



BID CLARIFICATION MATRIX NO.1

**RECRUITMENT OF AN INDIVIDUAL EXPERT FOR CONSULTANCY FOR PRE-FEASIBILITY
STUDY ON COST RECOVERY MECHANISM FOR ONE-STOP BORDER POSTS (OSBPS) IN
EAST AFRICA**

EOI NUMBER: PRQ20241169

FINANCED & PROCURED BY

TRADEMARK AFRICA

19th MARCH 2025

BID CLARIFICATION MATRIX NO.1

TENDER TITLE: RECRUITMENT OF AN INDIVIDUAL EXPERT FOR CONSULTANCY FOR PRE-FEASIBILITY STUDY ON COST RECOVERY MECHANISM FOR ONE-STOP BORDER POSTS (OSBPS) IN EAST AFRICA

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This **Bid Clarification Matrix No. 1** forms an integral part of the Request for Proposals 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 clarifications to queries raised through the official bidding clarification email address (that is 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 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 Expression of Interest (EOI) of the tender document:

Table 1: Queries and responses as received and responded to by the procuring entity.

| Sl. No. | Our Comments / Clarifications required | Clarification | Status |
|---------|---|--|--------|
| 1. | It seems there is extensive travel required to border posts on this project. Does the individual consultant have to carry his/her own costs for travel, accommodation and subsistence on these trips? | The consultant must factor in all cost related to the assignment, in their submission. | Closed |
| 2. | Does the consultant need to provide a price at this stage? | No, at this point, the consultant is required their technical proposal, among other documents that have been requested, to demonstrate their ability to complete the assignment. Consultants will be evaluated based on the criteria outlined in the tender document. Those who achieve at least 49 out of 70 will be invited for the interview stage, with further instructions provided afterward. | Closed |
| 3. | | | |

SECTION 2: TIPS ON SUBMITTING A WINNING BID

Administrative

- Correct language (with translation/s where different language is used);
- Timelines complied with.
- Full response to tender requirements.
- Attachment of required documents as per the bid instructions such as:
 - o Registration certificate/s;
 - o Tax compliance/ registration.
 - o Professional registrations such as that for engineers, architects, environmentalists, accountants, supply chain experts, etc.,
 - o Power of attorney; and
 - o Audited accounts for the years requested.
- Accurate sealing/ naming of bids envelopes; and
- Timely submissions (no last-minute rush!).
- Separate Technical and Financial proposal.
- Bid security to be in technical proposal.

Technical

- Availability of equipment and personnel
- Very good methodology.
 - o Good work-plan.
 - o Understanding of TORs
- Evidence based experience.
- Proposed excellent team of experts/ personnel.
- Compliant structure of bid.
- 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.
- Keen attention on high/ important technical requirements/ qualifications areas & scoring more.
- Quality assurance of the bid.
- Well arranged, titled and easy to read proposal.
- Defined jargon where used.
- Demonstrated creativity and uniqueness of the technical bid/.

Financial:

- inclusion of taxes when advised to.
- fair pricing.
- signed submission form/s.

Post-award:

- positive due diligence.
- accurate bid information.
- good performance (quality, cost, quantity, etc.) on award of contract.