



EXPRESSIONS OF INTEREST (EOI)

SELECTION OF AN INDIVIDUAL CONSULTANT

EXPERT PROGRAMME COORDINATOR FOR IMPLEMENTATION OF STRATEGIC OBJECTIVE 3 FOR BUSINESS ENVIRONMENT AND EXPORT ENHANCEMENT PROGRAMME (BEEEP)

EOI NUMBER: PRQ20250694

EOI ISSUE DATE: 19TH DECEMBER 2025

EOI SUBMISSION DATE: 19th JANUARY 2026 ON OR BEFORE 1600 HRS (EAT)

DESCRIPTION OF SERVICES

EXPERT PROGRAMME COORDINATOR FOR IMPLEMENTATION OF STRATEGIC OBJECTIVE 3 FOR BUSINESS ENVIRONMENT AND EXPORT ENHANCEMENT PROGRAMME (BEEEP)

1. INTRODUCTION

1.1 TradeMark Africa

TradeMark Africa (TMA) is a leading African Aid-for-Trade organization established in 2010, with the aim to grow intra-African trade and increase Africa's share in global trade, while making trade more pro-poor and environmentally sustainable. TMA operates on a not-for-profit basis and is funded by: Belgium, the Bill & Melinda Gates Foundation, Canada, Denmark, the European Union, Finland, France, Ireland, the Mastercard Foundation, the Netherlands, Norway, the United Kingdom, and the United States of America. TMA collaborates with regional and continental inter-governmental organizations, national governments, the private sector, and civil society.

Since its inception, TMA has delivered substantial gains for trade and regional economic integration in East Africa and the Horn of Africa, including a 16.5% reduction in cargo transit times on the Northern Corridor from Mombasa to Bujumbura and a 70% reduction in the time taken to cross select one-stop border posts. TMA officially launched its continental-wide shift and rebrand in West Africa in January 2023, with Ghana as the first country of operations in the region.

In 2022, TMA established Trade Catalyst Africa (TCA), a catalytic finance company piloting commercially viable projects for trade infrastructure (physical and digital) and increasing access to Trade Finance for Small and Medium Enterprises (SMEs). Both TMA and TCA are headquartered in Nairobi, Kenya, with offices in: EAC Secretariat – Arusha, Burundi, Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Rwanda, Somaliland, Tanzania, Uganda, Zambia, and operations in Benin, Mozambique, South Sudan, Togo, with planned expansion to Nigeria. For more information, visit www.trademarkafrica.com

1.2 Background and Context: Business Environment and Export Enhancement Programme (BEEEP)

TMA has been facilitating European Union (EU)-funded five-year programme that will boost Kenya's exports and support the Government in creating a conducive trade environment. The programme, named Business Environment and Export Enhancement Programme (BEEEP), builds on investments already supported by the Government of Kenya and complement the goal of the Integrated National Export Development and Promotion Strategy (INEDPS) that seeks to grow Kenya's agricultural exports. The goal is to close the negative balance of trade through export growth, factor productivity and stimulating economic development and job creation, in a sustainable and inclusive manner.

The programme has three specific objectives:

- Specific Objective 1: Increased and diversified trade in goods in the selected value chains
- Specific Objective 2: Reduced trading times and costs
- Specific Objective 3: Enhanced business climate

The third specific objective supports Department of Business Reforms and Transformation (DBRT) to improve capacity of public sector actors, coordinate and implement business reforms related to business and investment climate at the Sub-national levels. This includes improving the capacity for analysis and implementation of transparency and corruption related mechanisms in the public sector.

Through the DBRT, the Government has placed an emphasis on reforms that directly improve processes, service delivery timelines and reduction in costs associated with a broad range of business-related services of a business lifecycle such as Business Entry, Business Location, Utility Services, Labor, Market Competition, Financial Services, Dispute Resolution, International Trade and Business insolvency: World Bank Business Ready (B-Ready) Assessment tool, amongst others. The reforms continue to be effected through enacting legislative, regulatory and administrative interventions that re-engineer processes and eliminate red tape in critical areas, while facilitating greater efficiency in the public sector's interface with the private sector.

The Programme undertakes Value Chain Mapping and documenting awareness on business processes; Re-engineering and remodeling processes; Recommending new business processes and legal/policy reforms; Engaging owners to buy into the recommended processes and reforms. Further the program looks into monitoring and evaluation of implementation of reformed processes; Capturing impact of the reforms and Communicating the same vide both level of government (national and sub- national levels).

