



BID CLARIFICATION MATRIX NO.5

**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

08th 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. 5** 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	1. Section: VII budget estimate. “...the budget estimate is exclusive of logistical costs...” We previously understood that only the logistical costs (travel, accommodation, etc.) of stakeholder participants in the workshops and trainees for the trainings will be covered by TMA and is excluded from the budget estimate. However, the answer to question 3 of bid clarification matrix no.3 suggests that also the logistical costs for the key experts should be excluded from the budget	The proposal should include all the reimbursable expenses to be incurred by the bidder in conducting the assignment. Include all the cost expenses applicable to the process including logistical cost in the financial proposal.	Closed

			estimate. Which of the two is correct? And do you need an (estimate) of the logistical costs to be covered by TMA? If so, where should that be reported in the proposal?		
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Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification	Status
2.	Bid submission.	Financial Proposal proformer Template	2. Section: Annex 6: Draft contract template. What is the purpose of the draft contract template in the tender document? Do you expect us to complete and insert the open issues between [brackets]?	No, The draft contract should not be completed ,it is a template on how the final contract will look like.	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