



PRE-BID MEETING MINUTES

**FOR
MONITORING, EVALUATION, AND LEARNING (MEL) PARTNER FOR THE WOMEN AND YOUTH ECONOMIC
EMPOWERMENT IN FISHERIES THROUGH INCLUSIVE MARKET ACCESS PROGRAM**

[TENDER NO: PRQ20241248]

FINANCED & PROCURED BY

TRADEMARK AFRICA

VENUE: VIRTUAL MEETING VIA MICROSOFT TEAMS

DATE & TIME: 27TH MARCH 2025 AT 10.00 A.M. (NAIROBI TIME).

PRQ20241248 - MONITORING, EVALUATION, AND LEARNING (MEL) PARTNER FOR THE WOMEN AND YOUTH ECONOMIC EMPOWERMENT IN FISHERIES THROUGH INCLUSIVE MARKET ACCESS PROGRAM

ATTENDANCE

TMA Representatives & Bidders

APOLOGIES

No apologies were received.

MINUTE 001/27/2025: INTRODUCTION

The meeting started at 10:07 A.M. and was called to order by the Procurement Lead which was followed by a self-introduction by first all TMA attendees, and all bidder representatives present.

The presence of all representatives of the attending firms was acknowledged and they were all welcomed to the session.

MINUTE 002/27/2025: PRE-BID SCHEDULE AND ACTIVITIES

The Procurement team took the participants through the proposed program for the day, indicating the activities for each as follows: -

- 1) Project brief and Procurement requirements Presentations by the Procurement team,
- 2) Technical Presentation from the Technical team,
- 3) Queries and answers; and
- 4) Conclusion/ adjournment.

MINUTE 003/27/2025: PRE-BID SCHEDULE AND ACTIVITIES

During the session, the presentation on what was expected by the procurement team was well-detailed to the bidders. The Technical team then, exclusively presented on scope, project timelines, and deliverables as detailed in the tender document. The TMA team then allowed all bidders to ask questions to seek clarifications on the areas of their concerns regarding the scope of the assignment as well as any other queries related to the process.

MINUTES 004/27/2025: PROJECT BRIEF

The bidders were taken through a detailed brief of the project objectives, timelines, and requirements by the project team and procurement team from TMA. This was done by way of a PowerPoint presentation.

MINUTE 005/27/2025: QUESTION AND ANSWER SESSION

After the presentation, bidders were informed that the pre-bid meeting would not necessarily be able to answer all questions raised, but all questions would be documented, and appropriate responses prepared and uploaded to the TMA website. Questions raised and answers provided during the meeting were recorded and uploaded on the TMA website as **Clarification Matrix 1**.

Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document for TMA procurement to compile a clarification matrix to be uploaded on TMA website.

MINUTE 006/27/2025: CONCLUSION/ ADJOURNMENT

The TMA team appreciated all participants for their attendance and cooperation. They were all wished the very best in pursuit of securing the contract for the assignment under tender and were assured of the Procuring Entity's commitment to a smooth and transparent process.

There being no other business, the meeting concluded at **11:02 A.M Nairobi** Time.

TRADEMARK AFRICA

27TH MARCH 2025

