



BID CLARIFICATION MATRIX NO.1

FOR

CONSULTANCY SERVICES FOR TECHNICAL AUDIT SERVICES ACROSS ALL THE INFRASTRUCTURE

FWA NUMBER: TMA/FWA/INFRA/08/2024

21 February 2025

BID CLARIFICATION MATRIX No. 1

FRAMEWORK TITLE: CONSULTANCY SERVICES FOR TECHNICAL AUDIT SERVICES ACROSS ALL THE INFRASTRUCTURE

FWA NUMBER: TMA/FWA/INFRA/08/2024

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).
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 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.	<p>Clause: Table 2: Part B - Selection criteria Sl. No. 1 Page No.: 15</p> <p>Proven track record of successful technical audits in similar infrastructure projects (roads, ports, rails, yard and border posts). We kindly request you to consider broadening the criteria for proven track records to include:</p> <ul style="list-style-type: none">• Successful technical audits or design reviews in infrastructure projects and or• Successfully completed design and detailed engineering of ports, border posts, industrial parks, SEZs, and similar projects. <p>This adjustment will allow a wider pool of qualified firms to showcase their relevant expertise and contribute to the competitive nature of the selection process</p>	<p>Rejected.</p> <p>This is a 'Technical Audit Services Across all Infrastructure' and experience in this specific task rather than related/similar is expected.</p>	<p>Closed</p>

2.	<p>Clause: Table 2: Part B - Selection criteria Sl. No. 3 Page No.: 15</p> <p>Demonstrated experience of undertaking three (3) similar assignments within the last 5 years-each assignment undertaken should be equivalent to a minimum contract sum of USD 30,000</p> <p>We kindly request you to consider revising the experience criteria to include demonstrated experience of undertaking three (3) similar or related assignments within the last 10 years, rather than within the past 5 years. This adjustment would foster broader competition and provide an opportunity for more qualified bidders to participate.</p> <p>We believe this change will enhance the quality of submissions and ensure a more competitive selection process.</p>	<p>Rejected.</p> <p>This is a 'Technical Audit Services Across all Infrastructure' and experience in this specific task rather than related/similar is expected. Experience within the last 5yrs desirable.</p>	Closed
2.	<p>In Contract for Consultancy Services, Section 5 - Fees:</p> <p>Could you confirm if the unit rate we are supposed to provide applies for the entire duration of the agreement? Or is there any provision for price escalation since this framework spans a 3-year duration?</p>	<p>Kindly provide the daily rates only as per the guidance from your organization, Further engagement and negotiations will be made with successful bidders at the time of contracting.</p>	Closed
3.	<p>Under the Terms of Reference Key expert 4: Structures/bridges and Geometric Design Engineer. Are these two separate individuals or just one?</p>	<p>Update on Key expert numbering.</p> <p>Key expert-4 5: Structures/bridges and Geometric Design Engineer.</p> <p>Key expert 5 6: Environmental and Social Safeguards Expert</p> <p>Key Expert 'Key expert-4 5: Structures/bridges and Geometric Design Engineer.' Refers to one individual.</p>	Closed
4.	<p>We consequently need clarification on clause 1.3.1 of the tender documents allowing for only one proposal bidder. Does this cover all framework contracts? The grouping of tenders referred to in this clause is unclear. Can we submit proposals for all three contracts outlined above?</p> <p>Additionally, Clause 3.0.2 of Section 3 states, "For individual consultancy frameworks or input-based assignments, potential service providers shall be required to provide their daily rates in line with the fee rate schedule provided as Annex 3 of this document. Failure to comply with the rate card provided may lead to your submission</p>	<p>Clause 1.3.1 refers to all framework contracts. Only one proposal is allowed per bidder per lot. However, bidders may submit proposals across multiple lots where they meet the required qualifications. Financial information is not required at this stage. Demonstrate your technical capacity.</p>	Closed

	<i>being declared non-responsive.</i> " The schedule is NOT provided in Annex 3 in the documents.		
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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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