



BID CLARIFICATION MATRIX NO.1

**SCOPING, DESIGN AND IMPLEMENTATION OF CROSS-BORDER FISH TRADE
PROGRAMME IN NIGERIA AND HER NEIGHBOURING COUNTRIES**

PRQ20241231

FINANCED & PROCURED BY

TRADEMARK AFRICA

22nd APRIL 2025

BID CLARIFICATION MATRIX NO.1

TENDER TITLE: SCOPING, DESIGN AND IMPLEMENTATION OF CROSS-BORDER FISH TRADE PPROGRAMME IN NIGERIA AND HER NEIGHBOURING COUNTRIES

TENDER NUMBER: PRQ20241231

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 Invitation to Tender (ITT) 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.	Does the scope of this RFP cover only the situational analysis, or does it include the entire programme lifecycle – i.e., the situational analysis, programme design, and implementation phases?	The scope covers the entire programme lifecycle ie Phase 1 - situational analysis; and Phase 2 - Programme design and Implementation phase. Bidders are expected to submit a proposal that demonstrates both phases of the assignment.	Closed
2.	Are we expected to submit the technical and financial proposals for just the situational analysis, or should these proposals also cover the design and implementation phases of the programme?	The Financial proposal should cover the full scope of the assignment, as explained above. It should clearly show the financial breakdown for each phase and the cumulative amount.	Closed.
3.	Request for clarification whether the bidder is expected to submit the technical and the financial proposal for only phase 1 or for both the phases.	Please note that your proposals (technical and financial) are expected to cover the full scope of the assignment, including Phase 1—situational analysis—and Phase 2—programme design and Implementation.	Closed
4.	Given that the scope of the Women & Youth Economic Empowerment in Fisheries sector through Inclusive Market Access Programme in West Africa covers only Nigeria, will the program implementation cover Nigeria or all five West African countries listed in the study?	The scope for the program implementation will only cover Nigeria and her cross-borders with Benin, Niger, and Cameroon. Nigeria-Benin Border - Seme-Krake Border Post. Nigeria-Niger Border- Kebbi, Sokoto, and Katsina States. Nigeria-Cameroon Border- Cross River and Akwa Ibom States	Closed
5.	What is the indirect cost limit for this opportunity	There's a 10% limit on indirect costs, but the cost incurred should be directed to delivering the assignment from the Situational analysis, design, and Implementation.	Closed

6.	Is there a budget cap we should consider?	<p>The budget is within the range of USD 1.2Million – USD 1.7Million. It's at the bidder's discretion to give the most cost-effective budget to deliver the assignment.</p> <p>Direct people costs are attributed to salaries and benefits of individuals with a 100% level of effort dedicated to implementing the program.</p> <p>Indirect People Costs: for the salaries of key staff who will be crucial to the program's success, with a level of effort ranging from 1% to 70%.</p> <p>Travel Costs: Travel costs under the program will be in-country during implementation.</p>	Closed
7.	Can I again get clarification that international bidders are welcome? In terms of the wording 'The resultant Contract will be domiciled in Kenya.' - can you confirm that this means that the project will be run out of the TMA office in Kenya and therefore we need to comply with Kenyan tax requirements?	<p>Yes, all bidding firms who are qualified are welcome to submit their proposals for the assignment.</p> <p>Yes, the project will be run out of the TMA office in Kenya, and therefore, bidders are required to comply with Kenyan tax requirements.</p>	Closed
8.	Is it possible to get an extension on the deadline of April 28th? Considering insights gained from the pre-bid meeting today, and the considerable duration of the project scope, extending the deadline would allow more time to give the proposal the consideration it requires.	Yes, extending the submission deadline to 5 May 2025	Closed
9.	Kindly confirm the education and experience criteria of the Project Team.	Refer to the evaluation criteria -Clause 18: Technical evaluation	Closed
10.	Clause 2 of Evaluation Criteria Page 9 of RFP, While our direct experience in Nigeria is limited, we bring robust and relevant expertise from across East Africa as well as The Gambia and Gabon. We'd really appreciate it if our pan-African experience could be considered as part of the evaluation. We'd love the opportunity to support this work and bring our regional perspective to the table and enable a qualitative competition.	Ok. Emphasis will be laid on the technical capacity to deliver the assignment.	Closed

