



BID CLARIFICATION MATRIX NO.2

FOR

**CONSULTANCY TO SUPPORT BUSINESS PROCESS REVIEW OF TRADE PROCESSES AND ACTORS ALONG THE ABIDJAN
– LAGOS AND ABIDJAN – OUAGADOUGOU CORRIDORS**

TENDER NUMBER: PRQ20251314

20th MAY 2026

BID CLARIFICATION MATRIX No. 1

BID TITLE: CONSULTANCY TO SUPPORT BUSINESS PROCESS REVIEW OF TRADE PROCESSES AND ACTORS ALONG THE ABIDJAN – LAGOS AND ABIDJAN – OUAGADOUGOU CORRIDORS

TENDER NUMBER: PRQ20251314

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/No.	Query	Response	Status (closed/open/pending)
1.	Adding the sub-totals in 13.Budget of the RFP gives \$260,000, not the stated \$250,000 ceiling (55,250 + 36,000 + 21,000 + 24,000 + 18,000 + 55,000 + 10,750 + 30,000 + 10,000 = 260,000). Please confirm the corrected indicative breakdown. Is the ceiling \$250,000 or \$260,000?	TMA acknowledges the arithmetic discrepancy in the indicative budget breakdown in Section 13. The binding budget ceiling for this assignment is USD 250,000 inclusive of all taxes, as stated in the TOR. The indicative breakdown is illustrative only and is intended to guide bidders on the relative weighting of cost components. Bidders should note that the indicative breakdown does not constitute a mandatory cost structure. Financial proposals must not exceed the ceiling of USD 250,000 gross.	Closed
2.	Point 5.b and 5.c of the Scope of Work state that harmonization and simplification recommendations will be built on the independent parallel baseline study on corridor performance. If this assignment slips, how will dependencies on this consultancy's timeline be handled?	The BPR assignment is not dependent on the independent baseline study. Both assignments are being procured in parallel and each consultant is expected to develop and deliver their scope	Closed

		independently. Where TMA considers it beneficial, it may facilitate information exchange between the two consultants. Bidders should therefore not factor any dependency on the baseline study into their proposed methodology or timeline.	
3.	Considering the multi-country aspect of the study the great coordination effort required to organize the validation workshop, could you also clarify how this dependency will be handled, as well as how deliverable payment will be handled in the event where the timeline for holding the workshop extends?	TMA will coordinate venue, logistics, and participant mobilisation for the regional validation workshop in consultation with the selected consultant. Where the workshop is delayed due to factors outside the consultant's control, payment of the associated deliverable milestone will not be withheld solely on account of the workshop delay, provided the consultant has submitted the draft report to TMA's satisfaction and has made all necessary preparations for the workshop. A revised workshop date will be agreed in writing between TMA and the consultant. The consultant remains responsible for all workshop materials and facilitation regardless of scheduling adjustments.	Closed
4.	In 7. Deliverables only three deliverables are listed: Inception Report, Draft Report (with validation workshop), and Final Report. But 5. Scope of work calls for AS-IS process maps, trader journey maps, TO-BE process designs, an implementation roadmap, an M&E framework, a digital systems assessment, "Quick Wins" prioritization, and a Risk Register. Are the products listed, standalone deliverable or are they expected to be annexes/chapters within the Draft and Final Reports? Would Trademark Africa be open to the team proposing an alternative way of structuring or defining the deliverables and their associated context, should this be considered more appropriate based on the scope and sequencing of the activities, as part of the technical proposal?	The products referenced in Section 5 of the Scope of Work, including AS-IS process maps, trader journey maps, TO-BE process designs, the implementation roadmap, M&E framework, digital systems assessment, Quick Wins prioritization, and Risk Register, are expected to be integrated as chapters or annexes within the Draft and Final Reports rather than submitted as separate standalone deliverables. TMA is open to bidders proposing an alternative deliverable structure in their technical proposal, provided it is clearly justified by the proposed methodology and sequencing of activities, and provided it covers all products specified in Section 5. Any proposed alternative structure will be assessed as part of the technical evaluation.	Closed
5.	The indicative breakdown provides \$10,000 for stakeholder workshops and validation, while 5.Scope of Work refers to private-sector validation workshops, and regional validation workshops involving ECOWAS, UEMOA, NTFCs/CNFEs, and national stakeholders. Are the regional validation workshops referenced in 5. Scope of Work of the RFP organized and funded directly by TMA (with the consultant presenting and leading), or are they to be organized and funded by the consultant within the \$10,000 line?	As clarified in Bid Clarification Matrix No. 1, TMA will be responsible for organizing and funding the regional validation workshop, including venue, logistics, and participant mobilization. The USD 10,000 budget line for stakeholder workshops and validation in Section 13 is allocated to TMA's direct workshop costs and is therefore not available to the consultant. Bidders should not include workshop organization costs in their	Closed

		financial proposals. The consultant's responsibility is limited to preparing all workshop materials, leading technical sessions, and incorporating feedback into the final report. Any private-sector consultation sessions conducted by the consultant in the field as part of data collection are the consultant's responsibility and should be costed within the consultant's fee and field mission budgets.	
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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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