



BID CLARIFICATION MATRIX NO.1

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

PRQ20260039, PRQ20260041, PRQ20260042, PRQ20260043 & PRQ20260044

FINANCED & PROCURED BY

TRADEMARK AFRICA

6TH AUGUST 2026

BID CLARIFICATION MATRIX NO.1

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. 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.	Section 18 of the RFP (Evaluation Criteria and Process) previously advised that "Bidders are encouraged to apply for no more than two (2) Lots." Could TMA confirm whether bidders may now apply for more than two Lots, including all five?	TMA confirms that all five (5) Lots are now open to any bidder. The previous guidance limiting applications to two Lots per bidder has been removed. Bidders with the requisite capacity, experience and geographic coverage may apply for any number of Lots, up to and including all five. This does not change the "Only One Proposal per Lot" requirement: a separate, complete Technical and Financial Proposal must still be submitted for each Lot applied for.	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.