



BID CLARIFICATION MATRIX 1

TENDER FOR

**TECHNICAL ASSISTANCE (TA) - SITUATION ANALYSIS, DETERMINATION OF RELEVANT BORDER
MARKETS & ACTION PLAN, DESIGN AND SUPERVISION FOR PROVISION OF GREEN TECHNOLOGY
SOLUTIONS**

TENDER NUMBER: PRQ20241333

APRIL 2025

TRADEMARK AFRICA

TENDER TITLE: TECHNICAL ASSISTANCE (TA) - SITUATION ANALYSIS, DETERMINATION OF RELEVANT BORDER MARKETS & ACTION PLAN, DESIGN AND SUPERVISION FOR PROVISION OF GREEN TECHNOLOGY SOLUTIONS

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SECTION 1: QUERIES AND RESPONSES

This clarification matrix forms an integral part of the tender document 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 the clarifications to queries raised and requested 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 the RFP of the tender document:

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response	Status
1.	ITC 27	Terms of Reference	It is unclear from the title of the Terms of Reference (ToRs) what the assignment is all about. Does “determination of relevant markets” mean that the assignment’s (main) outcome will be a determination of relevant markets to be provided/constructed, or is it, as	Phase 1 will involve: 1. It's determination of priority border markets to be provided with green technologies	Closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response	Status
			one may infer, that it will be a determination of green technologies relevant to different border markets and a development of an action plan for the deployment of those identified and prioritized green technologies?	<p>2. Determination of green technological needs by cross border traders/saccos/ cooperatives etc per border points</p> <p>3. Development of Action Plan that will guide deployment of the green technology to relevant markets</p> <p>Phase II will involve:</p> <p>1. Supervision (as a supervisory consultant) to ensure proper deployment of the selected green technology in selected markets</p>	
2.	ITC 27	Terms of Reference	The ToRs have made a reference to this assignment being a two-phased project costing between USD 65000 and USD 70000 for both phases. Please clarify whether the proposal you are seeking should cover both phases.	The proposal should cover both phases for the stated budget (USD65,000-USD70,000)	Closed
3.	ITC 27	Terms of Reference	In relation to 2 above, please clarify whether Phase 2 will be another study building on the Phase 1 study, or it will be an implementation of the findings of the Phase 1 study, e.g., in the form of the deployment of the green technologies identified in Phase 1 study. Further to this, if Phase 2 will be the deployment of technologies, is the proposed budget inclusive of the costs of the technologies that will be deployed?	<p>Phase II will involve Supervision (as a supervisory consultant) to ensure proper deployment of the selected green technology in selected markets.</p> <p>Under scope of work in TENDER NUMBER: PRQ20241333, the consultant will be in charge of creating Terms of Reference for provision of green technology solutions to select border markets. Once the Green Solution provider is recommended and contracted, Supervision will be provided by winner of TENDER NUMBER: PRQ20241333 in Phase II. The budget for the provision of green technology is separate</p>	Closed
4.	ITC 27	Terms of Reference	Please clarify whether the proposed team lead should be a development economist per the ToRs, or a	The Team Lead can be a sustainable development expert who could be someone with educational background in	Closed

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	Clarification Response	Status
			sustainable development expert who could be someone with educational background in economics including development economics, environmental science/management, law and policy, environmental engineering, etc?	economics including development economics, environmental science/ management, law and policy, environmental engineering, etc	
5.	ITC 27	Terms of Reference	In relation to 4 above, please explain the requirement for this person to have experience in “Supply, Delivery, Installation, Commissioning, Training and After-Sales Services of Green Technology Solutions”. This, to us, sounds like an engineering skill that only the proposed electrical engineer should be expected to possess.	<p>The TORs states: At least 10 years of experience in providing situation analysis, and actionable roadmap in Supply, Delivery, Installation, Commissioning, Training and After-Sales Services of Green Technology Solutions.</p> <p>The team lead can possess qualifications as guided in clarification for Query 4 with very close assistance from Renewable Energy Specialist to supervise Supply, Delivery, Installation, Commissioning, Training and After-Sales Services of Green Technology Solutions.</p> <p>The Supply, Delivery, Installation, Commissioning, Training and After-Sales Services of Green Technology Solutions will be done by a contracted provider</p>	Closed

SECTION 2: TIPS ON HOW TO PREPARE AND SUBMIT A COMPETITIVE BID

1. Administrative: -

- 1.1 Correct language (with translation/s where different language is used);
- 1.2 Timelines complied with;
- 1.3 Full response to tender requirements;
- 1.4 Attachment of required documents as per the bid instructions such as:
 - 1.4.1 Registration certificate/s;
 - 1.4.2 Tax compliance/ registration;
 - 1.4.3 Professional registrations such as that for engineers, architects, environmentalists, accountants, supply chain experts, etc, etc;
 - 1.4.4 Power of attorney; and
 - 1.4.5 Audited accounts for the years requested.
- 1.5 Accurate sealing/ naming of bids envelopes; and
- 1.6 Timely submissions (no last minute rush!).

2. Technical: -

- 2.1 Very good methodology:
 - 2.1.1 Good work-plan.
 - 2.1.2 Understanding of TORs.
- 2.2 Evidenced based experience;
- 2.3 Excellent proposed team of experts/ personnel;
- 2.4 Compliant structure of bid;
- 2.5 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;
- 2.6 Keen attention on high/ important technical requirements/ qualifications areas & scoring more;
- 2.7 Quality assurance of the bid;
- 2.8 Well arranged, titled and easy to read proposal;
- 2.9 Defined jargon where used;
- 2.10 Demonstrated creativity and uniqueness of the technical bid;

3. Financial: -

- 3.1 Inclusion of taxes when advised to.
- 3.2 Fair pricing.
- 3.3 Signed submission form/s.

4. Post-award: -

- 4.1 Positive due diligence.
- 4.2 Accurate bid information.
- 4.3 Good performance (quality, cost, quantity, etc) on award of contract.

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29th April 2025