



BID CLARIFICATION MATRIX 1

ON

CAPACITY BUILDING OF CROSS BORDER TRADERS IN NIMULE

[TENDER NO: PRQ20250803]

FINANCED & PROCURED BY

TRADEMARK AFRICA

13TH FEBRUARY 2026

TENDER TITLE: CAPACITY BUILDING OF CROSS BORDER TRADERS IN NIMULE

TENDER NUMBER: PRQ20250803

This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully considered by service providers in preparation and submission of bids.

It is divided into two sections: -

1. Section 1 contains the clarifications to queries raised and requested 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 RFP of the tender document:

S/N o.	Query	Response	Status (closed/ open/ pending)
1.	On page 15, Scope of Work, point 3 (Training Delivery and Simulation), it states: "Ensure at least 70% participation of women, Youth and PWDs." We would like to clarify the basis for this percentage: <ol style="list-style-type: none">1. Does this mean that 70% of the total direct trainees in the planned workshops and capacity-building sessions must be women, youth, and persons with disabilities?2. Or is this 70% referring to the broader population of small-scale traders (over 150,000) mentioned in the background section, implying a larger outreach or awareness component?	This means 70% participation of women, Youth and PWDs of the trainees in the capacity Building sessions.	Closed
2.	Additionally, to help us design an appropriate methodology and work plan, could you provide an estimated or target number of direct trainees envisaged under this consultancy?	Sure. Direct Trainees include the CBTs and Border officials, and other stakeholders is at least 400 CBTs and 50 Border Officials with emphasis of the 70% participation of women, youth, and PWDs	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.;
 - 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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