



BID CLARIFICATION MATRIX NO.1

**TENDER TITLE: CONSULTANCY TO DEVELOPMENT A MORE INCLUSIVE, SUSTAINABLE AND COMPETITIVE
TRADE AND TRANSPORT CORRIDOR BETWEEN DJIBOUTI AND ETHIOPIA**

TENDER No.: PRQ20230214

FINANCED & PROCURED BY

TRADEMARK EAST AFRICA

02nd October 2023

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TENDER TITLE: CONSULTANCY TO DEVELOPMENT A MORE INCLUSIVE, SUSTAINABLE AND COMPETITIVE TRADE AND TRANSPORT CORRIDOR BETWEEN DJIBOUTI AND ETHIOPIA [PRQ20230214]

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 - Template for ANNEX 1- Code of Conduct	Page 22 of the ToRs reads “ANNEX 1: TMA’S SUPPLIER CODE OF CONDUCT. This document is shared as a separate document to the tender document”. We kindly ask you to provide this template as no document is found when downloading the documentation.	Uploaded.	Closed.

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
2.	Bid submission.	RFP - Key Experts Qualifications & Experience	Pages 8 & 9 of the ToRs read Key Experts Qualifications & Experience criteria. While Section VIII. QUALIFICATIONS AND EXPERIENCE on page 20 and 21, also enumerates the criteria for the requested experts. Both sections don't match.	Use the one on the evaluation Criteria on page 8 & 9	Closed
H	Bid submission.	RFP - Place of services	Please, clarify where the services will take place. Will home-based work be permitted?	The services will take place in Ethiopia (Addis and Jijiiga) and Somaliland (Hargeisa and Tog Wajaale). The background analysis can be undertaken remotely but support in country will be required through the assignment. Amharic and Somali speakers will be required to support in-country activities.	Closed
4.	Bid submission	RFP	To estimate tax correctly, can the client please confirm that the contracting authority for this assignment will be TMA in Kenya?	Contracting Authority is Kenya	Closed
5.	Bid submission	RFP	The 3rd bullet under c) taxes states "TMA funds shall not be used to meet the cost of any Value Added Tax (VAT)." Does this mean that the contract with TMA for this assignment will be exempt of VATs in Kenya (assuming that the contracting entity is TMA in Kenya) and in Djibouti and Ethiopia (where the project is to be implemented)?	TMA is VAT tax exempted.	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

02 OCTOBER 2023