

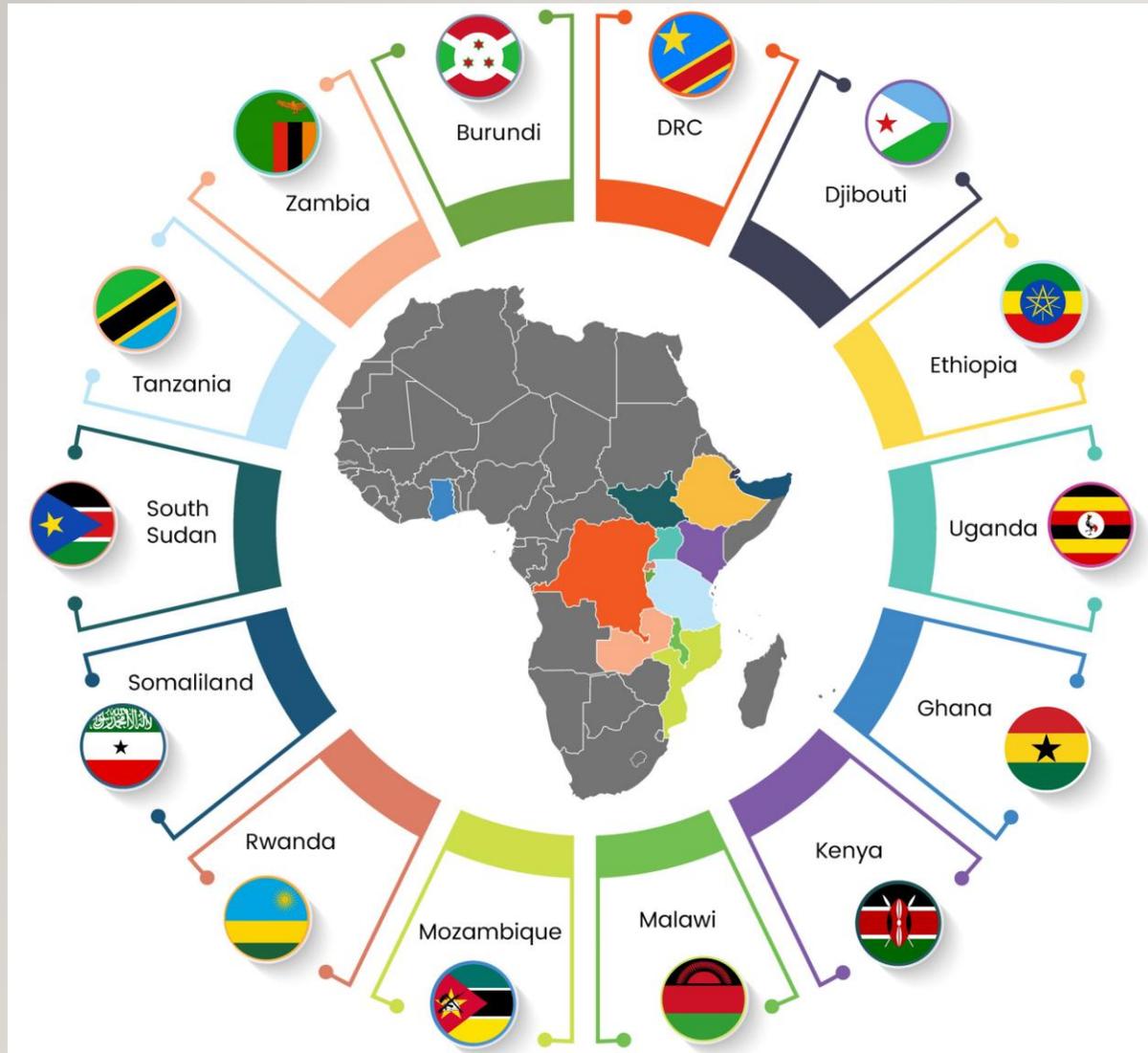


TRADEMARK AFRICA

PRE-BID MEETING

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

10TH FEBRUARY 2026



PRESENTATION CONTENT

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ABOUT TRADEMARK AFRICA

- TradeMark Africa (TMA) is a leading African Aid-for-Trade organisation, founded in 2010, with a mission to grow intra-African trade, increase Africa's share in global trade, and make trade more pro-poor and environmentally sustainable. Our focus on reducing the cost and time of trading across borders through enhanced trade policy, better trade infrastructure, standards that work for businesses, greater use of digital innovations and a focus on creating trade access for vulnerable groups, has contributed to substantially lower cargo transit times, improved border efficiency, and reduced trade barriers. TMA has expanded in recent years to operate in 14 countries across East, West and Southern Africa as well as the Horn, with registration underway in a further six countries. TMA operates on a not-for-profit basis and is funded by 12 institutional and philanthropic development partners. TMA works closely with regional and continental organisations, national Governments, the private sector and civil society organisations to deliver results that drive shared prosperity and reduce poverty.
- For more information, please visit www.trademarkafrica.com

ABOUT TRADE CATALYST AFRICA

Trade Catalyst Africa (TCA) is a catalytic financing facility that addresses the challenge of access to finance for trade infrastructure, both hard and soft, and provides better access to trade finance for Small and Medium-Sized Enterprises (SMEs).

