



BID CLARIFICATION MATRIX NO.1

**CONSULTANCY SERVICES FOR ONE STOP BORDER POSTS (OSBPS) FURNISHING AND SIGNAGE
NEEDS ASSESSMENTS, DEVELOPMENT OF SPECIFICATIONS AND SUPERVISION OF INSTALLATION**

TMA/FWA/IBM/03/2026

FINANCED & PROCURED BY

TRADEMARK AFRICA

28TH APRIL 2026

BID CLARIFICATION MATRIX NO.1

TENDER TITLE: CONSULTANCY SERVICES FOR ONE STOP BORDER POSTS (OSBPS) FURNISHING AND SIGNAGE NEEDS ASSESSMENTS, DEVELOPMENT OF SPECIFICATIONS AND SUPERVISION OF INSTALLATION

TMA/FWA/IBM/03/2026

This **Bid Clarification Matrix No. 1** 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 frameworks@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 frameworks@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 Invitation to Tender (ITT) 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>1.1 This Opportunity 1.1.1 TMA is inviting Framework Submissions from interested consultancy firms/consortiums to be considered for appointment to this Framework Agreement for the Consultancy Services for One Stop Border Posts (OSBPs) Furnishing and Signage Needs Assessments, Development of Specifications and Supervision of Installation funded by TradeMark Africa.</p>	<p>1.1 This Opportunity 1.1.1 TMA is inviting Framework Submissions from interested individuals to be considered for appointment to this Framework Agreement for the Consultancy Services for One Stop Border Posts (OSBPs) Furnishing and Signage Needs Assessments, Development of Specifications and Supervision of Installation funded by TradeMark Africa.</p>	Closed

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, 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
- Evidenced based experience.
- Excellent proposed 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.