



BID CLARIFICATION MATRIX NO.2

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

26th September 2023

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[PRQ20220216]

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 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	3.1: Financial capability & 3.2: Average annual turnover	In an instance where the average annual turnover is more than 2 time the proposed bid but less than USD 3M, will the bid be accepted? As a matter of fact, the value of the entire project falls short of one third of stated average annual turnover.	The bid must meet the requirement of minimum average annual supplier turnover of US \$ 3M calculated as total certified payments received for contracts in progress and/or completed within the last [insert number of years, 3 minimum but generally 5] years, divided by [insert number of years] years	Closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
2.	Bid Submission	Bid Security	Kindly confirm if the purchaser's address that we will use for the Bid Security is TMA Ethiopia	TradeMark Africa Elili International Hotel Building, 19th Floor. Kazanchis Business District, Guinea Conakry Street Kirkos Sub-City, woreda 17/18 Addis Ababa, Ethiopia	Closed
3.	Bid Submission	RFP	When filling in form 3.1,3.2 and 4.1, can we use the Ksh as the currency? The audited accounts and Lpos were released by our auditors and customers in Kshs.	No, use usd as the currency to fill the form with the exchange rate of National Bank of Ethiopia at that particular time.	Closed
4.	Bid Submission	RFP	If we have to use the USD as our currency of filling in the above-mentioned forms, what exchange rate are we using?	Use usd to fill the form with the exchange rate of National Bank of Ethiopia at that particular time.	Closed.
5.	Bid Submission	RFP	Also clarify where the forms fin 3.1 3.2 and 4.1 should be put? Is it in the in the Technical or Financial proposal.	Technical Proposal	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

25 SEPTEMBER 2023