



BID CLARIFICATION MATRIX NO.1

FOR

CALL FOR PROPOSALS FOR AN IMPLEMENTING PARTNER TO ESTABLISH A REVOLVING FUND FOR THE TRADITIONALLY MARGINALIZED GROUPS, INCLUDING WOMEN, YOUTH, PEOPLE WITH DISABILITIES (PWDS), AND MSMES ENGAGED IN INFORMAL CROSS-BORDER TRADE AT ELEGU

REPUBLIC OF UGANDA

TENDER No.: GRFO20250039

10th MARCH 2026

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TENDER TITLE: CALL FOR PROPOSALS FOR AN IMPLEMENTING PARTNER TO ESTABLISH A REVOLVING FUND FOR THE TRADITIONALLY MARGINALIZED GROUPS, INCLUDING WOMEN, YOUTH, PEOPLE WITH DISABILITIES (PWDS), AND MSMES ENGAGED IN INFORMAL CROSS-BORDER TRADE AT ELEGU

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This clarification matrix forms an integral part of the tender document and therefore must be considered carefully by service grantees in preparation and submission of bids.

It is divided into two sections: -

1. Section 1 contains the clarifications to queries raised and requested through the official bidding clarification email address (that is grants@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 grants@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 RFP of the tender document:

S/No.	Query	Response	Status (closed/ open/ pending)
1.	Good evening grants teams, I have been trying to register and begin the application process using the http://procurement.trademarkafrica.com . but have never succeeded to open. Each time you click, it tells you something else. Please, can you help me to register and move on with the application, we are located in Northern Uganda and so interested to apply.	The right link to the portal is; https://trademarkafrica.com/procurement/	Closed
2.	We are writing to urgently request technical support regarding the		

	<p>TradeMark Africa procurement portal. Our organization intends to apply for the Call for Proposals, Establishment of a Revolving Fund to Support Traditionally Marginalized Groups Engaged in Informal Cross-Border Trade at Elegu (Tender No. GRFO20250039).</p> <p>However, when attempting to access the registration portal through the link provided (http://procurement.trademarkafrica.com), the site does not open or load. This has prevented us from registering and beginning the online application process.</p> <p>Considering that the submission deadline is 17 March 2026 (East African Time), we kindly request your urgent assistance to help us access the portal and complete the required registration.</p> <p>We would appreciate your guidance on the following, Whether the procurement portal is currently experiencing technical difficulties. If there is an alternative registration or submission link available. Any recommended steps we should follow to successfully register and submit our proposal.</p>		
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MARCH 2026

SECTION 2: TIPS ON HOW TO PREPARE AND SUBMIT A COMPETITIVE BID

1. Administrative: -

- 1.1 Correct language (with translation/s where different language is used);
- 1.2 Timelines complied with;
- 1.3 Full response to tender requirements;
- 1.4 Attachment of required documents as per the bid instructions, including, but not limited to:
 - 1.4.1** Registration certificate/s;
 - 1.4.2** Tax compliance/ registration;
- 1.5 Timely submissions (no last minute rush!).

2. Technical: -

- 2.1 Very good methodology:
 - 2.1.1** Good work-plan.
 - 2.1.2** Understanding of TORs.
- 2.2 Evidenced based experience;
- 2.3 Excellent proposed team of experts/ personnel;
- 2.4 Compliant structure of bid;
- 2.5 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;
- 2.6 Keen attention on high/ important technical requirements/ qualifications areas & scoring more;
- 2.7 Quality assurance of the bid;
- 2.8 Well arranged, titled and easy to read proposal;
- 2.9 Defined jargon where used;
- 2.10 Demonstrated creativity and uniqueness of the technical bid;

3. Financial: -

- 3.1 Inclusion of taxes when advised to.
- 3.2 Fair pricing.
- 3.3 Signed submission form/s.

4. Post-award: -

- 4.1 Positive due diligence.
- 4.2 Accurate bid information.
- 4.3 Good performance (quality, cost, quantity, etc) on award of contract.

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FEBRUARY 2025