



EXPRESSIONS OF INTEREST (EOI) – SELECTION OF INDIVIDUAL CONSULTANTS

FOR

**CONSULTANCY FOR TECHNICAL ASSISTANCE FOR PROGRAMME MANAGEMENT SUPPORT TO THE EAST AFRICAN
COMMUNITY SECRETARIAT TO IMPLEMENT THE EAST AFRICAN PAYMENT SETTLEMENT SYSTEM PROJECT.**

EOI NUMBER: PRQ20230375

EOI ISSUE DATE: 1 NOVEMBER2023

EOI SUBMISSION DATE 23 NOVEMBER 2023 ON OR BEFORE 4.00 P.M. (KENYA TIME)

DESCRIPTION OF SERVICES

CONSULTANCY FOR TECHNICAL ASSISTANCE FOR PROGRAMME MANAGEMENT SUPPORT TO THE EAST AFRICAN COMMUNITY SECRETARIAT TO IMPLEMENT THE EAST AFRICAN PAYMENT SETTLEMENT SYSTEM PROJECT.

1. BACKGROUND

1.1 ABOUT TRADEMARK AFRICA

TradeMark Africa (TMA), formerly TradeMark East Africa, is a leading African Aid-for-Trade organisation that was established in 2010, with the aim to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and more environmentally sustainable. TMA operates on a not-for-profit basis and is funded by: Belgium, the Bill and Melinda Gates Foundation, Canada, Denmark, the European Union, Finland, France, Ireland, the MasterCard Foundation, the Netherlands, Norway, the United Kingdom and the United States of America. TMA works closely with regional and continental inter-governmental organisations, national Governments, the private sector, and civil society.

Since its inception, TMA has delivered substantial gains for trade and regional economic integration in East Africa and the Horn of Africa, including a reduction of 16.5% in cargo transit times on the Northern Corridor from Mombasa to Bujumbura, and a reduction of an average of 70% in the time taken to cross selected one stop border posts. TMA officially launched its continental-wide shift and rebrand in West Africa in January 2023, with Ghana being the first country of operations in the region.

In 2022, TMA set up a catalytic finance company – Trade Catalyst Africa – that will pilot commercially viable projects for creating trade infrastructure (both physical and digital) as well as increasing access to Trade Finance for Small and Medium Enterprises (SMEs). Both TCA's and TMA's headquarters are in Nairobi, Kenya. Offices are in: EAC Secretariat - Arusha, Burundi, the Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Rwanda, Somaliland, Tanzania, and Uganda, with operations in Mozambique, South Sudan and Zambia. For more information, please visit www.trademarkafrica.com

1.2 ABOUT THE EAST AFRICAN COMMUNITY

The East African Community (EAC) is a Regional Economic Community (REC) that was established through a treaty signed on 30th November 1999 and operationalised on 7th July 2000 with the objective to spearhead the economic, social and political integration agenda. The EAC is comprised of the following countries: Republic of Burundi; Republic of Kenya; Republic of Rwanda; the United Republic of Tanzania; the Republic of South Sudan and the Republic of Uganda. The key building blocks as articulated in the EAC Treaty include the Customs Union, Common Market, Monetary Union and ultimately the Political Federation. The Region is implementing a Common Market, is putting in place the right fiscal architecture to achieve a Monetary Union by 2024 and adopt a Political Confederation as a transitional model for the East African Political Federation.

The Protocol for the EAC Customs Union came into force in January 2005. The key pillars of the EAC Customs Union are the Common External Tariff and the EAC Rules of Origin and the Customs Management Act 2005. The EAC Common External Tariff (CET) is structured under three bands of 25 percent for finished goods, 10 percent for intermediate goods and 0 percent for raw materials and capital goods. In addition, there is a limited number of products under the sensitive list that attracts rate above the maximum of 25 percent. The EAC Single Customs Territory (SCT) came into effect in 2014. Implementation of the SCT was aimed at improving trade facilitation

through the introduction of ‘hard and soft infrastructure’; In 2018, the focus of the EAC Secretariat was on operationalization of the primary goal of the Single Customs Territory- free circulation of goods. Elimination of non-tariff barriers based on an online monitoring and tracking system, improved infrastructure like the One-Stop Border Posts (OSBP), introduction of the Integrated Border Management (IBM) and use of Information, Communication and Technology (ICT) has led to increased trade and investment in the Region.

