



## **BID CLARIFICATION MATRIX NO.2**

**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**

**05<sup>th</sup> October 2023**

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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](mailto: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](mailto: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.	<b>Bid submission.</b>	<b>RFP</b>	Please, clarify where the services will take place in the Consultancy to Development a more Inclusive, Sustainable and Competitive Trade and Transport Corridor Between Djibouti and Ethiopia. Will home-based work be permitted?	<b>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.</b>	<b>Closed.</b>

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
2.	<b>Financial Proposal</b>	<b>RFP</b>	Please, kindly confirm what taxes should the candidates consider in the financial proposal. Specifically, please detail the taxes that should be included when working with the TMA in Kenya.	<b>Please Consult your tax consultants about taxes that should apply to this process that you will be doing for TMA.</b>	<b>Closed</b>
3.	<b>Eligibility</b>	<b>RFP- Clause 8</b>	Do we understand Clause 8, Sub-Clause a) of both tenders correctly that due to financing by USAID only bidders from the United States, the recipient countries or developing countries are eligible bidders and are thus allowed to submit proposals?	<b>Authorized Geographic Code: The geographic code for the procurement of the services under this assignment is 937, which is the United States, the recipient country, and developing countries. Any submission received from countries not mentioned in code 937, will be disqualified. The list of eligible countries to participate in this tender can be accessed via <a href="https://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf">https://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf</a></b>	<b>Closed</b>

## **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**

**29<sup>TH</sup> SEPTEMBER 2023**