



BID CLARIFICATION MATRIX NO.4

**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 AFRICA

01st November 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. 4** 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.	Financial Proposal proformer Template	Can the client kindly clarify if all bidders should include project expenses (including international and domestic travel, living costs, equipment, and any other costs) in their proposals, or if all bidders may present their project expenses at inception stage (thereby meaning no bidder needs to fill in Pro-forma 3)?	The proposal should include all the reimbursable expenses to be incurred by the bidder in conducting the assignment.	Closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
2.	Bid submission.	Financial Proposal proformer Template	Can the client confirm that project expenses should be shown separately (if required to be shown, depending on clarification to question 1 above) and will not form part of bidders evaluated prices? In other words, can the client confirm that financial proposals will be scored based on professional fees alone?	The proposal should include all the reimbursable expenses to be incurred by the bidder in conducting the assignment. All the costs will be evaluated.	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