



BID CLARIFICATION MATRIX NO.1

**CONSULTANCY SERVICES FOR EXTERNAL AUDIT SERVICES TO TRADEMARK AFRICA,
FINANCIAL YEAR 2026/2027 – 2028/2029**

PRQ20241672

FINANCED & PROCURED BY

TRADEMARK AFRICA

23rd FEBRUARY 2026

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TENDER TITLE: CONSULTANCY SERVICES FOR EXTERNAL AUDIT SERVICES TO TRADEMARK AFRICA, FINANCIAL YEAR 2026/2027 – 2028/2029

TENDER NUMBER: PRQ20241672

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 Request for Proposal (RfP) 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.	Section 10: Budget - Please clarify whether the budget range of US\$ 400,000 to US\$ 500,000 is intended to cover a single year or the entire three-year contract period.	The budget is for the 3 years	Closed
2.	Section 11: Proposal requirement - Kindly provide the estimated revenue and expenditure levels per year for each of the countries and the consolidated position covered under this audit engagement;	Attached as a separate document – Annex 1 TMA Expenditure per Country	Closed
3.	Section 3: Scope of work - Could you please confirm the official registration location of Trade Catalyst Africa? The RFP does not specify this information, and clarification is needed to understand the auditor's legal and regulatory jurisdiction applicable to the entity.	TCA is registered in Kenya and a limited Liability company	Closed
4.	Section 6: Key Deliverable - In the event that an audit firm does not have presence in one of the TMA countries and hence is not able to issue an opinion on that country's separate financial statements, please confirm if TMA will be able to contract the auditor for the separate financial statements of that country to which the group auditor can issue audit instructions for purposes of issuing an opinion on the consolidated financial statements.	TMA will only contract one auditor. The lead auditor is required to ensure that there are strategic working arrangements with other firms that allow the lead firm to deliver the whole engagement	Closed

5.	Kindly confirm the location of the financial records and accounting documents and which location the audit is expected to be carried out from.	TMA documents are available on soft copy. TMA does not retain hard copy documents	Closed
6.	Can the latest audited AFS of the entities be provided?	Kindly refer to the summary financial statements in the Annual Report on TMA's website. The AFS will be shared with the winning bidder We are however open to responding to specific questions with regards TMA's financial position.	Closed
7.	What is the primary reason for changing auditors? Has there been any disagreements with previous auditors?	Normal rotation	Closed
8.	Will the FS be shared across to all bidders or do we need to request separately?	Kindly refer to the summary financial statements in the Annual Report on TMA's website. The AFS will be shared with the winning bidder We are however open to responding to specific questions with regards TMA's financial position.	Closed
9.	Is there a maximum number for the consortium or JVs?	The maximum number of firms in a strategic partnership/consortium is two.	Closed
10.	And while forming the consortium if the lead consultant is registered in Kenya should the other members of the JV also be registered in Kenya?	Not necessarily	Closed
11.	What is the purpose/use of the audited consolidated FSs. Will they be used to file any statutory returns in Kenya or any other country, or the country specific standard-alone FSs would be used for the country statutory returns	For circulation to funding partners Stand alone country specific financials are circulated to donors and also used for statutory filing.	Closed

12.	Can the Lead firm be a firm not within TMA's countries of operation?	Yes, as long as the firm has signing rights for the specific set of financials required .	Closed
13.	The previous RFP which we submitted last year was for 2025/2026 and 2027/2028 Audit. Whilst the Current RFP is for 2026/2027 and 2028/2029 Please Clarify on the years mentioned above OR is it that you have only done the 2025/2026 audit based on the above TOR and not the 2027/2028 audit?	This RFP covers the period 2026/2027 and 2028/2029	Closed
14.	On page 16, point number 10 on the PRQ, kindly clarify: whether the estimated budget is for the FEES or EXPENDITURE; and You have mentioned 'for the assignment' – so is it for 1 year OR for the 3 years?	The fees quoted cover 3 years	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.