



**BID CLARIFICATION MATRIX NO.1**

**FOR**

**CONSULTANCY SERVICES FOR ENHANCING STANDARDS QUALITY INFRASTRUCTURE (SQI)  
AND SANITARY AND PHYTOSANITARY (SPS) SYSTEMS FOR ENHANCED COMPLIANCE TO  
STANDARDS AND SPS RELATED REQUIREMENTS**

**FWA NUMBER: TMA/FWA/SPS/01/2025**

**4<sup>TH</sup> JULY 2025**

## BID CLARIFICATION MATRIX No. 1

### FRAMEWORK TITLE: CONSULTANCY SERVICES FOR ENHANCING STANDARDS QUALITY INFRASTRUCTURE (SQI) AND SANITARY AND PHYTOSANITARY (SPS) SYSTEMS FOR ENHANCED COMPLIANCE TO STANDARDS AND SPS RELATED REQUIREMENTS

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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 [frameworks@trademarkafrica.com](mailto:frameworks@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 [frameworks@trademarkafrica.com](mailto:frameworks@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 am writing to seek clarification on the above-mentioned tender. Are individual consultants/Experts eligible to bid for this tender or its just firms? I am asking because in clause 1.1.1 of the document, it is indicated "TMA is inviting Framework Submissions from interested and qualified individual experts to be considered for appointment.....". However, in Clause 3 the document specifies that "This assignment requires a firm/organization or Consortium....."	<b>This assignment requires a firm/organization or Consortium.</b>  Please refer to TABLE 2: PART B – SELECTION CRITERIA the TENDER TITLE and TMA ADVERT.	<b>Closed</b>
2.	The expected deadline of 10th July 2025 leaves only four weeks to put together the detailed tender documents from its publication date, a very tight timeframe. We would be most grateful if TMA could kindly consider extending the submission deadline for this framework agreement proposal to 8 August 2025 to allow the development of a high quality comprehensive and competitive submission.	A bid extension notice has been uploaded on the TMA Website.  <b>The new submission deadline is 31<sup>st</sup> July 2025 11:00 A.M Kenya Time</b>	<b>Closed</b>

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## **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-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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**4<sup>TH</sup> JULY 2025**