



BID CLARIFICATION MATRIX NO.1

TENDER TITLE: SUPPLY, INSTALLATION, TRAINING AND COMMISSIONING OF PETROLEUM TESTING EQUIPMENT FOR THE ETHIOPIAN CONFORMITY ASSESSMENT ENTERPRISE

TENDER No.: PRQ20220216

FINANCED & PROCURED BY

TRADEMARK EAST AFRICA

18th September 2023

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[PRQ20220216]

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 ITB 8 of the tender document:

Table 1: Queries and responses as received and responded to by the procuring entity.

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
1.	Bid submission.	RFP	Does a bid security denominated in Ethiopian Birr acceptable?	All Bid Security must be provided in USD.	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, 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
- Evidenced based experience;
- Excellent proposed 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;

TRADEMARK AFRICA

14 SEPTEMBER 2023