



## **BID CLARIFICATION MATRIX NO.1**

**PROVISION OF A TECHNICAL ASSISTANCE TO SUPPORT DESIGN AND IMPLEMENTATION OF  
DIGITAL FINANCIAL INCLUSION INTERVENTIONS FOR SMALL-SCALE CROSS-BORDER TRADERS  
ALONG THE ABIDJAN-LAGOS AND ABIDJAN-OUAGADOUGOU CORRIDORS**

**GRFO20260003**

**FINANCED & PROCURED BY**

**TRADEMARK AFRICA**

**27<sup>TH</sup> AUGUST 2026**

## BID CLARIFICATION MATRIX NO.1

**TENDER TITLE: PROVISION OF TECHNICAL ASSISTANCE TO SUPPORT DESIGN AND IMPLEMENTATION OF DIGITAL FINANCIAL\ INCLUSION INTERVENTIONS FOR SMALL-SCALE CROSS-BORDER TRADERS ALONG THE ABIDJAN-LAGOS AND ABIDJAN-OUAGADOUGOU CORRIDORS**

**TENDER NUMBER: GRFO20260003**

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](mailto: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](mailto: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.      | Could TMA kindly provide the missing Annexes 1–8/templates referred to in the CFP?                                                                                                                                                                                                                                                                                                                                                                                                                       | This has been availed. Please refer to the additional process attachments                                                                                                                       | Closed |
| 2.      | In the event that the annexes will not be circulated separately, should bidders:<br>i. develop their submissions using their own formats, while ensuring that all information specified in the CFP is provided; or<br>ii. use the standard TMA templates/forms applicable to similar calls for proposals, where such templates are already known or available to bidders?                                                                                                                                | This has been availed. Please refer to the additional process attachments                                                                                                                       | Closed |
| 3.      | In particular, we would appreciate confirmation of the prescribed format for Annexes 2, 3, 4, 5, 6 and 7, as these appear to contain mandatory submission formats.                                                                                                                                                                                                                                                                                                                                       | This has been availed. Please refer to the additional process attachments                                                                                                                       | Closed |
| 4.      | As an international organisation, Aflatoun International is registered in the Netherlands and we have an arm-organisation registered in Kenya through which we operate our regional network and support work. Given this, we do <b>not</b> currently have a registered office within the mentioned countries (Cote d'Ivoire, Benin, Burkina Faso, Ghana Togo and Nigeria), which is a clear requirement for eligibility.<br><br>Given the above, do you deem us eligible to apply within a joint venture | "All consortium/JV members must meet the applicable eligibility requirements, including the requirement to be duly registered and legally authorised to operate in West Africa, as applicable." | Closed |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                        |               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|    | with our partner organisations in both Abidjan and Burkina Faso?                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                        |               |
| 5. | Minimum organisational experience requirement: The Eligibility and Preliminary Requirements sections specify a minimum of 10 years' relevant institutional experience, while the Technical Evaluation criteria and the ToR specify a minimum of 7 years' proven experience in relevant market access programmes/projects. Could you kindly confirm the applicable minimum organisational experience requirement for this CFP? | The organisation must demonstrate a minimum of 10 years of relevant institutional experience. Within this period, at least seven years must relate specifically to the implementation of relevant market-access programmes or projects | <b>Closed</b> |

## **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.