



INVITATION TO TENDER FOR APPOINTMENT TO A FRAMEWORK AGREEMENT FOR THE PROVISION OF GOODS AND SERVICES FOR TMA.

TradeMark Africa (TMA) is a leading African Aid-for-Trade organisation, founded in 2010 with the mission to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and environmentally sustainable. Our focus on reducing the cost and time of trading across borders through enhanced trade policy, better trade infrastructure, standards that work for businesses, greater use of digital innovations, and a focus on creating trade access for vulnerable groups, has contributed to lower cargo transit times, improved border efficiency, and reduced trade barriers. TMA has expanded in recent years to cover 14 countries across East and the Horn of Africa, to Southern and West Africa. TMA operates on a not-for-profit basis and is funded by 12 institutional and philanthropic development partners. TMA works closely with regional and continental organisations, national Governments, the private sector, and civil society organisations to deliver results that drive shared prosperity and reduce poverty.

For more information, please visit www.trademarkafrica.com

TMA wishes to appoint service providers to a framework agreement whose expertise shall be called upon via competition and contracts awarded from time to time amongst the service providers on the framework agreement, in response to specific defined pieces of work.

The Framework Agreement shall cover the following broad areas of work:

- 1. Consultancy Services for Provision of Comprehensive Background Screening for TMA Employees [FWA Number: TMA/FWA/HR/01/2025]**
- 2. Consultancy Services for Legal Services, Immigration and Mobility Services [FWA Number: TMA/FWA/HR/02/2025]**
- 3. Consultancy Services for Legal Services, Employment Matters [FWA Number: TMA/FWA/HR/03/2025]**
- 4. Consultancy Services for Recruitment and Headhunting Services [FWA Number: TMA/FWA/HR/04/2025]**
- 5. Consultancy Services for Provision of Team Building Services [FWA Number: TMA/FWA/HR/05/2025]**
- 6. 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]**
- 7. Consultancy Services for Specialty Expert Competencies [FWA Number: TMA/FWA/SPS/02/2025]**
- 8. Consultancy Services for Graphic Design and Data Visualisation Services (Firms) [FWA Number: TMA/FWA/COMMS/01/2025]**

9. Consultancy Services for Graphic Design and Data Visualisation Services (Individuals) [FWA Number: TMA/FWA/COMMS/02/2025]

The Framework Agreement bid document and specific requirements can be obtained at <https://www.trademarkafrica.com/procurement/>. All queries quoting the above Framework Title and Number should be emailed to frameworks@trademarkafrica.com. The closing date for submission of tenders is **as indicated in the respective framework tender document**.

Number (7), and (9) are open to Individual Consultants Only; while (1), (2), (3), (4), (5),(6),(8), and (10), are open to Companies/Firms/Consortiums and Joint Ventures Only.

Interested and qualified **parties** MUST submit only soft copies via the TMA Procurement Framework address frameworks@trademarkafrica.com and all attachments must be **5 MB** or less.

TMA cannot answer any query relating to this tender 7 days or less prior to the submission deadline.