



BID CLARIFICATION MATRIX NO.2

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

PRQ20241672

FINANCED & PROCURED BY

TRADEMARK AFRICA

10TH MARCH 2026

BID CLARIFICATION MATRIX NO.2

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. 2** 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.	<p>For the purposes of conducting our internal independence and conflict checks, may we kindly request the following.</p> <p>a. The group structure for Trade Catalyst Africa, including shareholding details in each country of operation</p>	TMA wholly owns Trade Catalyst Africa. TCA is incorporated in Kenya and has no other country offices.	Closed
2.	<p>b. A list of all entities registered across the respective countries, together with copies of their Certificate of Incorporation</p>	<p>TCA is incorporated in Kenya and does not have any other country offices.</p> <p>TMA has legal entities in Kenya, Burundi, the Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Rwanda, Somaliland, Tanzania, Uganda, Mozambique, South Sudan and Zambia.</p> <p>Recently concluded registration in Nigeria and Côte d'Ivoire.</p> <p>Expansion to other countries is ongoing, the details will be provided to the successful bidder.</p>	Closed
3.	<p>Additionally, we would appreciate clarification on the following matter relating to the proposed engagement structure:</p> <ul style="list-style-type: none"> Whether there is any limitation on the number of strategic partners we may include across the 14 countries, or if multiple partners are permissible where necessary to ensure adequate coverage? 	The maximum number of firms in a strategic partnership/consortium is two. Please refer to clarification matrix 1	Closed

4.	<ul style="list-style-type: none">Whether you have a standard template or preferred format for consortium/JV/strategic partnership agreement that bidders are required to follow?	No. Bidders are advised to consult their legal advisors to determine an appropriate legal format for the consortium/JV/strategic partnership agreement.	Closed
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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.