2. OBJECTIVE

The programme seeks to streamline regulations, simplify administrative processes, and enhance transparency across various sectors. By doing so, the programme aims to position Kenya as a premier destination of private investments (domestic, diaspora and foreign), fostering a competitive and conducive environment for sustainable economic growth.

3. REPORTING

The consultant will report to the Principal Secretary (PS) for SDIP and the Country Director for TMA. Recipients of the deliverables are SDIP and TMA. Any other reporting channels can be advised from time to time.

4. SCOPE OF WORK & RESPONSIBILITIES

The Specific Objective 3 covers Business Regulatory Environment Policy and Strategy, Business and Investment Laws, Development and Implementation of B-Ready Reform Action Plans and Re-engineering of Business Registration Service (BRS) Processes, Electronic Government Procurement (E-GP), Branding, Communication, and Peer Learning, Institutional Capacity of Department of Business Reforms and Transformation (DBRT), Support to Dispute Resolution Mechanisms, Identification and implementation of transparency and corruption related mechanisms in the public sector as output areas and the Programme Coordinator will be responsible for:

- I. Coordinating and facilitating the implementation of Specific Objective 3 of BEEEP as outlined in the programme document.
- II. Collaborating with relevant government agencies, private sector stakeholders, and development of partnerships to ensure seamless execution of reform initiatives.
- III. Monitoring and evaluating the progress of reform activities, identifying challenges, and recommending appropriate adjustments.
- IV. Managing resources, budgets, and timelines effectively to ensure the timely delivery of programme objectives.
- V. Generating regular reports, updates, and analysis to inform decision-making by stakeholders and project financiers.

The Expert Coordinator for the Development Programme will be responsible for the following tasks:

A. Investment and Business Reforms Expertise:

- i. Analyse the current business climate, identify bottlenecks, and propose targeted reforms to improve the ease of doing business in the country.
- ii. Coordinate policy and legal reviews for laws relating to business environment, investment promotion, special economic zones, export processing zones and chambers of commerce.
- iii. Generate and support in publishing quarterly milestone reports on business and investment reforms.
- iv. Generate and support in publishing annual reports on Business and Investment - Kenya Business and Investment Climate Report

B. Programme Coordination:

- i. Provide overall leadership and coordination for the Strategic Objective 3 for BEEEP.
- ii. Managing budget allocations, expenditures, and financial reporting for the programme's activities.
- iii. Developing a detailed project plan in collaboration with key stakeholders, outlining the scope, objectives, activities, timelines, and deliverables.
- iv. Participating in regular meetings, presentations, and updates to brief senior management and key partners on programme advancements.
- v. Identifying potential risks, bottlenecks, and obstacles to reform implementation and devising strategies to mitigate them.
- vi. Work closely with relevant government Ministries, Department, Agencies (MDAs), and stakeholders to ensure smooth implementation and adherence to the programme's objectives and timeline.

C. Stakeholder Engagement:

- i. Facilitate effective engagement with stakeholders, including private sector representatives, investors, business associations, and civil society organizations.
- ii. Establishing and maintaining effective communication channels among all stakeholders, ensuring transparency and alignment throughout the programme.
- iii. Foster dialogue and collaboration to gather feedback, address concerns, and build consensus on proposed reforms.

D. Monitoring and Evaluation (M&E)

- i. Oversee the development and implementation of a robust M&E framework to track progress, measure the impact of reforms, and identify areas for improvement.
- ii. Monitoring and reporting on Key Performance Indicators (KPIs), milestones, and progress towards programme goals.
- iii. Conducting regular evaluations of the programme's impact and effectiveness, recommending adjustments and improvements as needed.

E. Capacity Building

- i. Identify capacity gaps among government officials and relevant stakeholders and develop capacity- building programs to enhance their understanding of investment and business reforms.

- ii. Conduct training workshops and knowledge-sharing sessions to build awareness and promote effective implementation of the reforms.
- iii. Coordinating capacity-building initiatives, workshops, and training sessions to enhance stakeholders' understanding of the reform process.

F. Reporting and Documentation

- i. Prepare regular progress reports, documenting achievements, challenges, and lessons learned during the implementation process.
- ii. Present findings and recommendations to the relevant authorities and stakeholders for decision-making and policy adjustments.

