



BID CLARIFICATION MATRIX NO.1

**PROVISION OF TECHNICAL ASSISTANCE TO STRENGTHEN CIVIL SOCIETY ORGANIZATIONS TO
LEAD TRADE POLICY DIALOGUE, ACCESS TO MARKET TRANSFORMATION, AND EVIDENCE-
BASED ADVOCACY FOR WOMEN SMALL-SCALE CROSS-BORDER TRADERS ALONG THE
ABIDJAN-LAGOS AND ABIDJAN-OUAGADOUGOU CORRIDORS**

GRFO20260001

FINANCED & PROCURED BY

TRADEMARK AFRICA

24TH AUGUST 2026

BID CLARIFICATION MATRIX NO.1

TENDER TITLE: PROVISION OF TECHNICAL ASSISTANCE TO STRENGTHEN CIVIL SOCIETY ORGANIZATIONS TO LEAD TRADE POLICY DIALOGUE, ACCESS TO MARKET TRANSFORMATION, AND EVIDENCE-BASED ADVOCACY FOR WOMEN SMALL-SCALE CROSS-BORDER TRADERS ALONG THE ABIDJAN-LAGOS AND ABIDJAN-OUAGADOUGOU CORRIDORS

TENDER NUMBER: GRFO20260001

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 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 Request for Proposal (RfP) 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.	I would appreciate clarification regarding the eligibility of international organizations under CFP GRFO20260001. The CFP indicates that international organizations registered outside West Africa are eligible provided they can demonstrate registration in their country of origin, maintain a presence in at least one of the eligible countries, and have the capacity to implement activities across the programme countries. Could you kindly confirm whether the United Nations Development Programme (UNDP) would be considered eligible under the category of "international organizations"? Given UNDP's status as an intergovernmental organization within the UN system, we would also appreciate guidance on any specific documentation required to demonstrate compliance with the registration and presence requirements	In the absence of registration as a conventional company, equivalent documentation that demonstrates presence in these countries will suffice.	Closed
2.	Kindly make available ALL the Annexes for the Grant Call No GRFO 20260001. These are not available when we downloaded the TOR	This has been availed. Please refer to the additional process attachments	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.,
 - 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
- Evidence based experience.
- Proposed excellent 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.