



**BID CLARIFICATION MATRIX NO.1**

**FOR**

**PROCUREMENT FOR CIVIL WORKS CONTRACTOR FOR ALTERATIONS AND UPGRADES AT AGRICULTURE & FOOD  
AUTHORITY - HORTICULTURAL CROPS DIRECTORATE (HCD) PACK HOUSE, KIBWEZI, MAKUENI COUNTY**

**TENDER NUMBER: PRQ20241414**

**15<sup>TH</sup> MAY 2025**

## BID CLARIFICATION MATRIX No. 1

**TENDER TITLE: PRQ20241414: PROCUREMENT FOR CIVIL WORKS CONTRACTOR FOR ALTERATIONS AND UPGRADES AT AGRICULTURE & FOOD AUTHORITY - HORTICULTURAL CROPS DIRECTORATE (HCD) PACK HOUSE, KIBWEZI, MAKUENI COUNTY**

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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 [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.	<p>In regards to the above subject matter we are kindly requesting for clarifications on the following.</p> <p>On ITB 11.2 PAGE 3-28 ITEM NO. a) bidder must have undertaken similar work in similar environment (lake Victoria) kindly clarify whether this applies on on JVs or single entities.</p>	On ITB 11.2 PAGE 3-28 ITEM NO. a) Replace with: A bidder must have undertaken similar works in any location.	Closed
2.	Kindly clarify whether the bills of quantities and financial bid submission form , if we can use local currencies.	Use the USD currency.	Closed
3.	In form per 1 page no. 6-70 after listing the names of staffs, on the signing part kindly clarify whether each employee should have a separate form or all should sign a the same page.	Signing on the same page or on a separate page per employee is acceptable. Each personnel must sign their respective CV.	Closed
4.	Kindly confirm if the bid bond and line of credit can also provided using the local currency.	Bid bond and line of credit, using the local or USD currency is acceptable. Should the bidder use the local currency for bid bond and letter of credit, the date for the exchange rate shall be 28 days prior to bid submission deadline.	Closed
5.	<b>ITB 33.1:</b> The currency of the bid for evaluation and comparison and execution purposes.	<b>ITB 33.1:</b> The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: <b>US Dollars.</b>	Closed
5.	Volume 3 and volume 4 are all BOQs. kindly share the specification document.	Volume 3 and Volume 4 documents are not relevant to be bidders hence not provided.	Closed
7.	<p>I am writing to inquire about the whereabouts of the site visit certificate or attendance list for the physical site visit conducted on Thursday, 8th May 2025, at 11:00 AM. The visit took place at the Horticultural Crops Directorate (HCD) Pack House, Kibwezi, Makueni County, in relation to Tender No: PRQ20241414.</p> <p>Following the site visit, we were informed that the attendance list or certificate was to be uploaded onto the TMA Portal. Kindly provide us with the relevant document or guidance on its status, as we need to attach it to our final tender submission.</p>	Minutes of the pre-bid meeting including the attendance sheet is attached.	Closed

7.	Additional quantities are detailed in Addendum BOQ	The Addendum BOQ covering the additional quantities for changing room at the gate house, provision on ceilings in the pack house and improvement of access from the ablution block to the warehouse, reverse osmosis for treatment of borehole water and mechanical component for biodigester as attached as Annex 1. Update Book of drawings to reflect these changes is attached as Annex 2.	<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.