PRE-BID MEETING MINUTES

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

[TENDER NO: PRQ20250912]

FINANCED & PROCURED BY

TRADEMARK AFRICA

VENUE: **VIRTUAL MEETING VIA MICROSOFT TEAMS**

DATE & TIME: **12TH FEBRUARY 2026 AT 2.00 P.M. (KENYA TIME)**

PRQ20250912 - SPECIALISED LOCAL CONSULTING FIRM – NIGERIA CROSS-BORDER TRADERS MOBILISATION AND CAPACITY BUILDING FOR WOMEN AND YOUTH ECONOMIC EMPOWERMENT IN FISHERIES

ATTENDANCE

TMA Representatives & Bidders

APOLOGIES

No apologies were received.

MINUTE 001/12/2026: INTRODUCTION

The meeting started at 2:00 P.M. and was called to order by the Procurement Lead which was followed by a self-introduction by all TMA attendees.

The presence of all representatives of the attending firms was acknowledged and they were all welcomed to the session.

MINUTE 002/12/2026: PRE-BID SCHEDULE AND ACTIVITIES

The Procurement team took the participants through the proposed program for the day, indicating the activities for each as follows: -

- Technical Presentation from the Technical team,
- Procurement requirements Presentations by the Procurement team,
- Queries and answers; and
- Conclusion/ adjournment.

MINUTE 003/12/2026: TECHNICAL & PROCUREMENT REQUIREMENTS

During the session, The Technical team presented on objective and scope of the assignment, project timelines, and deliverables as detailed in the tender document. The Procurement Lead presentation on what was expected in regard to bid submission was well-detailed to the bidders. The TMA team then allowed all bidders to ask questions and seek clarifications on the areas of their concern regarding the scope of the assignment as well as any other queries related to the process.

MINUTE 004/12/2026: QUESTION AND ANSWER SESSION

After the presentation, bidders were informed that the pre-bid meeting would not necessarily be able to answer all questions raised, but all questions would be documented, and appropriate responses prepared and uploaded to the TMA website.

Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document for TMA procurement to compile a clarification matrix to be uploaded on TMA website.

MINUTE 005/12/2026: CONCLUSION/ ADJOURNMENT

The TMA team appreciated all participants for their attendance and cooperation. They were all wished the very best in pursuit of securing the contract for the assignment under tender and were assured of the Procuring Entity's commitment to a smooth and transparent process.

There being no other business, the meeting concluded at **3:00 P.M** Kenya Time**.**

TRADEMARK AFRICA
12TH FEBRUARY 2026