2. RATIONALE OF THE ASSIGNMENT

The East Africa Community Secretariat (EAC) and its Partner State Governments, in conjunction with regional private sector actors, have been working towards designing and implementation of regional financial payments and settlements systems to facilitate trade and investment across borders in the region. This was through its Financial Sector Development and Regionalization Project (FSDRP) - funded by the World Bank and African Development Bank. The objective of the FSDRP was to establish the foundation for financial sector integration among EAC Partner States. The program aimed to support the broadening and deepening of the EAC financial sector through the establishment of single market in financial services among EAC Partner States. This was with a view to making a wider range of financial products and services available to all, at competitive prices; and contribute to the development of the single digital market or digital economy in the region. The FSDRP project while successful, did not complete all the milestones defined to enable the region achieve interoperability of payment systems, among other financial services interoperability solutions.

To solve the challenges related to cross border payment, interoperability of payment systems, and other related financial services sector challenges that inhibit the free flow of capital and capital information across the region, TradeMark Africa with funding from Bill & Melinda Gates Foundation, and facilitation from AfricaNenda plans to build on the successes of the FSDRP, implement suite of solutions to respond to the challenges. These target policy and regulatory frameworks at both national and regional level; Operational frameworks that includes to develop and implement technologies, capacity enhancement and technical support solutions that will make the interoperability frameworks functional and implementable among others.

The intervention is responding to the national and regional demand for cross-border payment solutions that enable integration and inter-operability across countries, first within the region, and second, in preparation to inter-operate with other systems outside the region under AfCFTA.

It is against this background that TradeMark Africa (TMA) with support from the Bill and Melinda Gates Foundation has undertaken to support the EAC Secretariat in financing a Programme Manager to support in the delivery of the EA Payment settlement system project through a programme management oversight.

3. GENERAL OBJECTIVES

TradeMark Africa seeks to engage a suitable and qualified Technical Assistant to provide programme management support to the EAC Secretariat in the implementation of the EAC Payment Settlement System project. The incumbent will work closely with the EAC Secretariat to oversee and ensure successful planning, execution and delivery of the EA Payment settlement system project.

3.1 SPECIFIC OBJECTIVES

- 2 Program Planning and Execution:** The Program Manager will be responsible for developing a comprehensive program plan that outlines the goals, objectives, strategies, and activities required to achieve the desired outcomes to ensure that the project plan aligns with the overall objectives and oversee its successful execution.

This involves developing a workplan with clear timelines, milestones, and performance indicators to monitor progress and ensure that activities are on track.

- 3 **Stakeholder Engagement and Collaboration:** The Program Manager will play a crucial role in fostering effective stakeholder engagement and collaboration throughout the project. She/he will identify key stakeholders, establish communication channels, and develop strategies to ensure active involvement and participation.
- 4 **Risk Management:** The Program Manager will identify potential risks and develop appropriate risk management strategies to mitigate their impact. She/he will monitor and evaluate risks throughout the program lifecycle, implement risk mitigation measures, and ensure that contingency plans are in place to address unforeseen circumstances.
- 5 **Monitoring and Evaluation:** The Program Manager will establish a robust monitoring and evaluation framework to track the progress of the project and assess its effectiveness. She/he will define key performance indicators (KPIs) and develop monitoring tools to measure and report on program outcomes.
- 6 **Reporting and Communication:** The Program Manager will be responsible for providing regular updates and reports on program progress to key stakeholders, including management at both the EAC, TMA, and the Gates Foundation as well as the external partners. She/he will ensure that communication channels are established and maintained effectively to facilitate information exchange, feedback, and transparency.
- 7 **Quality Assurance and Compliance:** The Program Manager will ensure that the project activities adhere to established quality standards, relevant policies, regulations, and legal requirements of both the EAC and TMA across the project life circle.

