

**SECTION 1: QUERIES AND RESPONSES**

This section contains queries requested by bidders and responses provided against each in relation to **Advisory - Trade Policy, Sustainable Trade & Investments [Tender Number: PRQ20240815]**. 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.	Clause No. as per IFB	Point of Enquiry	Clarifications Required	Response	Status (closed, open or pending)
1.	RFP	Team Qualification	<p>Three experts are stipulated for purposes of the assignment where technical assistance is expected to span a period of two years:</p> <ul style="list-style-type: none"> <li>• Team Leader –Sustainable Trade Policy Specialist</li> <li>• Research, Investment &amp; Deal Structuring Expert</li> <li>• Project Management Expert</li> </ul> <p><b>Please clarify the level of effort (number of days each year) that is envisaged for each of the three experts over the two-year period</b></p>	<b>10-15days/month for each role depending on need analysis by the team leader</b>	Closed
2.	RFP	Team Qualification	<p>Research, Investment &amp; Deal Structuring Expert</p> <p>The expert should have licensed Investment professional (License should be attached)</p>	<b>The certificate should be acquired through Kenya's Institute of Certified Investment and Financial Analysts (ICIFA) or its equivalent. ICIFA is established through</b>	Closed

			<p>a) That you mean 'The expert should be a licensed investment Professional'</p> <p>b) Please clarify which license is being referred here by citing the licensing authority whose licence is referred)</p>	<p><b>Investment and Financial Analysts Act No. 13 of 2015.</b></p>	
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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-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.

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