



BID CLARIFICATION MATRIX NO.1

FOR

MINOR BUILDING AND CIVIL WORKS FOR WATER SUPPLY, SANITATION FACILITIES, CROSS BORDER MARKETS, WAREHOUSES, LABORATORY REFURBISHMENT, AND ASSOCIATED REFURBISHMENT WORKS

FWA NUMBER: TMA/FWA/INFRA/07/2024

21 February 2025

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FRAMEWORK TITLE:

MINOR BUILDING AND CIVIL WORKS FOR WATER SUPPLY, SANITATION FACILITIES, CROSS BORDER MARKETS, WAREHOUSES, LABORATORY REFURBISHMENT, AND ASSOCIATED REFURBISHMENT WORKS

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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 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.	In the personnel qualification and competence, there is a requirement of Marine Engineer, which we believe is not necessary for the works involved in this project. As per the works described in the prequalification bid document, minor building construction, civil works, water supply and refurbishment works are involved, not any marine engineering works. Please clarify the above and if the marine engineer is not necessary for this project, please remove the requirement from the prequalification.	Retain Marine Engineer. This is a Frame work contract and Marine related locations are part of TMA area of support.	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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