4. SCOPE OF WORK

The programme manager will oversee the programme cycle management aspects of the project from mobilization through evaluation and closure. Specifically, the assignment will cover:

- i. Development and implementation of the program plan, including timelines, milestones, and budget.
- ii. Coordination and management of program activities, ensuring alignment with the objectives and desired outcomes.
- iii. Stakeholder engagement and collaboration with internal and external partners, including coordination of meetings, workshops, and communication channels; Draft background papers, as may be needed, to support technical and policy meetings in payments and settlement systems.
- iv. Monitoring and evaluation of program progress, tracking performance indicators, and providing regular reports to stakeholders.
- v. Risk identification and mitigation strategies to ensure successful program implementation.
- vi. Management of program resources, including budget oversight and procurement activities.
- vii. Facilitation of knowledge sharing, and lessons learned throughout the program.

- viii. Coordinate and engage all EAC Partner States to fully participate in all activities and programmes related to payment systems integration.
- ix. Coordinate, support and engage with consultants undertaking specific assignments related to payments and settlement.
- x. Support training and sensitization activities in financial sector.
- xi. Support the development of an Action Plan and monitoring framework for the East African Monetary Union (EAMU) roadmap and identify potential risks for non-implementation/delayed implementation.
- xii. Provide bi-annual updates that track implementation progress on payment systems integration in the EAC region.
- xiii. Any other duties as assigned by the EAC Secretariate, designated project directorate.

5. METHODOLOGY

The programme manager will be expected to employ project management methodologies and tools to plan, execute, and monitor program activities. Apply stakeholder engagement strategies to ensure effective communication, collaboration, and participation. She/he will be expected to integrate monitoring and evaluation mechanisms to track progress, identify challenges, and make informed decisions while adhering to relevant quality standards, best practices, and guidelines that are relevant to the project. In addition, consideration of risk management techniques to proactively address potential obstacles and ensure program success will be key.

6. KEY DELIVERABLES

- i. Comprehensive workplan, including timelines, milestones, and budget allocation.
- ii. Monthly and quarterly project progress reports, providing updates on key achievements, challenges, and recommendations for mitigation for the payment systems integration.
- iii. Stakeholder engagement plan and documented collaboration activities.
- iv. M&E framework highlighting key performance indicators and reporting mechanisms.
- v. Risk plan, highlighting identified risks and corresponding mitigation plan.
- vi. Monitoring framework for the East African Monetary Union roadmap.
- vii. Regional workshops and meetings organized, and report submitted.
- viii. Final project evaluation report, capturing lessons learned, best practices, and recommendations for future initiatives.

7. QUALIFICATIONS & EXPERIENCE

The Programme Manager will possess the following qualifications: -

Education background

- i. An undergraduate degree in the areas of Commerce, Business Administration, Economics, Management, International Trade Policy, International Customs Law and Administration or related field Programme Management certification will be an added advantage.

Specific qualifications

- ii. A demonstrated experience is project design, mobilization, implementation, monitoring and evaluation.
- iii. Demonstrated knowledge in Monitoring and Evaluation.
- iv. Knowledge in financial management including budgeting and financial analysis.
- v. At least 7-year experience managing projects of regional nature, with good understanding of regional integration dynamics.
- vi. Good understanding of payments systems integration and implication to regional integration.
- vii. At least 5 years working experience in financial sector policies and related issues.
- viii. A good understanding of financial sector and regional integration in East Africa.
- ix. Demonstrated experience working and engaging with regional stakeholders especially in the EAC region.
- x. At least 7 years' experience working with regional economic communities.
- xi. Ability to engage and collaborate with diverse stakeholders.

General qualifications

- i. Relevant work experience in the countries of the East African Community is an asset.
- ii. Strong analytical and problem-solving capabilities.

8. DURATION OF THE ASSIGNMENT

The assignment will be for a period of twelve (12) months with possibilities of renewal upon good performance and funds availability.

9. REPORTING FRAMEWORK

The Programme Manager will report to the designated project lead at the EAC Secretariat and TradeMark Africa. The duty station for the assignment is at the EAC Secretariat headquarters, in Arusha Tanzania.

A. Invitation to Express Interest

TMA therefore wishes to invite interested individual consultants possessing professional and demonstrable experience in the stated services.