5. METHODOLOGY

The consultant shall exercise all reasonable skill, care, and diligence in the performance of the assignment and undertake the works in the best professional standards. He/She shall always act as a strategic advisor and shall supply all expertise, knowledge and skills required to carry out and complete the works expeditiously and in accordance with the conditions of engagement.

Consultant shall be required to maintain confidentiality in executing the contract.

- i. In the proposal, the Consultant shall provide a description of the proposed approach, methodology and work plan. This will be refined and approved based on feedback received during the inception meeting. The consultant will ensure gender inclusivity when designing and implementing the methodology.
- ii. Data collection and research methodology should be adequate to conduct an in-depth analysis of the current investment and business climate in Kenya, including identifying challenges and opportunities.
- iii. The consultant should make use of secondary and primary data from selected stakeholder. Primary data will be conducted only where there exist knowledge gaps and/or to supplement or validate the secondary information.
- iv. Data collected should extensively cover key stakeholders including representatives from agencies, private sector firms and associations, regulators, policy makers and civil societies in the country.
- v. The interviews should be a mix of in-person, telephonic or video conference to provide good value for money for this contract.
- vi. The consultant is expected to deliver professional reports that incorporate visually appealing infographics and other relevant visual representations to enhance the clarity and effectiveness of the information presented. This will also apply to presentations and other aids used during stakeholder engagement sessions.
- vii. Each report must be accompanied by an executive summary of not more than two pages and a visually compelling presentation.
- viii. The consultant is expected to work alongside other consultants under BEEEP.
- ix. Identify strategies to ensure that positive reforms to the investment climate and business environment. The reforms are expected to be sustainable (the impact last beyond its initial implementation phase) and continue to foster an inclusive (women, youth and persons living with disability[ies]) economic growth and development.

- x. Proposed methodology should be cognisant of the political economic factors in the country.
- xi. Include sample format (the table of contents) for the deliverables required.

6. DELIVERABLES

The following will be the project deliverables.

- i. **Inception report-** Annual planning report to include political economy analysis on business and investment climate; interventions to be implemented, results/logical framework, budget/procurement plan, risk management framework and communications and visibility plan.
- ii. **Monthly progress update report,** to include monthly briefs and updates on progress.
- iii. **Quarterly progress report,** to include analysis of business climate, detailed report on progress of implementation of reforms (reform milestone report), performance on expenditure/budget, monitoring updates, updates on risk management, and updates on implementation of communications plan.
- iv. **Annual progress update report** to include progress updates, monitoring and evaluation switch-highlight progress towards outcomes on business and investment reforms, opportunities for impact assessment (i.e., impact on livelihoods), lessons learnt, and opportunities for knowledge sharing.
- v. Design and develop the **Annual Kenya Business & Investment Climate Report.**

7. DURATION

The Programme Coordinator will be contracted for a period of 17 months.

8. BUDGET

The total (estimated) budget available for this assignment is USD 150,000- 160,000 inclusive of all applicable taxes and reimbursable costs.

The assignment shall be renewable subject to the consultant's performance and the availability of funds. TMA reserves the right to adjust this budget without prior notice.

9. QUALIFICATION

The Expert Coordinator should possess the following qualifications and expertise:

- i. A post-graduate degree in economics, law, business administration, public policy, or a related field. (Evidence to be attached)
- ii. Demonstrated experience in investment and business reforms, with a minimum of 10 years of relevant experience. (Evidence to be attached)
- iii. Proven successful experience in coordinating, leading and implementing development programmes or projects in the public or private sector (Evidence from public and private sector to be attached).
- iv. Strong understanding of the investment climate and business environment in Kenya.
- v. Excellent leadership, communication, and interpersonal skills to effectively engage with stakeholders from diverse backgrounds.
- vi. Experience in designing and implementing monitoring and evaluation frameworks is desirable. (Evidence to be attached)
- vii. Demonstrated knowledge of international best practices in investment promotion and business climate improvement. (Evidence to be attached)

10. ETHICAL CONSIDERATIONS

TradeMark Africa (TMA) places a strong emphasis on ethical considerations in the recruitment of individual Consultants. This commitment involves conducting a transparent, merit-based selection process that adheres to principles of fairness, equal opportunity, and confidentiality. TMA is dedicated to preventing conflicts of interest, upholding anti-corruption measures, and complying with local regulations. Robust whistleblower protection mechanisms and ongoing integrity measures are implemented to ensure ethical standards endure throughout the consultant's coordinators' tenure. Ethical integrity is fundamental to TMA's recruitment process, aligning with its core values of transparency and fairness.

