



**BID CLARIFICATION MATRIX 1**

**TENDER FOR**

**PROVISION OF GROUP LIFE ASSURANCE/GROUP PERSONAL ACCIDENT/ WIBA (GLA/GPA/WIBA)  
FOR EMPLOYEES OF TRADEMARK AFRICA (TMA)**

**TENDER NUMBER: PRQ20240960**

**FEBRUARY 2025**

**TRADEMARK AFRICA**

**TENDER TITLE: PROVISION OF GROUP LIFE ASSURANCE/GROUP PERSONAL ACCIDENT/ WIBA (GLA/GPA/WIBA) FOR EMPLOYEES OF TRADEMARK AFRICA (TMA)**

**TENDER NUMBER: PRQ20240960**

**SECTION 1: QUERIES AND RESPONSES**

This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully 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](mailto: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](mailto: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:

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response	Status
1.	ITC 27	Terms of Reference	Kindly share the sums assured (salaries) per country	GLA cover is not affected by the location of the employee. Breakdown per country is therefore not provided	Closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response			Status
				Grade	Total People	Average Monthly salary in USD	
				JG1	1	15,617.00	
				JG2	1	16,175.00	
				JG3	7	12,463.00	
				JG4	26	9,932.00	
				JG5	28	6,472.00	
				JG6	38	5,667.00	
				JG7	40	3,455.00	
				JG8	21	2,492.00	
				JG9	18	1,064.00	
				JG10	9	694.00	
				D1	1	13,624.00	
				P5	1	10,228.00	
				P3	1	7,772.00	

## **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**

**19<sup>th</sup> February 2025**