

PRE-BID MEETING MINUTES

FOR

CONSULTANCY SERVICES TO UNDERTAKE NEEDS ASSESSMENT, DETAILED ENGINEERING DESIGN, AND PREPARATION OF TENDER DOCUMENTS FOR THE REHABILITATION, MODERNIZATION, AND CONSTRUCTION OF PRIORITY FACILITIES ALONG THE ABIDJAN–LAGOS CORRIDOR

[TENDER NO: PRQ20251432]

FINANCED & PROCURED BY

TRADEMARK AFRICA



DATE: 16 JUNE 2026 AT 1100 HRS. (CDI TIME)

VENUE: VIRTUAL VIA MICROSOFT TEAMS

CONSULTANCY SERVICES TO UNDERTAKE NEEDS ASSESSMENT, DETAILED ENGINEERING DESIGN, AND PREPARATION OF TENDER DOCUMENTS FOR THE REHABILITATION, MODERNIZATION, AND CONSTRUCTION OF PRIORITY FACILITIES ALONG THE ABIDJAN-LAGOS CORRIDOR

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ATTENDANCE

All attendees signed the attendance list.

APOLOGIES

No apologies were received.

MINUTE 001/06/2026: INTRODUCTION

The meeting started at 1110 Hrs. by the Chair of the session, calling the meeting to order which was followed by a self-introduction by all attendees.

The presence of all representatives of the invited firms was acknowledged, and they were all welcomed to the session.

MINUTE 002/06/2026: PRE-BID SCHEDULE AND ACTIVITIES

The Chair took the participants through the proposed program for the day, indicating the activities for each as follows: -

- 1) Introduction
- 2) About TMA
- 3) Project brief via MS Power Point Presentation.
- 4) Procurement
- 5) Queries and answers;
- 6) Conclusion/ adjournment.

MINUTE 003/06/2026: PRE-BID SCHEDULE AND ACTIVITIES

Bidders were taken through the background of TMA, Project background and scope and deliverables of the project. During the session, bidders were allowed to ask questions to seek clarification on the areas of their concerns regarding the scope of the assignment.

MINUTE 004/06/2026: ATTENDANCE REGISTRATION

Attendees were requested to key in their names, organization, and email in the chat box as proof of attendance. TMA's Procurement Unit emphasized that, the bidders should stick to the tender document uploaded on the website and that the bids should be submitted in hard copy. A copy of the same is available in Annex 1 of this document.

MINUTES 005/06/2026: PROJECT BRIEF

Bidders were taken through a detailed brief of the project objectives, timelines and requirements by the project team and procurement team from TMA. This was done by way of a PowerPoint presentation. This was done by way of PowerPoint presentation, attached as **Annex 2**

MINUTE 006/06/2026: QUESTION AND ANSWER SESSION

After the presentation, bidders were informed that the pre-bid meeting would not necessarily be able to answer all questions raised, but all questions would be documented, and appropriate responses prepared and shared. Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document for TMA procurement to compile a clarification matrix to be posted on the TMA website for access by all interested bidders. As attached as Annex 3.

Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document for TMA procurement to compile a clarification matrix to be shared back to bidders through the TMA procurement email procurement@trademarkafrica.com.

MINUTE 007/06/2026: CONCLUSION/ ADJOURNMENT

The TMA Procurement Lead appreciated all participants for coming and for the cooperation offered. They were all wished the very best in pursuit of securing the contract for the assignment under tender and assured them of Procuring Entity's commitment to a smooth and transparent process.

The meeting was further informed that all inquiries received via the email in the tender document alongside those asked at the pre-bid conference, would be compiled and shared with the bidders through the TMA procurement email procurement@trademarkafrica.com. Bidders were further advised to submit their questions in writing to the above email address within the timeline specified in the tender document, enabling TMA procurement to compile a clarification matrix.

There being no other business, the meeting concluded at **1137 hrs** CDI time.

TRADEMARK AFRICA

16 June 2026