B. Expression of Interest (Eoi) Requirements

Eois are invited from interested and *qualified individual consultants from the geographic code 937, which is the United States, the recipient country, and developing countries* with appropriate experience and expertise in undertaking the stated assignment. Interested individual consultants are required to:

- Submit the Eoi written in the English language,
- Examine the documents comprising this Eoi in detail and respond appropriately; and,
- Meet the qualification criteria stipulated. Those who do not meet the requirements need not submit an Eoi.

The Eois must remain valid for not less than **120 days from the date of submission**. TMA shall endeavour to complete the evaluation and communicate within this period. The Eoi shall be prepared in indelible ink, and it shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultant. Any such corrections must be initialled by the person(s) who sign(s) the Eoi.

C. Eoi Submission

Eois will be submitted as follows:

Submission Mode	Details
Electronic/ Soft Copies:	Use the email address below for bid submission. Attention: Head of Procurement Email address: procurement@trademarkafrica.com Date: 23 November 2023 Time: 4.00 p.m. Kenya time

Any Eoi received after the deadline mentioned in C above shall be rejected as a late submission and shall not be considered further. All expenses relating to the preparation and submission of the response to this Eoi including providing any additional information shall be entirely incurred and borne by the individual consultant.

This Eoi does not entail any commitment on the part of TMA, either financial or otherwise. TMA reserves the right to accept or reject any or all Eois without incurring any obligation to inform the affected Consultant/s of the grounds.

All potential individual consultant shall be informed of the outcome of the Eoi.

D. Responding to this Eoi

Individual consultants will be required to present their Eoi submission in a format responding to the specific requirements of the Eoi as indicated.

E. Further Information and Clarification

All enquiries about this EoI should be submitted via the email address below:

Particulars	Contact Details
Name:	Attention, Mr. Joe Namwaya Head of Procurement
Email:	procurement@trademarkafrica.com
Subject:	CONSULTANCY FOR TECHNICAL ASSISTANCE FOR PROGRAMME MANAGEMENT SUPPORT TO THE EAST AFRICAN COMMUNITY SECRETARIAT TO IMPLEMENT THE EAST AFRICAN PAYMENT SETTLEMENT SYSTEM PROJECT

Enquiries must only be for the purposes of clarifying the content of this EoI. All enquiries must clearly specify the tender title, number and section being queried.

Interested individual consultants may request for clarifications on this EoI up to seven (7) days before the submission date. TMA will endeavour to reply within **three (3)** business days of receipt of the sought clarification(s) to any reasonable request for explanation. It will be at TMA discretion to provide additional information where necessary.

F. EoI Evaluation

The EoI shall be evaluated using the criteria below:

- TMA will examine the EoI submissions to determine completeness, general orderliness, and sufficiency in responsiveness,
- The EoI qualification will be based on meeting the minimum criteria regarding the individual consultant's legal status, experience, personnel, and financial position as applicable,
- TMA reserves the right to accept or reject any or all EoI submissions; and
- Any effort by the individual consultant to influence TMA in the evaluation shall result in the cancellation of their tender.

To evaluate technical responsiveness, the evaluation criteria below will be used:

EVALUATION CRITERIA – CONSULTANCY FOR TECHNICAL ASSISTANCE FOR PROGRAMME MANAGEMENT SUPPORT TO THE EAST AFRICAN COMMUNITY SECRETARIAT TO IMPLEMENT THE EAST AFRICAN PAYMENT SETTLEMENT SYSTEM PROJECT

Technical proposal evaluation

#	Criteria	Score (80)
A	General Experience (15 MARKS)	
1	Good understanding of the East African Community with at least 7 years relevant work experience in the countries of the East African Community.	15
B	Specific Experience (50 MARKS)	
4	At least 7-year experience managing projects of regional nature.	10
5	Demonstrated experience working and engaging with diverse regional stakeholders	10

#	Criteria	Score (80)
	especially in the EAC region.	
6	Demonstrated knowledge and experience in Monitoring and Evaluation.	10
7	Knowledge in financial management including budgeting and financial analysis.	10
8	Good understanding of payments systems integration and implication to regional integration.	10
B	Academic Qualifications (15 MARKS)	
1	An undergraduate degree in the areas of Commerce, Business Administration, Economics, Management, International Trade Policy, International Customs Law and Administration or related field.	10
2	Programme Management certification.	5
TOTAL		80

Applicants who attain a minimum of 56 % or more out of possible 80 marks shall proceed to the financial stage.