11.	<p>Section 4.1 Situational Analysis Inception Report: Page 18 of RFP, Requesting for clarification on the methods for gathering data (surveys, interviews, field visits, digital apps.</p> <p>Is there any other application which needs to be integrated through API for the situational report?</p> <p>Is there any data already in digitized format that needs to be migrated?</p>	<p>A mix of both primary and secondary data gathering methods and tools will be desirable.</p> <p>Depends on the bidder's capacity to integrate an API, though it is optional.</p> <p>No data gathered yet, safe from what's available for the general public's use.</p>	Closed
12.	<p>Section 3.2 Program Design and Implementation Page 18 of RFP;</p> <ul style="list-style-type: none"> i. "Designing and implementing capacity-building programs on entrepreneurship, financial literacy, and technical skills." – What would be the count of approximate beneficiary if the capacity building is the responsibility of the bidder? ii. "Developing and implementing monitoring, evaluation, and learning (MEL) framework to assess program impact." – The application will have the dashboard of all the KPIs to monitor & track the progress of the program and help the decision maker in case of any modification required to the program? iii. "Facilitating access to finance through linkages with microfinance institutions and investors." – Will there be any requirement for a loan module to provide financial support to the beneficiary? 	<p>The beneficiary count is expected to be yielded from the Situational analysis.</p> <p>The MEL framework is a key program management tool</p> <p>The program focuses on facilitating access to financial services; thus, a loan module should be mediated through financial institutions.</p>	Closed
13.	<p>Regarding Scope of Work for Situational Analysis - Request for clarification on complete application to track Producers → Processors → Distributors → Consumers</p>	<p>The MEL framework should capture the progress of program participants.</p>	Closed
14.	<p>Regarding Scope of Work for Situational Analysis - Does TMA require a registration module to track the gender and age for the analysis of the beneficiary ?</p>	<p>Yes, which will be integrated with the overall program repository database</p>	Closed

15.	Regarding Scope of Work for Situational Analysis - Will there be any GIS integration to track the supply chain management?	Yes, a great integration for traceability	Closed
16.	Regarding Scope of Work for Situational Analysis - For Cross-Border Trade Analysis do we need to track only the volume of trading?	Refer to the description of the SOW for the Cross-border Trade	Closed
17.	Regarding Scope of Work for Situational Analysis - Will there be any survey form to collect data from beneficiary?	It's part of what the SoW entails. We expect the consultant to develop all data collection tools, analysis, and interpretation	Closed
18.	Regarding Scope of Work for Situational Analysis - Policy & Regulatory Analysis - Will there be any repository/knowledgebase for policy document or guidance in the application for cross border trading?	Part of the Scope -secondary data. We expect the Consultant to carry out a secondary data review and later develop a repository and body of knowledge for future reference.	Closed
19.	Regarding Scope of Work for Situational Analysis - Does the application need to have any Route Optimization Tool: Suggest optimal corridors based on cost/time/logistics?	Nigeria's cross-border fish trade is particularly active along its borders with Benin, Niger, and Cameroon. These regions facilitate significant volumes of fish imports and exports, driven by both formal and informal trade activities	Closed
20.	Regarding Scope of Work for Situational Analysis - Will there be any option for document generation for the Simplified Goods Declaration under the ECOWAS Trade Liberalization Scheme (ETLS) by providing some basic details so that women/youth may generate it conveniently?	Yes. One of the key deliverables during implementation	Closed

