



PRE-BID MEETING MINUTES

FOR

**REQUEST FOR PROPOSALS: ADVISORY SERVICES FOR COST RECOVERY AND INFRASTRUCTURE
DEVELOPMENT OF THE MALABA AND LWAKHAKHA ONE STOP BORDER POSTS**

[TENDER NO: PRQ20260073]

FINANCED & PROCURED BY

TRADEMARK AFRICA

VENUE:

VIRTUAL MEETING VIA MICROSOFT TEAMS

DATE & TIME:

**23RD SEPTEMBER 2026 AT 12:00 NOON (KENYA
TIME).**

PRQ20260073 - REQUEST FOR PROPOSALS: ADVISORY SERVICES FOR COST RECOVERY AND INFRASTRUCTURE DEVELOPMENT OF THE MALABA AND LWAKHAKHA ONE STOP BORDER POSTS

ATTENDANCE

TMA Representatives, KRA Representatives & Bidders

APOLOGIES

No apologies were received.

MINUTE 001/09/2026: INTRODUCTION

The meeting commenced shortly after 12:00 Noon EAT and was called to order by the Procurement team. TMA and KRA representatives introduced themselves and welcomed all representatives of the participating firms to the pre-proposal conference.

MINUTE 002/09/2026: PRE-BID SCHEDULE AND ACTIVITIES

The Procurement team took participants through the proposed programme for the session, covering the following activities: -

1. Introductions and meeting protocols
2. About TradeMark Africa and assignment context
3. Engagement objectives
4. Engagement scope and integrated workstreams
5. Methodology, workplan and expected deliverables
6. Team, Joint Venture and local presence requirements
7. Procurement highlights and proposal submission requirements
8. Evaluation approach and commercial/contract notes
9. Question and Answer session

MINUTE 003/09/2026: TECHNICAL & PROCUREMENT REQUIREMENTS

The Technical team presented the background, objectives, scope, methodology, expected outputs and deliverables for the assignment, including the integrated infrastructure, engineering, risk-based inspection, ICT, cost recovery and financing, ESG, legal and institutional, traffic modelling and investment-readiness workstreams. The team also highlighted the multidisciplinary expertise required and the need for consistency across the technical, financial, legal, ESG and traffic outputs.

The Procurement team then guided bidders through the principal proposal and submission requirements, including the Joint Venture and local presence provisions, separate Technical and Financial Proposals, electronic submission through SAP Ariba, the applicable QCBS evaluation approach and key commercial and contractual provisions. Bidders were reminded that the tender document, together with any formal addenda or clarifications issued by TMA, would prevail in the event of any inconsistency with the presentation.

MINUTE 004/09/2026: QUESTION AND ANSWER SESSION

Following the presentation, bidders were invited to raise questions and seek clarification on the scope of the assignment and the procurement requirements. The TMA team responded to questions that could be

addressed during the session and advised bidders to share the questions in writing, for TMA to provide written responses to the questions raised through a formal clarification matrix.

Bidders were further advised that formal clarification requests and responses would be handled through SAP Ariba in accordance with the RFP timelines. The final written clarifications issued by TMA through the procurement platform would form part of the procurement record and should be taken into account in preparing proposals.

MINUTE 005/09/2026: CONCLUSION/ ADJOURNMENT

The TMA team thanked all participants for their attendance, participation and cooperation and reiterated TMA's commitment to a fair and transparent procurement process. Bidders were encouraged to review the tender documents carefully and submit any outstanding clarification requests through the prescribed channel within the stipulated timelines.

There being no other business, the meeting concluded at approximately 12:53 P.M. Kenya Time.

**TRADEMARK AFRICA
23RD SEPTEMBER 2026**