TERMS AND CONDITIONS OF THIS EOI

1. Acceptance of Terms and Conditions

In submitting a response to this Eoi, the individual consultant is deemed to have accepted the terms and conditions of this and all other sections of this Eoi.

2. No Contract

This Eoi process does not create a binding legal contract or relationship either explicit or implied, between TMA and any individual consultant.

The issue of and response to this Eoi does not create any obligation on TMA to enter into any commitment to procure services specified in this Eoi.

3. Cancellation, Suspension or Change to Eoi

TMA reserves the right in its sole and unfettered discretion to:

- a) Cancel or suspend this Eoi or vary any of the terms, dates, timings or processes in this Eoi;
- b) Call and/or re-advertise for responses or revisit any evaluation criteria or process pertaining to this Eoi; and
- c) Seek clarification about any response.

4. Official Communication

Individual consultants must provide their full contact details for the purpose of making and receiving communications about this Eoi.

5. Assumptions and Interpretations

Individual consultants will document their interpretations, assumptions, and perceived risks they have used in response to this Eoi where they deem necessary.

6. Ownership of Documents

This EoI is the property of TMA and may not be copied or reproduced in any way, other than for the purpose of preparing and submitting responses without the prior written approval of TMA. The submissions to TMA shall be retained by TMA.

7. Conflict of Interest

Individual consultants will ensure that, throughout the evaluation process, TMA is kept informed of any perceived, potential, or real conflicts of interest that should reasonably be brought to the attention of TMA, where such conflicts arise from the interests or duties of the individual consultant.

8. Acceptance of Submissions

TMA shall not accept a submission which does not comply with or fails to provide the information specified in this EoI.

9. Notifications

TMA will notify **all** individual consultants on the outcome of this EoI once the evaluation process has been completed.

10. Confidentiality

The information provided in this EoI and any other information, material or communication released during this EoI process is for the sole purpose of enabling an individual consultants to prepare and present a comprehensive submission.

11. No Liability

TMA will not be liable (in contract or tort, including negligence) for any direct or indirect damage, loss, or cost (including legal and lawyer/client costs) to any individual consultants or other person in respect of this process.

12. Costs and Charges

This EoI is issued on the understanding that no charge will be made by the individual consultants for preparation of any EoI submission or any other information that may be supplied.

13. Applicable laws

This EoI and any subsequent decisions, actions, contracts, or outcomes are subject to and governed by the laws of **Kenya**.

14. Evaluation Process

A formal evaluation process will be followed to ensure a fair and transparent assessment of each submission as well as eliminate submissions which do not meet the minimum criteria. The submissions that do meet minimum criteria will be evaluated based on the best fit to the objectives and will be short listed for participation at the interview or Request for Proposals (RfP) stage.

15. Supplier Code of Conduct

All Consultants are required to sign the Supplier Code of Conduct attached separately.

16. Confirmation of Experience Letters / References

References of potential individual consultants which have been given by a current TMA employee shall not be accepted in support of a submission of a bid as part of a procurement process. For the avoidance of doubt, TMA Certificates of Assignment Completion signed by the Head of Procurement are acceptable in support of applications, bids, proposals, or submissions.

17. Due diligence

TMA shall conduct a reasonable search of publicly available information to determine whether the partner is suspected of any activity relating to organised crime, including financing or other support. Contracting shall be subject the outcome from the search.

18. Complaints

Any questions, queries or concerns about the procurement process should be raised directly with the Head of Procurement in the first instance via procurement@trademarkafrica.com, who will address the matters raised.

If the matter is not satisfactorily resolved, the complainant is encouraged to write to complaints@trademarkafrica.com.

ANNEX 1 : CURRICULUM VITAE TEMPLATE**CURRICULUM VITAE (CV)**

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained **attach valid copies of the certificates and testimonials**}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included}.

