



BID CLARIFICATION MATRIX NO.1

**SPECIALISED LOCAL CONSULTING FIRM – NIGERIA CROSS-BORDER TRADERS
MOBILISATION AND CAPACITY BUILDING FOR WOMEN AND YOUTH ECONOMIC
EMPOWERMENT IN FISHERIES**

PRQ20250912

FINANCED & PROCURED BY

TRADEMARK AFRICA

17th FEBRUARY 2026

BID CLARIFICATION MATRIX NO.1

TENDER TITLE: SPECIALISED LOCAL CONSULTING FIRM – NIGERIA CROSS-BORDER TRADERS MOBILISATION AND CAPACITY BUILDING FOR WOMEN AND YOUTH ECONOMIC EMPOWERMENT IN FISHERIES

TENDER NUMBER: PRQ20250912

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.	Can bidding locally registered firms include a non -Nigeria expert as part of the team?	We require firms that demonstrate a strong understanding of the local context in Nigeria and the neighbouring border areas, as outlined in the Terms of Reference (TOR). In this regard, we encourage bidders to form joint ventures with reputable local firms in the Nigeria region that possess the necessary local knowledge and contextual expertise to successfully deliver the assignment	Closed
2.	The TORs talks of Local Specialized Firm. Are firms that have been registered in both Nigeria and Kenya eligible to participate?	We require firms that demonstrate a strong understanding of the local context in Nigeria and the neighbouring border areas, as outlined in the Terms of Reference (TOR). In this regard, we encourage bidders to form joint ventures with reputable local firms in the Nigeria region that possess the necessary local knowledge and contextual expertise to successfully deliver the assignment	Closed
3.	Under what circumstances is a power of attorney required? Is this only applicable to joint ventures/consortia, or is it required for all bidders? If required for single firms, who should the power of attorney authorise and for what specific purposes? Is there a specific format or template that should be used?	Power of Attorney is needed when dealing with JV/Consortium partners and companies to establish the designated legal representative to sign documents and bind the company in contracts. There's no template/format for that.	Closed
4.	If two different Joint Ventures submit separate bids, and the same key expert appears in both bids, will such bids be accepted and evaluated on their individual merits?	A Consulting firm shall submit only one Proposal, either individually or as the lead or member of a strategic partnership or joint arrangement. A Consultant, including any member of a strategic partnership, shall not participate in more than one Proposal. Any Consulting firm or Consortia/JV member found to have submitted or participated in more than one	Closed

		Proposal shall be disqualified, and all such Proposals shall be rejected. This does not, however, preclude the Consultant's staff from participating as key experts and non-key experts in more than one proposal.	
5.	Will the successful Firm, Institution, or JV be subject to taxation in both Kenya (project base country) and Nigeria (country of implementation)? If so, how is potential double taxation addressed? Should Value Added Tax (VAT) be included in the financial proposal?	This assignment shall be guided by Kenya's tax laws. Every consultant is encouraged to familiarise themselves with the tax requirements applicable to them.	Closed
6.	What specific gaps, acceleration needs, or differentiated outcomes is this assignment intended to address, given that elements of the scope outlined in this RFP are already being implemented under the broader Women & Youth Economic Empowerment in Fisheries programme by MSC and other partners?	Nigeria is an anchor country for this programme; implementation in Nigeria will build on the programme's overall outcomes. Nigeria-specific fisheries gaps and needs will be distilled and aligned with the programme MEL Plan	Closed
7.	How does TMA envisage coordination or distinction between this assignment and the ongoing implementation to avoid duplication and ensure complementarity?	The assignment will form part of the Nigeria Country Programme Implementation; the TMA will take the coordination role and fit within the existing programme governance structure.	Closed
8.	Could you clarify whether the establishment of border resource centres entails physical infrastructure set-up (rent, refurbishment, equipment), or whether the utilisation of existing facilities and light-touch coordination hubs would be acceptable?	Resource centres will rely on existing facilities, refurbishing and operationalizing them.	Closed
9.	Kindly clarify whether the Consultant's role is limited to facilitating linkages with financial institutions and fintechs, or whether co-design and piloting of financial products is anticipated.	The consultant's role will be to work with Financial Institutions Service providers to facilitate linkages and, where necessary, curate tailored products suitable for programme participants.	Closed

10.	<p>a) Can you clarify what form of Joint Venture is accepted.</p> <p>b) Do you have a specific Joint Venture agreement template, or would our own template be acceptable, provided it is signed by all parties and clearly specifies the lead bidder and partner?</p>	<p>A Consortium (Project-Based JV). We encourage bidders to form joint ventures with reputable local firms in Nigeria that possess the necessary local knowledge and contextual expertise to successfully deliver the assignment.</p> <p>No existing template for JV.</p>	Closed
11.	Is it possible to receive an extension to the submission deadline? Given the scale and importance of the project, additional time would allow us to give the proposal the attention it requires.	Due to the assignment's implementation timelines, we will not be extending the tender closure date.	Closed
12.	We note that the RFP does not specify a Fisheries Specialist within the team requirements. Is it expected that the proposed team includes this role, or is this covered by the other project partners mentioned during the pre-bid meeting?	We encourage bidders to include all the expertise required to successfully deliver the programme.	Closed
13.	Regarding the project partners mentioned during the pre-bid meeting, could you provide further detail on who they are, what their roles are, and how their work will contribute to this assignment?	<p>The Programme is implemented through AfCFTA & TradeMark Africa.</p> <p>The other sub-partners are delivering specific assignments in other regions.</p>	Closed
14.	Will the pre-bid meeting recording and presentation be shared?	The pre-bid presentation will be shared on the website.	Closed
15.	Which taxes are applicable for this assignment?	The assignment will be guided by the tax laws of Kenya . We encourage bidders to identify all taxes applicable to them as either resident or non-resident firms in Kenya.	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.