



BID CLARIFICATION MATRIX NO.3

FOR

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

TENDER NUMBER: PRQ20251314

03rd JUNE 2026

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

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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.	We wish to seek the Authority's clarification on whether a single expert may be proposed for two distinct roles within the project team. Specifically, we would like to understand whether it is permissible for one professional to be nominated simultaneously for the positions of 'Team Leader' and 'Legal and Policy Expert', both of which are listed among the key expert categories in the tender requirements. We raise this query in the interest of ensuring full compliance with the evaluation criteria and to avoid any inadvertent non-conformity in our technical submission. The Authority's confirmation on this matter will greatly assist us in finalising our proposed team structure accordingly. As for the work estimate, we shall accommodate the man-days with respect to the number of days allotted for both positions, as mentioned in the Tender. However, please do advise us on the same.	Bidders are required to propose different experts for each key role under the project team. A single expert should not be nominated to occupy more than one position, including the roles of Team Leader and Legal and Policy Expert. This requirement is intended to ensure adequate capacity, clear allocation of responsibilities, and effective delivery of the assignment in line with the Tender Document. Bidders should therefore ensure that each role is assigned to a distinct qualified expert as specified in the tender requirements.	Closed

2.	<p>We would appreciate clarification regarding the following clause in the RFP under the Taxes section:</p> <p>“The resultant Contract will be domiciled in Ghana.”</p> <p>Our interpretation is that this primarily means the resulting contract will be governed by and administered under Ghanaian law and the applicable tax jurisdiction. This understanding is based on other sections of the RFP, which appear to permit participation from firms across different countries.</p> <p>However, we would like to kindly confirm whether this clause should in any way be interpreted as implying a preference for, or restriction to, firms that are themselves domiciled/incorporated in Ghana for contracting purposes.</p> <p>We would appreciate your guidance on this point to ensure our interpretation aligns with the intent of the RFP.</p>	<p>The resultant Contract will be domiciled in Ghana,” refers to the governing legal and tax jurisdiction of the contract. This means that the contract will be administered and governed in accordance with the applicable laws and regulations of Ghana, including any relevant tax requirements.</p> <p>The clause should not be interpreted as a preference for, or restriction to, firms that are domiciled or incorporated in Ghana. Eligible firms from other countries may participate in the procurement process, provided they meet all the requirements set out in the RFP.</p>	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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25th May 2026