



BID CLARIFICATION MATRIX 1

ON

**CONSULTANCY SERVICES FOR A COMPREHENSIVE BASELINE ASSESSMENT OF KEY TRADE AND CORRIDOR
PERFORMANCE METRICS ALONG THE ABIDJAN-LAGOS, ABIDJAN-OUAGADOUGOU AND COTONOU-
NIAMEY CORRIDORS**

TENDER NO: PRQ20251289

FINANCED & PROCURED BY

TRADEMARK AFRICA

14TH MAY 2026

TENDER TITLE: CONSULTANCY TO CARRY OUT THIRD PARTY MONITORING OF SWIFT PROGRAMME

TENDER NUMBER: PRQ20251262

This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully considered by service providers 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 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 RFP of the tender document:

S/N o.	Query	Response	Status (Closed/ Open/ Pending)
1.	Can TMA confirm the correct proposal submission deadline and whether it is 26 May 2026 at 15:00 Ghana Time?	Yes, the bid submission deadline is on or before 26th May 2026 at 15:00 p.m. Ghana Time.	Closed
2.	Can TMA confirm the minimum required geographic coverage for primary data collection, including which border posts, ports, logistics hubs, and countries are mandatory versus optional?	Section 2.2 of the terms of reference has outlined minimum expected geographical scope for purposes of this survey. However, as outlined in the ToR, the depth of primary data collection will be determined based on the outcome of phase I of the assignment.	Closed
3.	What documents and datasets will TMA provide at contract start, including the full results framework, Performance Monitoring Plans, previous corridor studies, existing baseline values, and partner program documentation? Can TMA share any prior corridor studies or diagnostics that should be considered foundational inputs for Phase I?	TMA shall provide all relevant documents in its possession at inception phase, including facilitating consultant's engagement with TMA implementing partners for extraction of more material for secondary review and assessment.	Closed
4.	Can TMA confirm whether bidders are expected to establish baseline values for all indicators in Annex 1, or whether indicators will be prioritized during inception based on feasibility, data availability, and budget?	The consultant will be expected to obtain baseline values for all indicators either through secondary or primary sources. Any refinements, if determined necessary, will have to ensure the material aspects of measurement are maintained.	Closed
5.	For corridor time and cost indicators, does TMA expect new primary measurement, use of administrative/secondary data, trader/transporter recall surveys, direct observation, or a combination of these?	Expectation is for a combination of what will give us credible baseline values for use. The phased approach outlined in the ToR	Closed

		envisages use of both secondary and primary data, with the latter either for new measurement or triangulation. Bidders are expected to provide an unassuming and robust methodology for collection of primary data.	
6.	Should all data collection tools, stakeholder engagement, and reports be produced in both English and French, or only selected tools/outputs? Will TMA require translation of the final report and presentation materials?	The three corridors of focus are bilingual corridors. Expectation is that consultants will utilize both languages for effective engagement with study participants during the data collection phase. TMA shall cover translation of draft and final reports and presentations to facilitate validation by partners.	Closed
7.	Can TMA clarify the expected tax treatment for non-Ghanaian firms and consortium members, including withholding tax, VAT treatment, and whether taxes should be included within or shown outside the USD 200,000–250,000 budget range?	Bidders are encouraged to liaise with their tax advisors/consultants on applicable taxes for non-Ghanian firms and consortiums. The budget range provided in the RFP is inclusive of all applicable taxes.	Closed
8.	Is the validation workshop expected to be in-person, virtual, or hybrid? If in-person, where should bidders' budget for it?	Hybrid engagement will be covered to the extent possible. TMA shall cover any related costs for this.	Closed
9.	Given the breadth of the corridors, countries, nodes, workstreams, and indicators covered by the assignment, we would appreciate clarification on TMA's expectations for the Phase II sampling frame. Specifically, should bidders design the sampling frame around: <ul style="list-style-type: none"> • Priority intervention sites and corridor nodes identified by TMA; • Indicator-level data gaps identified during Phase I; • Specific stakeholder groups, such as traders, transporters, customs officials, border agencies, SPS/standards bodies, ICT system users, MSMEs, and women/youth cross-border traders; or • A combination of the above? Could TMA also confirm whether the baseline is expected to generate statistically representative estimates at the corridor, country, border-post, or stakeholder-group level, and whether any minimum sample sizes, disaggregation requirements, or comparison sites are expected?	At this stage, bidders are encouraged to propose a robust and unassuming methodology that covers all geographical sites and indicators outlined in the ToR. The sampling frame should ensure adequate representation and sampling sufficiency across all respondent and stakeholder groups to support statistically valid generalization of findings.	Closed
10.	Has TMA validated that the 21-week timeframe is sufficient for full multi-country data collection, validation, and reporting across all corridors? Are bidders permitted to propose adjusted timelines if justified by methodology and scope?	TMA has validated the proposed 21-week timeframe and considers it feasible for the anticipated scope of work, including multi-country data collection, analysis, validation and reporting across the identified corridors, provided that the assignment is implemented with an efficient methodology and appropriate	Closed

		<p>resourcing.</p> <p>Bidders may, however, propose reasonable adjustments to the timeline where justified by their methodology, scope, or implementation approach. Any proposed adjustments should clearly demonstrate the added value to the quality, robustness, and overall delivery of the assignment outputs.</p>	
11.	Can TMA clarify whether Phase I (secondary data review) is expected to begin prior to formal approval of the inception report? Or should the inception report be submitted earlier (e.g., Week 2–3) for validation before analytical work proceeds?	Inception report which outlines the consultants’ approach to delivery of the assignment MUST first be approved before any analytical work is undertaken.	Closed
12.	Should bidders treat Annex 1 indicators as fixed, or is there flexibility to refine, expand, or redefine indicators within the inception phase?	Refer to response on clarification number 4	Closed
13.	Should bidders prioritize certain indicators if trade-offs are required within budget? Or are all indicators required to be collected within the budget ceiling?	Refer to response on clarification number 4	Closed
14.	Will TMA facilitate formal data access agreements with customs administrations, ports, and digital platform operators to enable measurement of all indicators?	Yes, TMA shall facilitate formal engagements. Successful bidders shall, however, be encouraged to utilize their existing networks where possible.	Closed
15.	Section 3: Technical: quotes “digital system analytics”. Does this imply technical system-level audits, and not just surveys? What level of access and depth is expected for digital system analysis (e.g., user-level data or backend system logs)?	Both system level audits (process analysis and system generated reports) and surveys are envisaged with the former utilized to triangulate data from the latter. Backend access (if deemed necessary) will only be to the extent permitted by relevant institutions.	Closed
16.	Section 3: Technical Emissions Measurement Methodology: Does TMA have a preferred methodology or existing models for estimating corridor-level emissions, or should bidders propose their own approach?	TMA uses the Global Logistics Emission Council (GLEC) Framework/ ISO 14083 ISO 14083 in addition to IPCC guidelines. TMA is, however, open to reviewing bidders proposed approaches.	Closed
17.	Should institutional assessments include formal scoring/benchmarking, or qualitative diagnostics only?	Bidders are encouraged to propose a holistic approach that will give us credible data for use.	Closed

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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 such as:
 - 1.4.1 Registration certificate/s;
 - 1.4.2 Tax compliance/ registration;
 - 1.4.3 Professional registrations such as that for engineers, architects, environmentalists, accountants, supply chain experts, etc.;
 - 1.4.4 Power of attorney; and
 - 1.4.5 Audited accounts for the years requested.
- 1.5 Accurate sealing/ naming of bids envelopes; and
- 1.6 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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