A. Invitation to Express Interest

TMA therefore wishes to invite interested individual consultants possessing professional and demonstrable experience in the stated services.

B. Expression of Interest (Eol) Requirements

Eols are invited from interested and **qualified individual consultants only** with appropriate experience and expertise in undertaking the stated assignment. Interested individual consultants are required to:

- Submit the Eol written in the **English language**;
- Examine the documents comprising this Eol in detail and respond appropriately; and,
- Meet the qualification criteria stipulated. Those who do not meet the requirements need not submit an Eol.

The Eol must remain valid for not less than 120 days from the date of submission. TMA shall endeavour to complete the evaluation and communicate within this period. The Eol shall be prepared in indelible ink, and it shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultant. Any such corrections must be initiated by the person(s) who sign(s) the Eol.

C. Eol Submission

Eols will be submitted as follows:

Submission Mode	Details
Soft copy submissions only	Use the email address below for bid submission. Attention: Head of Procurement Email address: <u>procurement@trademarkafrica.com</u> Date: 19th JANUARY 2026 Time: ON OR BEFORE 1600 HRS (EAT)

Any Eol received after the deadline mentioned in C above shall be rejected as a late submission and shall not be considered further. All expenses relating to the preparation and submission of the response to this Eol including providing any additional information shall be entirely incurred and borne by the individual consultant.

This Eol does not entail any commitment on the part of TMA, either financial or otherwise. TMA reserves the right to accept or reject any or all Eols without incurring any obligation to inform the affected Consultant/s of the grounds.

All potential individual consultants shall be informed of the outcome of the Eol.

D. Responding to this Eol

Individual consultants will be required to present their Eol submission in a format responding to the specific requirements of the Eol as indicated.

E. Further Information and Clarification

All enquiries about this EoI should be submitted via the email address below:

Particulars	Contact Details
Name:	Attention, Mr. Joe Namwaya Head of Procurement
Email:	procurement@trademarkafrica.com
Subject:	<i>EXPERT PROGRAMME COORDINATOR FOR IMPLEMENTATION OF STRATEGIC OBJECTIVE 3 FOR BUSINESS ENVIRONMENT AND EXPORT ENHANCEMENT PROGRAMME (BEEP)</i>

Enquiries must only be for the purpose of clarifying the content of this EoI. All enquiries must clearly specify the tender title, number and section being queried.

TMA cannot answer any query relating to this tender seven (7) days or less prior to the submission deadline.

TMA will endeavour to reply within three (3) business days of receipt of the sought clarification(s) to any reasonable request for explanation. It will be at TMA discretion to provide additional information where necessary.

Final clarifications from respondents and TMA responses will be responded to via email procurement@trademarkafrica.com by the Head of Procurement.

F. EoI Evaluation

The EoI shall be evaluated using the criteria below:

- a) TMA will examine the EoI submissions to determine completeness, general orderliness and sufficiency in responsiveness.
- b) The EoI qualification will be based on meeting the minimum criteria regarding the individual consultant's legal status, experience, personnel and financial position as applicable.
- c) TMA reserves the right to accept or reject any or all EoI submissions; and
- d) Any effort by the individual consultant to influence TMA in the evaluation shall result in the cancellation of their tender.

The evaluation of the individual consultant will be up to a maximum score of 100 marks and is as follows:

No	EVALUATION CRITERIA	Max. Score
	Section A: Individual Consultant's Experience and Skills	70
i.	A post-graduate degree in economics, law, business administration, public policy, or a related field. (Copies of academic certificates must be attached).	12
ii.	Professional work Experience	
	Demonstrated experience in investment and business reforms, with a minimum of 10 years of relevant experience. (Evidence to be attached)	7
	Proven successful experience in coordinating, leading and implementing development programmes or projects in the public or private sector (Evidence from public and private sector to be attached).	20
	Strong understanding of the investment climate and business environment in Kenya.	6
	Excellent leadership, communication, and interpersonal skills to effectively engage with stakeholders from diverse backgrounds.	6
	Experience in designing and implementing monitoring and evaluation frameworks is desirable. (Evidence to be attached)	9
	Demonstrated knowledge of international best practices in investment promotion and business climate improvement. (Evidence to be attached)	10
	Sub-Total	
	Section B: Technical Proposal – Adequacy of Proposed Methodology	30
i	Understanding of the objectives & relevance of the assignment with clear deliverables and timelines and stakeholder engagement strategies also to be highlighted.	10
ii	Approach for data collection with robust mixed methods sampling frame with sample sizes by stakeholder.	8
iii	Detailed Stakeholders engagement plans	6
iv.	Detailed work plan with clear deliverables schedule and timelines.	6
	Sub-Total	
	Total Score	100

