



## **BID CLARIFICATION MATRIX 2**

**FOR**

**CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION FOR THE UPGRADE OF THE TOGWAJAALE  
BORDER CROSSING BRIDGE, BETWEEN ETHIOPIA AND SOMALILAND**

**[TENDER NO: PRQ20241492]**

**FINANCED & PROCURED BY**

**TRADEMARK AFRICA**

**25<sup>TH</sup> JUNE 2025**

**TENDER TITLE: CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION FOR THE UPGRADE OF THE TOGWAJAALE BORDER CROSSING BRIDGE, BETWEEN ETHIOPIA AND SOMALILAND**

**TENDER NUMBER: PRQ20241492**

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](mailto: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](mailto: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.	<b>Terms of reference</b> , the name client is indicated as <b>“TradeMark Africa”</b> . However, on the cover page and under section 2: instruction to consultants, data sheet clause ITC 2.1, the name of the client is stated as <b>“Ministry of Transport, Somaliland”</b> . Please clarify which client name of correct for this bid?	TMA is the Employer and Procuring Entity Ministry of Transport, Somaliland is the Client or Beneficiary.	<b>Closed</b>
2.	<b>Relevant Experience in the Region</b> Under Bid Data Sheet Clause 21.1, it is stated that 20% of the allotted points for the proposed professionals will be awarded for “relevant experience in the region,” including “working level fluency in local language(s), knowledge of local culture or administrative systems, government organization, etc.” We respectfully seek clarification on the scope of this criterion: <ul style="list-style-type: none"><li>• Does the term “region” refer to the administrative, cultural, and governmental context of Ethiopia or Somaliland?</li></ul>	The region refers to Horn of Africa Region	<b>Closed</b>

	Understanding the applicable jurisdiction is crucial for the appropriate nomination of professionals with relevant local experience and language proficiency.		
3.	<p><b>Sociologist Input and Qualification Requirements</b></p> <p>In the same clause (Bid Data Sheet 21.1), the Sociologist is identified as one of the evaluated key professionals. However, we have noted the following inconsistencies:</p> <ul style="list-style-type: none"> <li>Under Terms of Reference Section 10.4 (Staff Inputs), no staff input is indicated for the Sociologist.</li> <li>The corresponding <b>qualification requirements and expected input duration</b> for the Sociologist are also not specified.</li> </ul> <p>We kindly request you to:</p> <ul style="list-style-type: none"> <li>Confirm whether the Sociologist is required as a key expert.</li> <li>Provide the <b>anticipated input (in person-months)</b>.</li> <li>Share the <b>minimum qualification and experience criteria</b> expected for this role.</li> </ul>	<p>The Sociologist is not required as a key expert. Instead, a Social Scientist is required as support staff.</p> <p>The inputs are provided as below:</p> <ul style="list-style-type: none"> <li>Supervision phase: 6</li> <li>DLP phase: 1</li> <li>Total: 7</li> </ul> <p>The qualification of the social scientist is under point <b>9.4.2 (Support Staff)</b> of the ToRs.</p> <p>Under Evaluation criteria, the sociologist is replaced by Social Scientist accordingly.</p>	<b>Closed</b>
4.	<p><b>Additional Experts for Pre-Construction Phase</b></p> <p>The Terms of Reference indicate that <b>design review services are expected during the pre-construction stage</b>. Based on this requirement, we believe the inclusion of the following additional experts would be essential to ensure technical adequacy:</p> <ul style="list-style-type: none"> <li>Hydrologist</li> <li>Contract Engineer/Claims Expert</li> </ul> <p>To this end, we kindly request the Employer to:</p> <ul style="list-style-type: none"> <li>Confirm whether these experts will be considered in the technical evaluation.</li> <li>Provide their <b>respective input durations and qualification requirements</b>, in line with their expected contribution during the pre-construction/design review stage.</li> </ul>	<p>The proposed key personnel remain unchanged. Any other required expert to be proposed by the consultants will be support staff and will not be evaluated.</p>	<b>Closed</b>
5.	<p>In reference to the above subject Tender for which we had expressed interested and attended the Pre-Bid Meeting, we would like to request an extension of two weeks on the submission date due to the following reasons:</p> <ol style="list-style-type: none"> <li>Our need to obtain some first-hand information that would assist us in better understanding and evaluation of the expected scope and requirements</li> </ol>	<p>7-day extension of the bid submission has been granted. Please find bid extension notice on TMA Website.</p>	<b>Closed</b>

	<p>2- Our need to source some local personnel from Ethiopia and Somaliland (being an expatriate company that has no presence in Somaliland and Ethiopia).</p> <p>3- Our need to thoroughly study the Project documents (especially Specifications and Drawings).</p>		
6.	<p><b>Submission of proposals;</b></p> <p>In section-2 – Bid Data Sheet, it is stated that both Technical &amp; Financial proposals must be password protected and submitted separately. Kindly clarify whether the passwords for both proposal should be submitted at the same time, or whether only the technical proposal password should be submitted initially? and then the financial proposal password can we provide after the technical Proposal evaluation?</p>	The Technical Proposal password will be submitted alongside both proposals and after the Technical evaluation, procurement will request for the financial proposal.	<b>Closed</b>
7.	<p><b>CV Requirements;</b></p> <p>Please confirm whether we are required to submit only the CV's of Key Experts, or if the CV's of both Key and Non-Key experts are mandatory at this stage?</p>	CVs for non-key staff are not required except for the Social Scientist who will replace the Sociologist.	<b>Closed</b>
8.	<p>We have observed that the Evaluation Criteria refer to the position of "Sociologist," while the Terms of Reference mention "Social Scientist". Could you please clarify whether this refers to the same position or different roles? Additionally, we kindly request confirmation whether this position is considered a key expert or a non-key expert (support staff)</p>	<p>The Sociologist is not required as a key expert. Instead, a Social Scientist is required as support staff.</p> <p>The inputs are provided as below:</p> <ul style="list-style-type: none"> <li>- Supervision phase: 6</li> <li>- DLP phase: 1</li> <li>- Total: 7</li> </ul> <p>The qualification of the social scientist is under point <b>9.4.2 (Support Staff)</b> of the ToRs.</p> <p>Under Evaluation criteria, the sociologist is replaced by Social Scientist accordingly.</p>	<b>Closed</b>
9.	<p>In section 2 – Data Sheet, clause 14.1.3 states that "the consultant's proposal must include the minimum key expert's time-input – 36.5 person months" however, in Section 5 – Terms of Reference, clause 10.4 indicates that the total key staff man months amount to approximately 39.5. Therefore, we kindly request your clarification on this matter</p>	The minimum key expert's time-input should be – 36.5	<b>Closed</b>

## **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.

**TRADEMARK AFRICA**

**25<sup>TH</sup> JUNE 2025**