TCA achieves this through blended finance to de-risk commercial investments in trade projects. We partner with public and private sector organisations to achieve our mandate, focusing our efforts on projects that promote trade, resilience, inclusivity, and sustainability.

For Africa, improved trade infrastructure means smooth movement of goods, people, and information, while access to trade finance for SMEs means increased working capital, business expansion into new export markets, and improved livelihoods.

Trade Catalyst Africa Limited (the "Company") is a limited liability company incorporated in Kenya under the Kenyan Companies Act, 2015. The ultimate parent company is TradeMark Africa, a company incorporated in Kenya on 23 June 2009. TCA is wholly owned by TradeMark Africa.

For more information, please visit- <https://tradecatalystafrica.com/>

ENGAGEMENT OBJECTIVES

- Conduct an independent external audit of TMA's consolidated financial statements (including all subsidiaries, entities, branches, and country operations) in accordance with International Standards on Auditing (ISAs), ensuring reasonable assurance that the financial statements are free from material misstatement.
- Verify that TMA's and TCA's financial statements and supporting information comply with International Financial Reporting Standards (IFRS), internal accounting policies, and all applicable regulatory and donor requirements.
- Perform and/or oversee component and statutory audits as required, ensuring all component audits meet required standards and are properly consolidated into TMA's group financial statements, using a risk-based and technology-enabled audit approach where permitted.

ENGAGEMENT SCOPE

Group-Wide Independent Audit

Independent audit opinion covering TMA's consolidated financial statements, including all subsidiaries, entities, and country operations.

Country-Level Statutory Compliance

Separate annual financial statements prepared per country, in local currencies, and in line with applicable local regulatory requirements, including TCA.

Governance, Assurance & Oversight

Audit findings, management letters, and internal control issues presented to AFRC, the Board, Council, and the TCA Board, with provision for interim audits.

ENGAGEMENT TIME FRAME

The contract will run for a period of three years from 1 Jan 2027 to 31 Dec 2029, covering the financial years 2026/27 to 2028/29.

An interim audit report should be submitted by 15 June and a final signed external audit report with financial statements and a management letter by 15 December annually.

AUDITORS INDEPENDENCE

The external auditor must be completely impartial and independent from TMA & TCA, its staff, activities, all aspects of management or financial interests in the entity being audited. In performing the external audit, the external auditor must be suitably qualified and should be a member of a national accounting body which is a member of the International Federation of Accountants (IFAC). Firms currently providing other services to TMA Group & TCA must demonstrate safeguards to ensure no conflict of interest if awarded this tender.

PROCUREMENT HIGHLIGHTS

1. Tender submission

- On or before Tuesday, 31st March 2026 at 4:00PM. (Kenyan time). Late submissions will not be accepted. A soft copy of the bid submissions shall be in a non-editable version (PDF).

2. Clarifications

- Consultants may seek clarifications on this RfP up to seven (7) days before the submission date, hence last day to receive clarifications will be Monday 23^{rs} March at 1600hrs.
- Final clarifications with TMA's responses will be uploaded on the website.

3. Consultants are advised to respond in line with or in reference to the scoring criteria as indicated in the technical evaluation section of this RfP document.

4. In case of misrepresentations, the information in this pre-bid presentation does not replace the tender document. The tender document & any clarifications and addendums issued are supreme reference points.

PROCUREMENT HIGHLIGHTS

Web: www.trademarkafrica.com Twitter: @TradeMarkAfrica

Only One Proposal

A Consultant 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 Consultant or strategic partnership member found to have submitted or participated in more than one 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. However, the same sub-Consultant may participate in several submissions.

If the consultant is a consortia/JV or any other strategic partnerships, the RFP shall include:

- A signed consortium, joint venture, or strategic partnership agreement, executed by all proposed members; or
- A letter of intent to enter into a consortium, joint venture, or strategic partnership agreement.
- Signed by all proposed members.

In the absence of this document, the other members will be considered as sub-consultants. Experiences and qualifications of sub-consultants shall not be considered in the evaluation of the proposals.

PROCUREMENT HIGHLIGHTS

- **TECHNICAL PROPOSAL**

- The technical proposal shall not include any financial information. The Inclusion of any financial information shall lead to the proposal being declared non-responsive.
- The technical proposal **MUST** be in PDF and should be password protected.
- Consultants are advised to respond in line with or in reference to the scoring criteria as indicated in the Technical Evaluation section of this RFP document.

- **FINANCIAL PROPOSAL**

- The financial proposal **MUST** be in PDF and **MUST** be password protected.
- Consultants should clearly breakdown and separate the tax components in their financial proposals to facilitate evaluation of the financial proposals.

ADMINISTRATIVE REQUIREMENTS

- A soft copy of the bid submissions shall be in a non-editable version (PDF).
- Please note that the maximum size of each email with attachments must not exceed 5MB. The Technical and Financial proposal shall be submitted as two separate documents in PDF format, in the same email or separate mails, and must be password protected.
- Timely bid submission; on or before Tuesday, 31st March 2026 at 4:00PM. (Kenyan time). Late submissions will not be accepted. A soft copy of the bid submissions shall be in a non-editable version (PDF).
- Bidder shall submit the following documents.
 - A technical bid
 - An all-inclusive financial bid
 - A Signed Supplier Code of conduct
 - Any other required and relevant document detailed in the tender document



QUESTIONS?



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