Only applicants that attain a minimum of 70 marks out of 100 marks will be shortlisted for the interview stage, which will comprise of an oral interview. It will test the candidate's analytical, communication and interpersonal skills.

TERMS AND CONDITIONS OF THIS EOI

1. Acceptance of Terms and Conditions

In submitting a response to this Eol, the individual consultant is deemed to have accepted the terms and conditions of this and all other sections of this Eol.

2. No Contract

This EoI process does not create a binding legal contract or relationship either explicit or implied, between TMA and any individual consultant.

The issue of and response to this EoI does not create any obligation on TMA to enter into any commitment to procure services specified in this EoI.

3. Cancellation, Suspension or Change to EoI

TMA reserves the right in its sole and unfettered discretion to:

- a) Cancel or suspend this EoI or vary any of the terms, dates, timings or processes in this EoI;
- b) Call and/or re-advertise for responses or revisit any evaluation criteria or process pertaining to this EoI; and
- c) Seek clarification about any response.

4. Official Communication

Individual consultants must provide their full contact details for the purpose of making and receiving communications about this EoI.

5. Assumptions and Interpretations

Individual consultants will document their interpretations, assumptions, and perceived risks they have used in response to this EoI where they deem necessary.

6. Ownership of Documents

This EoI is the property of TMA and may not be copied or reproduced in any way, other than for the purpose of preparing and submitting responses without the prior written approval of TMA. The submissions to TMA shall be retained by TMA.

7. Conflict of Interest

Individual consultants will ensure that, throughout the evaluation process, TMA is kept informed of any perceived, potential, or real conflicts of interest that should reasonably be brought to the attention of TMA, where such conflicts arise from the interests or duties of the individual consultant.

8. Acceptance of Submissions

TMA shall not accept a submission which does not comply with or fails to provide the information specified in this EoI.

9. Notifications

TMA will notify **all** individual consultants on the outcome of this EoI once the evaluation process has been completed.

10. Confidentiality

The information provided in this EoI and any other information, material or communication released during this EoI process is for the sole purpose of enabling an individual consultants to prepare and present a comprehensive submission.

11. Liability

TMA will not be liable (in contract or tort, including negligence) for any direct or indirect damage, loss, or cost (including legal and lawyer/client costs) to any individual consultants or other person in respect of this process.

12. Costs and Charges

This EoI is issued on the understanding that no charge will be made by the individual consultants for preparation of any EoI submission or any other information that may be supplied.

13. Applicable laws

This EoI and any subsequent decisions, actions, contracts, or outcomes are subject to and governed by the laws of **Kenya**.

14. Evaluation Process

A formal evaluation process will be followed to ensure a fair and transparent assessment of each submission as well as eliminate submissions which do not meet the minimum criteria. The submissions that do meet minimum criteria will be evaluated based on the best fit to the objectives and will be short-listed for participation at the interview or Request for Proposals (RFP) stage.

15. Supplier Code of Conduct

All Consultants are required to sign the Supplier Code of Conduct attached separately.

16. Confirmation of Experience Letters / References

References of potential individual consultants that have been given by a current TMA employee shall not be accepted in support of the submission of a bid as part of a procurement process. For the avoidance of doubt, TMA Certificates of Assignment Completion signed by the Head of Procurement are acceptable in support of applications, bids, proposals, or submissions.

17. Eligibility

- a) For the avoidance of doubt, this EoI is **ONLY** open to individual consultants and not sole proprietors.
- b) Bidders debarred by the World Bank and/or under the Public Procurement Authority (PPA) of the Government of **Kenya** or any of TMA donors or any other international donor agency are barred from bidding.

