



BID CLARIFICATION MATRIX NO.3

**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

23rd 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.	RFP	Budget Estimate	Do financial costs per component need to remain within the limit set for the component (e.g., component 1 = \$100,000, etc.) or can one component exceed the limit as long as the overall budget remains within the limits?	The financial amounts in the ToR and for <u>guidance</u>. One component can exceed \$100,000 during delivery as long as the overall budget ceiling is not exceeded.	closed
2.	RFP	Budget Estimate	Should costs related to "logistical costs and procurement of project assets, participation of stakeholders in the validation workshops" be presented at the submission, or can they be	At inception phase is acceptable.	closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
			required once the needs are outlined and confirmed in detail at the inception stage?		
3.	RFP	Budget Estimate	Do "logistical costs..." include international travels for key experts and staff working locally?	Yes.	closed
4.	RFP	Budget Estimate	Is there a possibility that work on components would be split among suppliers (e.g., company A might be awarded component 1 but not component 3?	Yes. TMA will consider consortia for this work.	closed
5.	RFP	Bid Submission	General: Do all key experts need to be fluent in French?	No. But French speakers are expected to be part of the overall team.	closed
6.	RFP	Technical Evaluation	Page 8. "Technical evaluation" where it says "NOTE: All coordinators shall be Nationals of the respective countries i.e., Djibouti and Ethiopia. Proof of Nationality shall be provided as supporting documents. Proposals that fail to comply with this requirement shall not be evaluated." - Who is considered as "coordinators"? Does this apply to key experts?	This is for coordinators on the team and does not apply for the experts.	closed
7.	RFP	Bid submission	Page 17. "b. WORKSTREAM 2 – LOGISTICS INDUSTRY VOCATIONAL TRAINING OF YOUTH AND WOMEN". Under this component, are trainings envisioned to be conducted fully? If yes, are there estimated numbers for women and youth to be trained and what is the timeframe?	There is an expectation that individuals trained will include both women and young people. The number of people trained, and type of training delivered will be subject to an initial assessment and initial analysis on skills gaps in the cool logistics sector.	closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
8.	RFP	Firm's relevant experience	<p>Section 12. Part C General and Technical Proposal b) requires the firm's previous relevant experience to include the client's contact details, description of the assignment undertaken, start and end date of each assignment.</p> <p>Please confirm that reference or completion letters for previous project experience are not a mandatory requirement to be included in the technical proposal?</p>	It is not mandatory requirement during technical proposal but upon being a successful bidder the firm will need to provide as a proof before contracting.	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

29TH SEPTEMBER 2023