



BID CLARIFICATION MATRIX NO.2

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

23RD JULY 2025

BID CLARIFICATION MATRIX No. 2

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).
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 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.	<p>We note that individual experts are evaluated and shortlisted at the framework establishment stage. However, it is not fully clear whether these same experts must always be proposed for each assignment throughout the framework period (3 years), or if it is permissible to propose different experts at the mini-competition or call-off stage. This may be necessary, for example, when an initially proposed expert is no longer available or if another expert may be more suitable for a specific assignment's technical scope. Could you please confirm:</p> <ul style="list-style-type: none">• Whether it will be acceptable to propose alternative experts at the call-off stage, provided they meet the required qualifications for the assignment?• If so, what will be the required process for seeking approval or submitting alternative expert CVs?	<p>The experts presented during the framework establishment stage are the ones expected to be proposed for assignments in the mini completions. There will however be considerations made in cases where specific experts are no longer available. Request for substitution will be provided to TMA in writing during the submission of the bid under the mini competition. The experts will, however, be required to meet the criteria set out in the framework. This is in line with Section 2 6 (d) of the TMA advert.</p>	Closed

2.	<p>Furthermore, we also seek clarification on the provision that “Payments by TMA shall be made directly to the successful bidder only at the request of the Beneficiary (if applicable) and upon approval by TMA in accordance with the terms and conditions of the agreement between the Beneficiary and the TMA (hereinafter called the Funding Agreement).”</p> <p>Could you kindly confirm how this clause will apply in practice, particularly whether it affects or contradicts the direct contractual relationship and payment obligations between TMA and the service provider under the framework contract? We would appreciate assurance that payment will remain subject to our direct agreement with TMA, without risk of delay or dependency on third-party action by the Beneficiary</p>	The framework contract will be between TMA and the vendor, with that been said please refer to the contract template Annex 5 on the tender document.	Closed
3.	<p>In reviewing the document, we noted the following potentially contradictory statements:</p> <p>Section 1.1.1 states: “TMA is inviting Framework Submissions from interested and qualified individual experts...”</p> <p>Section 1.2.1 states: “Only interested and qualified firms to apply for this framework.”</p> <p>Section 1.2.2 adds: “Submissions from firms/consortium will be disqualified.”</p>	<p>This assignment requires a firm/organization or Consortium.</p> <p>Please refer to TABLE 2: PART B – SELECTION CRITERIA the TENDER TITLE and TMA ADVERT.</p>	Closed

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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 workplan.
 - 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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