18. Due diligence

TMA shall conduct a reasonable search of publicly available information to determine whether the partner is suspected of any activity relating to organised crime, including financing or other support. Contracting shall be subject the outcome from the search.

The Individual should submit proof of country of origin together with submissions.

19. Complaints

Any questions, queries, or concerns about the procurement process should be raised directly with the Head of Procurement in the first instance via procurement@trademarkafrica.com, who will address the matters raised. If the matter is not satisfactorily resolved, the complainant is encouraged to write to complaints@trademarkafrica.com.

ANNEX 1 : CURRICULUM VITAE TEMPLATE

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained **attach valid copies of the certificates and testimonials**}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included}.

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005 - present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbb, deputy minister]		

Membership in Professional Associations and list of any Publications made to date:

Language Skills (indicate only languages in which you can work ranking from 1 to 5 for speaking, writing, and reading where 1 is poor and 5 is excellent):

Language	Reading	Writing	Speaking
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ANNEX 2: EMAIL SUBMISSIONS GUIDELINES

Guidelines for Bidders for Bid Submissions via Email

1.1 Bidder Guidance for Emailed Submissions

- a) TradeMark Africa (TMA) will automatically send an email acknowledgment for all applications, bids, proposals and/or submissions received via the email addresses stipulated/specified in the bidding document. If a bidder does not receive an email acknowledgement **IMMEDIATELY** after submitting their applications, bids, proposals and/or submissions, via the email address stipulated in the bidding document, **IMMEDIATELY** contact TMA's Procurement unit using the mobile phone number, **+254 731 884 428**, to confirm whether the applications, bids, proposals and/or submissions were received.
- b) Bidders must not ignore any bounce back email received regarding rejection of an emailed application, bid, proposal and/or submission. If such an email is received, contact TMA's Procurement unit **IMMEDIATELY**.

1.2 Possible Reasons for Emailed Submission Rejection

- a) The email submission exceeded the maximum size of 5 MB;
- b) The subject line matched a known phishing subject line;
- c) The email contained a known phishing Uniform Resource Locator (URL), or the email originated from a server associated with phishing;
- d) The outbound mail server was present on a subscribed blacklist; or
- e) The email contained a virus or malware.

1.3 Remedial Action for Rejected Email Submission Prior to Tender Closing Date & Time

Prior to the tender closing date and time, if a bidder's submission is rejected, the following remedial action should be explored prior to re-submission.

- a) If the collective size of the emailed attachments **exceeds 5 MB**, the bidders should resubmit through multiple emails or may use other modes such **WeTransfer, Dropbox, or Google drive**. The bidder shall be required to clearly identify how many emails constitute the full submission.
e.g., email **1 of XX**;
- b) If the emailed submission included zipped or executable files, unzip or remove the executable files then resubmit through one or more emails (refer to point 1.3a) above if the files collectively exceed 5 MB);
- c) If the email submission is rejected because of a blacklisted domain, the bidder is required to resend the submission from a different email account from a different domain that is not blacklisted, e.g., Gmail. Please note, this should be done before the stipulated tender submission deadline; and
- d) If the email submission is rejected because of a virus/malware in the email or any of the email attachments, ensure that the virus/malware is removed/cleaned prior to resubmission.

TMA's Procurement unit shall only consider and review cases of undelivered applications, bids, proposals and/or submissions, when it is brought to our attention by the affected bidder/s prior to the tender submission deadline.

Automatic Email Acknowledgement sent from the Procurement and Framework Mailboxes

Dear Sir/Madam,

This is to acknowledge receipt of your email to TradeMark Africa's Procurement mailbox.

Your email will be reviewed, and a response will be provided at the earliest opportunity. We encourage you to visit our website www.trademarkafrica.com/procurement-faqs/ for our procurement guidelines and answers to FAQs.

If you have submitted a bid for an open procurement process, it may take several weeks before you receive any further communication from us.

*The maximum size of each email with attachments should not exceed **5 MB**.*

*Please get in touch with us via the mobile number, **+254 731 884 428**, in case you do not receive an automatic acknowledgement email immediately after submission of your bid.*

For and on behalf of:

Joe Namwaya

Head of Procurement

TradeMark Africa

Fidelity Insurance Centre, 2nd Floor, Off Waiyaki Way, Westlands

P.O. Box 313, 00606 Nairobi, Kenya

Email: procurement@trademarkafrica.com

www.trademarkafrica.com