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2015 - present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbb, deputy minister]		

Membership in Professional Associations and list of any Publications made to date:

Language Skills (indicate only languages in which you can work ranking from 1 to 5 for speaking, writing, and reading where 1 is poor and 5 is excellent):

Language	Reading	Writing	Speaking

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts (<i>insert the period</i>)	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the Expert will be involved}	

Individual consultant's contact information : (E-mail: Phone:)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Client.

{Day/month/year}

Name of individual consultant	Signature	Date
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Note:

1. Failure by the individual consultant to sign the CV (physically or electronically), may lead to the CV not being considered altogether.
2. Failure to submit copies of certificates and/or accreditation may lead to the CV being invalidated.

13 | Page

ANNEX 2: EMAIL SUBMISSIONS GUIDELINES

Guidelines for Bidders for Bid Submissions via Email

1.1 Bidder Guidance for Emailed Submissions

- a) TradeMark Africa (TMA) will automatically send an email acknowledgment for all applications, bids, proposals and/or submissions received via the email addresses stipulated/specified in the bidding document. If a bidder does not receive an email acknowledgement **IMMEDIATELY** after submitting their applications, bids, proposals and/or submissions, via the email address stipulated in the bidding document, **IMMEDIATELY** contact TMA's Procurement unit using the mobile phone number, **+254 731 884 428**, to confirm whether the applications, bids, proposals and/or submissions were received.
- b) Bidders must not ignore any bounce back email received regarding rejection of an emailed application, bid, proposal and/or submission. If such an email is received, contact TMA's Procurement unit **IMMEDIATELY**.

1.2 Possible Reasons for Emailed Submission Rejection

- a) The email submission exceeded the maximum size of 5 MB;
- b) The subject line matched a known phishing subject line;
- c) The email contained a known phishing Uniform Resource Locator (URL), or the email originated from a server associated with phishing;
- d) The outbound mail server was present on a subscribed blacklist; or
- e) The email contained a virus or malware.

1.3 Remedial Action for Rejected Email Submission Prior to Tender Closing Date & Time

Prior to the tender closing date and time, if a bidder's submission is rejected, the following remedial action should be explored prior to re-submission.

- a) If the collective size of the emailed attachments **exceeds 5 MB**, the bidders should resubmit through multiple emails or may use other modes such **WeTransfer, Dropbox, or Google drive**. The bidder shall be required to clearly identify how many emails constitute the full submission.
e.g., email **1 of XX**;
- b) If the emailed submission included zipped or executable files, unzip or remove the executable files then resubmit through one or more emails (refer to point 1.3a) above if the files collectively exceed 5 MB);
- c) If the email submission is rejected because of a blacklisted domain, the bidder is required to resend the submission from a different email account from a different domain that is not blacklisted, e.g., Gmail. Please note, this should be done before the stipulated tender submission deadline; and
- d) If the email submission is rejected because of a virus/malware in the email or any of the email attachments, ensure that the virus/malware is removed/cleaned prior to resubmission.

TMA's Procurement unit shall only consider and review cases of undelivered applications, bids, proposals and/or submissions, when it is brought to our attention by the affected bidder/s prior to the tender submission deadline.

Automatic Email Acknowledgement sent from the Procurement and Framework Mailboxes

Dear Sir/Madam,

This is to acknowledge receipt of your email to TradeMark Africa's Procurement mailbox.

Your email will be reviewed, and a response will be provided at the earliest opportunity. We encourage you to visit our website www.trademarkafrica.com/procurement-faqs/ for our procurement guidelines and answers to FAQs.

If you have submitted a bid for an open procurement process, it may take several weeks before you receive any further communication from us.

*The maximum size of each email with attachments should not exceed **5 MB**.*

*Please get in touch with us via the mobile number, **+254 731 884 428**, in case you do not receive an automatic acknowledgement email immediately after submission of your bid.*

For and on behalf of:

Joe Namwaya

Head of Procurement

TradeMark Africa

Fidelity Insurance Centre, 2nd Floor, Off Waiyaki Way, Westlands

P.O. Box 313, 00606 Nairobi, Kenya

Email: procurement@trademarkafrica.com

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