



BID CLARIFICATION MATRIX NO.1

**INDIVIDUAL CALL-DOWN SERVICES FOR THE PROVISION OF MONITORING AND EVALUATION
SERVICES WITHIN THE RESULTS & IMPACT TEAM IN TRADEMARK AFRICA**

TMA/FWA/M&E/01/2026

FINANCED & PROCURED BY

TRADEMARK AFRICA

28TH APRIL 2026

BID CLARIFICATION MATRIX NO.1

TENDER TITLE: INDIVIDUAL CALL-DOWN SERVICES FOR THE PROVISION OF MONITORING AND EVALUATION SERVICES WITHIN THE RESULTS & IMPACT TEAM IN TRADEMARK AFRICA

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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</p> <p>1.1.1 TMA is inviting Framework Submissions from interested consultancy firms/consortiums to be considered for appointment to this Framework Agreement for the Individual Call-down Services for the Provision of Monitoring and Evaluation Services Within the Results & Impact Team in TradeMark Africa funded by TradeMark Africa.</p>	<p>1.1 This Opportunity</p> <p>1.1.1 TMA is inviting Framework Submissions from interested individuals to be considered for appointment to this Framework Agreement for the Individual Call-down Services for the Provision of Monitoring and Evaluation Services Within the Results & Impact Team in TradeMark Africa 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.

TRADEMARK AFRICA

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