21.	Regarding Scope of Work for Situational Analysis - Does TMA require Stakeholder Mapping & Engagement Module where all the stakeholders like markets/buyer/Client are onboarded?	The stakeholders/program participants will be onboarded on the program DB.	Closed
22.	We underrated that the project to be carried out in two phases. We want to know that should we consider both phases for Financial Proposal or only phase 1?	Please note that your proposals (technical and financial) are expected to cover the full scope of the assignment, including Phase 1—situational analysis—and Phase 2—programme design and Implementation. Clearly show the financial breakdown for each phase and the cumulative amount.	Closed
23.	Section 3.1.a (Literature Review), Page 17 of RFP - What is the estimated volume of available data (e.g., trade statistics, stakeholder records) for the situational analysis?	The assignment is to gather and consolidate for the informed program design and implementation	Closed
24.	Section 3.1.d (Commodity & Market Analysis), Page 17; Section 3.1.f (Gender Analysis), Page 17 of RFP - Request for clarification on the functionalities and limitations of any current data capture systems for fish trade or gender-specific metrics?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed
25.	Section 3.1 (Situational Analysis), Page 16; Deliverable 4.2 (MEL Framework), Page 18 of RFP - Is there existing applications or platforms used by TMA or partners to capture fish trade or value chain data in Nigeria and neighbouring countries?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed
26.	Section 3.1.c (Cross Border Trade Assessment), Page 17; Section 3.1.g (Policy and Regulatory Review), Page 17 of RFP - Request for any specific datasets on trade volumes, SPS compliance, or gender barriers already collected, and what is their size?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed

27.	Section 3.1.i (Reporting and Deliverables), Page 18; Deliverable 4.1.ii (Situational Analysis Report), Page 18 of RFP - Request for details on how frequently is fish trade, market, or regulatory data updated (e.g., daily, monthly, annually)?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed
28.	Section 3.1.g (Policy and Regulatory Review), Page 17; Deliverable 4.1.ii (Situational Analysis Report), Page 18 of RFP - What are the typical lag times for accessing updated trade or SPS data from ECOWAS or national agencies?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed
29.	Section 3.1.a (Literature Review), Page 17; Section 3.1.b (Stakeholder Identification, Mapping & Analyses), Page 17 - Can TMA provide a list of primary and secondary data sources for fish trade, stakeholder, and policy analysis?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed
30.	Section 3.1.g (Policy and Regulatory Review), Page 17; Section 3.1.a (Literature Review), Page 17 of RFP - Are prioritized data sources (e.g., AfCFTA portals, government databases) publicly accessible or permission-restricted?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed
31.	Deliverable 4.2 (MEL Framework), Page 18; Section 1 (Program Objectives), Page 14 of RFP - Are there predefined KPIs for the MEL framework, or should the consultant propose them based on findings?	Part of the deliverables from the situational analysis, for the consultant to design and implement in close consultation with the TMA team	Closed
32.	Section 3.1.f (Gender Analysis), Page 17 of RFP; Section 3.1.a (Literature Review), Page 17 of RFP - Are there existing datasets on gender-specific barriers in fisheries, and can TMA provide access or references?	TMA is new to Nigeria, and the fish sector thus the reason for the assignment	Closed

33.	Requesting to share the Format for Supplier Code of Conduct	Please note this has already been provided on the website.	Closed
34.	Are there any baseline data or benchmarks for job creation and trade volumes to measure program impact?	It's part of the secondary data gathering expected from the consultant	Closed
35.	We have reviewed the RFP document and seek clarification on the scope of work outlined. Based on our understanding, the current scope appears to focus primarily on study, analysis, and reporting activities. Could you kindly confirm whether any IT interventions—such as development of digital tools, dashboards, software systems, or implementation of technology platforms—are expected as part of the deliverables? If so, we would appreciate further details regarding the nature and extent of such interventions.	The RFP has two key sections: Part 1: Situational Analysis And Part 2: Design and Implementation of the program. The Consultant will work with the TMA internal Digital team for IT interventions, thus not a requirement for the theme to develop.	Closed

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.