



BID CLARIFICATION MATRIX NO.2

CONSULTANCY FOR PROVISION OF TAX COMPLIANCE AND AD HOC SERVICES FOR TRADEMARK AFRICA

PRQ20260039, PRQ20260041, PRQ20260042, PRQ20260043 & PRQ20260044

FINANCED & PROCURED BY

TRADEMARK AFRICA

11TH AUGUST 2026

BID CLARIFICATION MATRIX NO.2

TENDER TITLE: CONSULTANCY FOR PROVISION OF TAX COMPLIANCE AND AD HOC SERVICES FOR TRADEMARK AFRICA

TENDER NUMBER: PRQ20260039, PRQ20260041, PRQ20260042, PRQ20260043 & PRQ20260044

This **Bid Clarification Matrix No. 2** 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.	Section 11- Part A Preliminary Requirements: Would a signed power of attorney be needed if you are not a consortia or JV?	A Power of Attorney is only required where applicable. This is when the bid is signed by someone who is not the bidder's legally authorised representative, or where signing authority needs to be formally delegated. If you are not bidding as a Consortium/JV and your signatory already has legal authority to bind the organisation, no separate Power of Attorney is needed.	Closed
2.	Section 18: Technical Evaluation: How do we demonstrate the skill under Paragraph 18 [Lot 3 - C1(iv)]? Is the demonstration by providing actual certificates of training or by written explanation in the CV?	Please provide any of the following: • CPD Certificate/Transcript/Record of Attendance issued by the training body	Closed
3.	Annex 5: Under (c) Organization and Staffing: It is stated under STAFFING SCHEDULE (on page 24) that “Staff input (in the form of a bar chart)”. Kindly clarify this. We would also appreciate more explanation on the STAFFING SCHEDULE	The Staffing Schedule should be presented as a simple Gantt-style Bar chart showing when each proposed staff member will be deployed over the assignment period. Professional staff should be shown individually, while support staff may be grouped by category. Where applicable, Home and Field inputs should be shown separately. For example, bidders may shade or mark the relevant months for each staff member and indicate the corresponding total staff-month input.	Closed

4.	Annex 5: Under (c) Organization and Staffing: It is stated under WORK SCHEDULE (on page 25) that “Duration of activities shall be indicated in a form of a bar chart”. Kindly clarify this. We would also appreciate more explanation on the WORK SCHEDULE	Please provide a Gantt Chart	Closed
5.	It is stated on page 24 under STAFFING SCHEDULE that “ Field work means work carried out at a place other than the Consultant's home office. ” Could you clarify what is meant by “home office” in this context?	This is not applicable for this assignment	Closed
6.	Confirm if the legal form of business registration of TMA’s operations in Ghana. Is it limited by guarantee or a limited liability company or other forms?	Ghana – Company Limited by Guarantee	Closed
7.	Confirm if there is an MOU with the Government of Ghana or a written tax exemption from the Ghana Revenue Authority (GRA) in relation to TMA operations in Ghana.	TMA Ghana - New MoU is under review by the relevant Ministries/Agencies. Previous MoU only provided income tax exemptions; negotiations underway to expand this to VAT and Customs. TMA Ghana has a valid approval from the to operate as a charitable organisation (hence no income tax). Current approval expires on 31 December 2026. It is renewable.	Closed
8.	We seek clarification on whether bidders can submit a proposal for a single country within a lot, for example, Zambia only under Lot 2.	NO Bidders are required to issue one proposal covering all the countries in a LOT.	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.