



BID CLARIFICATION MATRIX

TENDER FOR

CONSULTANCY SERVICES FOR INCLUSIVE CROSS BORDER TRADE AT MOYALE

TENDER NUMBER: PRQ20241228

MARCH 2025

TRADEMARK AFRICA

CONSULTANCY SERVICES FOR INCLUSIVE CROSS BORDER TRADE AT MOYALE. - [Tender Number: PRQ20241228]

SECTION 1: QUERIES AND RESPONSES

This section contains queries requested by bidders and responses provided against each in relation to **Consultancy Services for Inclusive Cross Border Trade at Moyale. [Tender Number: PRQ20241228]**. All queries must be submitted to procurement@trademarkafrica.com ONLY. TMA shall not answer any query relating to this tender **seven days** or less prior to the submission deadline.

S/No.	Clause No. as per IFB	Point of Enquiry	Clarifications Required	Response	Status (closed, open or pending)
1.	RFP	Firm Experience	For the projects we have done, what type of evidence are we expected to submit along with the proposal? Would Scope of Work Completed (SWC) or reference letter suffice?	Yes. Both scope of work and reference letter would suffice.	Closed
2.	RFP	Project Location	Which specific part of Moyale will the assignment focus on? Since Moyale exists in both Ethiopia and Kenya, clarification is needed. In Ethiopia, there are Moyale in the Oromia Region and Moyale in the Somali Region. In Kenya, Moyale is the largest town in Marsabit County, bordering Ethiopia. Can you provide more information?	Political analysis will need to understand the policy and social drivers from all angles (i.e. all of the border areas you refer to). It will also be important to consider the relationships between these country / regional authorities and the federal authorities. This is critical to understand how much authority (e.g., for customs related border movements) rests at the regional level and how much rests at the central government level.	Closed

3.	RFP		<p>The financial proposal should clearly estimate, as a separate amount, the different applicable taxes, duties, fees, levies, and other charges imposed in Kenya under the applicable law.</p> <p>As a firm registered and based in Ethiopia, are we required to present an estimate under Kenyan tax law? Additionally, since Ethiopian tax law applies to us as a firm based in Ethiopia—and part of the work is also conducted on the Ethiopian side of the border—which country's tax regulations will apply in our case?</p> <p>Furthermore, on page 7, under Taxes, it also states: "TMA funds shall not be used to meet the cost of any Value Added Tax (VAT)."</p>	<p>The bidder should quote prices inclusive of all expenses and taxes with rates as advised by their tax advisors, TMA is VAT exempted, bidders will submit financial proposal inclusive of VAT where applicable and TMA will issue a VAT exemption certificate after the payment has been made for bidders to claim back the VAT.</p>	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, 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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