



BID CLARIFICATION MATRIX NO.2

CONSULTANCY FOR INCLUSIVE CROSS BORDER TRADE AT MOYALE

PRQ20241228

FINANCED & PROCURED BY

TRADEMARK AFRICA

24th APRIL 2025

BID CLARIFICATION MATRIX NO.2

TENDER TITLE: CONSULTANCY FOR INCLUSIVE CROSS BORDER TRADE AT MOYALE

TENDER NUMBER: PRQ20241228

This **Bid Clarification Matrix No. 2** 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 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.	In regard to the Evaluation criteria No.2, . "Firm and Key Experts' qualifications and competence for the Services: 2.1 Demonstrated experience of the firm undertaking three (3) similar assignments within the last 5 years." Kindly consider the three (3) Similar assignments within the last 10 years instead of 5 years.	Kindly respond as per evaluation criteria.	Closed.
2.	With regard to Criterion 2.1 "Demonstrable experience...", our interpretation is that these assignments need not yet be completed, and that ongoing assignments can be utilised - so long as evidence of their implementation and corresponding samples can be provided. Is this correct?	Yes, on-going assignments are permissible. Please ensure you are clear in your submission of completed assignments and assignments on-going.	Closed.
3.	The evaluation criteria include a section (Section unnumbered) pertaining to "Supporting Team Members", which has no specific roles (and thus no corresponding evaluable CVs) associated. Please confirm whether narrative justification or indication of how bidders comply, or intend to comply, with the requested criteria in this section would be sufficient;	Please draft as you suggest which is a narrative about supporting team members. Name and CVs are always useful to support your narrative.	Closed.
4.	Where bidders find necessary technical skills or experience lacking in the profiles provided in the ToR and wish to include such skills for these needs or requirements, how would these be considered and incorporated into the evaluation criteria / scoring considerations. Would submission of additional CVs for NKE roles be scored and/or considered, or should such profiles rather be included as NKE profiles (with no corresponding CVs) and how would they be scored?	Scoring will strictly follow the outlined criteria. Bidders who choose to include additional consultants will be at their own accord, but these will not be factored into the evaluation.	Closed

5.	Regarding Component 3, please advise which specific country's Embassy this Technical Note will be prepared for / with.	The Republic of Ireland	Closed.
6.	Under Component 1 in the ToR, Subsection "Monitoring and Evaluation", point (i) indicates need to update the Ethiopia Country Results Framework at outcomes and outputs level. Please clarify exactly what TMA envisions the consultants to undertake and achieve through this activity.	Once successful TMA will share its country results framework for Ethiopia and the consultants will be expected to support the population of this framework with the very latest data developed under this work stream. Essentially drawing in new data to show the full implementation of the expected results.	Closed.
7.	Can Bidders include a Proposal Cover Page and Table of Contents with their overall Proposals?	Yes.	Closed.
8.	Could you please clarify that the Part B Executive Summary is exempt from the 10-page limitation of Part C General and Technical Proposal?	Yes.	Closed.
9.	Can Bidders also provide contract invoices as evidence of work completed for previous assignments?	Yes.	Closed.
10.	Page 18 of the Tender document requires fluency in English, Amharic, Oromia, and Somali. Can individual team members meet this requirement by being fluent in at least two of these languages, if the entire team collectively covers all four	Yes.	Closed.

11.	It is our understanding that the 10-page limit for the technical proposal applies to a) Technical Approach and Methodology and b) Work Plan sections only, while the Organization and Staffing descriptions, including the associated Annex tables for proposed personnel and staffing schedule (under Evaluation Criterion 2) are not part of this 10-page limitation. Please confirm.	Yes, please keep your technical proposal top the 10-page limit.	Closed
12.	Could you please clarify if the maximum budget for the assignment between USD 230,000 – USD 250,000 is inclusive of all taxes applicable, as also noted under section 4. Financial Limit of the Annex 6: Draft Contract Template?	Yes, inclusive of all taxes.	Closed
13.	On page 15 of the RFP, under the Objectives, you have indicated that "The capacity building programme will complement the market construction at Moyale and provide skills to 250 women traders to ultimately increase the participation in cross border trade". On the same page, under Component one, you have indicated that" Identify and train 200 women traders (including those operating in the market) based on the curriculum developed".	Our demand is for the training of 200 women traders.	Closed
14.	Under Component three, you have indicated that "Innovative approaches in presenting the outcomes from the capacity building programme and the political economy for the Irish Embassy to use with their stakeholders". Please clarify the actual number of women traders to be trained under the programme and the reference to the Irish Embassy, given that it is only mentioned once in the entire programme.	Our demand is for the training of 200 women traders.	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.