



**BID CLARIFICATION MATRIX NO.1**

**FOR**

**ENHANCEMENT OF LABORATORY CAPABILITIES FOR STANDARDS QUALITY INFRASTRUCTURE AND SANITARY AND PHYTOSANITARY SYSTEMS**

**FWA NUMBER: TMA/FWA/SPS/01/2024**

**14<sup>TH</sup> FEBRUARY 2025**

## BID CLARIFICATION MATRIX No. 1

### FRAMEWORK TITLE: ENHANCEMENT OF LABORATORY CAPABILITIES FOR STANDARDS QUALITY INFRASTRUCTURE AND SANITARY AND PHYTOSANITARY SYSTEMS

**FWA NUMBER: TMA/FWA/SPS/01/2024**

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 [frameworks@trademarkafrica.com](mailto:frameworks@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 [frameworks@trademarkafrica.com](mailto:frameworks@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.	In "1.2 Eligibility Only consultancy firms/consortiums and joint ventures are eligible to apply for this framework" Kindly clarify if private limited companies who are distributors of required equipment's and have the required resources, skills and experience are eligible to participate or it must me consultancy firms only.	Yes, private limited companies are firms/entities. Please refer to the firm criteria set from the Tender Document.	<b>Closed</b>

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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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V1 (21.02.2023)