



BID CLARIFICATION MATRIX NO.1

FOR

PROMOTING INCLUSIVE TRADE FOR WOMEN AND YOUTH – CAPACITY BUILDING, POLICY ADVOCACY AND INSTITUTIONAL STRENGTHENING FOR CROSS-BORDER TRADERS, COOPERATIVES AND ASSOCIATIONS

TENDER NUMBER: GRFO20250055/ GRFO20250056

JULY 2026

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TENDER TITLE

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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: -

Section 1 contains the clarifications to queries raised and requested through the official bidding clarification email address (that is grants@trademarkafrica.com).

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 grants@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 CFP of the tender document:

Issue	RFP Clause / Reference	Concern / Error Identified	Clarification Sought from Client	Response	Status (closed/ open/ pending)
Budget Ceiling	N/A	No budget ceiling provided for in the CFP	Whether there is a budget ceiling or the bidders to just share their best budget estimates	The total budget available for the call is USD 250,000	Closed
Payment Structure		The call for proposal does not expressly state the payment structure to be adopted for	Please confirm the expected payment structure, for example whether any	Payments under the grant agreement will generally be linked to the achievement of	Closed

		the grant during implementation	mobilisation advance is provided or whether payments are milestone or deliverable based in arrears, together with the anticipated payment schedule	agreed milestones and deliverables as defined during contracting. Disbursements will be made upon satisfactory review and approval of milestone reports and supporting documentation. Any advance payment arrangements, where applicable, will be detailed during grant negotiations and reflected in the final grant agreement	
Overhead / Indirect Costs	Sec 16. Overhead Cost	The call for proposals does not specify the applicable overhead/ indirect cost rate	Section 16 refers to overhead being within donor thresholds. Please confirm the applicable overhead or indirect cost ceiling, if any.	The applicable overhead cost approved by the donor is 10%	Closed
Proposal Format and Page Limits	Page requirement	Maximum pages 15, work plan 3 pages, experience 1 page and team qualifications 2 pages.	Please confirm whether these elements are included within, or are additional to, the 15-page technical limit, and whether the CV (Annex 3) and firm experience (Annex 4) annexes count towards that limit.	The maximum page limit for the technical proposal remains fifteen (15) pages. The following sections should be considered part of the technical proposal unless otherwise expressly stated: <ul style="list-style-type: none"> • Technical approach and methodology; • Work plan; • Staffing and resource plan; • Relevant 	Closed

				<p>organisational experience.</p> <p>CVs and any mandatory annexes requested through the prescribed templates may be submitted as annexes and will not normally count towards the technical proposal page limit. However, applicants are encouraged to remain concise and ensure submissions follow the prescribed format and instructions.</p>	
Eligibility and Consortium Structure	Sec A. Eligibility requirements	Consortium requirements and geographical experience.	<p>Please confirm the requirement for at least two comparable assignments in the last seven years, may be satisfied cumulatively across the joint venture / consortium members, or whether the lead applicant must independently meet each criterion.</p> <p>Also confirm whether comparable cross-border trade or inclusive trade assignments delivered elsewhere in the East African Community region, outside Uganda, are acceptable</p>	<p>Where proposals are submitted through a consortium or joint venture arrangement, eligibility requirements may be demonstrated collectively by consortium members, provided that:</p> <ul style="list-style-type: none"> • The consortium as a whole possesses the required experience and technical capacity; • A legally designated lead organisation is identified; • Roles and 	Closed

			<p>towards the two comparable assignments requirement, or whether Uganda-specific experience is required.</p>	<p>responsibilities of all consortium members are clearly articulated.</p> <p>TradeMark Africa reserves the right to assess whether the lead applicant possesses sufficient management and fiduciary capacity to administer the grant.</p> <p>Relevant assignments undertaken within the East African Community or comparable regional trade and development contexts may be considered acceptable evidence of experience.</p> <p>Applicants are encouraged to demonstrate how their previous work is relevant to the objectives of this assignment, particularly in relation to:</p> <ul style="list-style-type: none">• Cross-border trade;• Women and youth economic empowerment;• Cooperative development;• Trade facilitation;	
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				<ul style="list-style-type: none"> • Policy advocacy and institutional strengthening. <p>Uganda-specific experience may be advantageous but is not an absolute requirement unless expressly stated in the solicitation documents.</p>	
Scope, Targets and Geographic Coverage			<p>Several intervention areas reference Busia and Malaba specifically (for example cooperatives under Area 3 and resource centres under Area 5), while the sensitisation targets cover all four borders. Please confirm how the performance targets (p.21 to p.22) are expected to be distributed across the four border points of Busia, Malaba, Lwakhakha and Suam.</p>	<p>The programme covers the border points of:</p> <ul style="list-style-type: none"> • Busia; • Malaba; <p>While certain activities specifically identify Busia and Malaba, applicants are expected to demonstrate in their methodology how activities and targets will be appropriately distributed across all designated implementation locations. Applicants should therefore propose a practical allocation of interventions and beneficiary targets while ensuring achievement of the overall programme objectives and deliverables. The final distribution may be refined during inception and implementation planning.</p>	Closed

Performance Security	Annex 2 (d)	If our bid is accepted, we commit on request to obtain a performance security (if applicable)	Is a performance security required for this project?	<p>Performance security requirements, if applicable, will be communicated during the award and contracting stage.</p> <p>The inclusion of the reference in the bid forms is intended to accommodate circumstances where TradeMark Africa determines that a performance security is necessary based on the nature, risk profile, value, or contractual requirements of the award.</p> <p>Applicants are not required to submit a performance security at the proposal stage unless specifically requested.</p>	Closed
Draft Grant Agreement		The bidder requests a sample grant agreement	Please share a draft grant agreement or standard terms and conditions if possible.	TradeMark Africa's standard grant agreement template and applicable terms and conditions will be shared with the successful applicant(s) during the contracting stage.	Closed
Liability Under a Consortium Arrangement			In a JV/consortium, is liability joint or held by the lead organisation?	Unless otherwise specified in the grant agreement, the lead organisation will ordinarily serve as the	Closed

				<p>primary contracting party and will be responsible for overall grant management, performance oversight, reporting obligations, and compliance with grant conditions.</p> <p>Consortium partners should establish appropriate internal agreements governing roles, responsibilities, and risk-sharing arrangements.</p>	
Signatories to the Grant Agreement			<p>Who signs the grant agreement — lead organisation only or all organisations in the consortium?</p>	<p>Typically, the lead organisation signs the grant agreement with TradeMark Africa on behalf of the consortium.</p> <p>However, TradeMark Africa may require additional documentation from consortium members, including letters of commitment, consortium agreements, or other supporting instruments, as appropriate</p>	Closed

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.

**TRADEMARK AFRICA
APRIL 2026**

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