



BID CLARIFICATION MATRIX 1

FOR

CAPACITY BUILDING FOR SMALL SCALE CROSS BORDER TRADERS (SSCBTS) AND SMALL AND MEDIUM ENTERPRISES (SMES) IN ZAMBIA

[TENDER NO: PRQ20250001]

FINANCED & PROCURED BY

TRADEMARK AFRICA

24TH JULY 2025

TENDER TITLE: CAPACITY BUILDING FOR SMALL SCALE CROSS BORDER TRADERS (SSCBTS) AND SMALL AND MEDIUM ENTERPRISES (SMES) IN ZAMBIA

TENDER NUMBER: PRQ20250001

This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully considered 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:

S/ No	Query	Response	Status (closed/ open/ pending)
1.	I would like to enquire as to whether PRQ20250001 (CAPACITY BUILDING FOR SMALL SCALE CROSS BORDER TRADERS (SSCBTS) AND SMALL AND MEDIUM ENTERPRISES (SMES) IN ZAMBIA) Will be contracted in Kenya or Zambia, so as to assess potential WHT implications.	The contract will be domiciled in Zambia.	Closed
2.	We are kindly requesting clarification for the tender RFP - PRQ20250001 - TMA- Capacity building for Small Scale Cross Border Traders (SS CBTs) and Small and Medium Enterprises (SMEs) in Zambia on the following 2 areas. <ul style="list-style-type: none">• Field costs: Will the costs of conducting fieldwork and logistics be covered separately? eg convening small-scale traders at a location for capacity building.• Target number: Is there a specific target number of traders to reach with capacity building?	TMA will only cover logistic cost for convening small scale traders at the location . No target number is currently set.	Closed
3.	Budget Ceiling: Could you please confirm whether the indicated budget of USD 60,000 is a fixed ceiling for the entire consultancy, or if there is any flexibility based on the proposed technical approach and team composition?	The indicated budget is a fixed ceiling for the entire consultancy.	Closed
4.	Financial Proposal Template – Long-Term vs. Short-Term: In the financial proposal form provided, we noted the distinction between	The financial proposal templates are standard for all consultants.	Closed

	“Long-Term” and “Short-Term” experts. Could you please clarify the intended definition of these two categories in the context of this assignment?	Please refer to the elaboration on page 25 Proforma 2 of the tender document. <i>“* Long Term is in excess of 4 months”</i>	
5.	Estimated Working Days: Could you kindly indicate the estimated number of working days expected within the 8-month contract duration, or the average input expected per expert per month?	This is upon the bidder to propose a workplan based on the deliverables included in the TOR. It will be Subject to discussion for a successfully bidder.	Closed

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24TH JULY 2025

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.;
 - 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-biding 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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