



BID CLARIFICATION MATRIX NO.1

FOR

**CONSULTANCY FOR CONSTRUCTION SUPERVISION OF ALTERATIONS AND UPGRADES AT AGRICULTURE & FOOD
AUTHORITY – HORTICULTURAL CROPS DIRECTORATE (HCD) PACK HOUSE, KIBWEZI, MAKUENI COUNTY**

TENDER NUMBER: PRQ20241415

20TH MAY 2025

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TENDER TITLE: CONSULTANCY FOR CONSTRUCTION SUPERVISION OF 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).
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 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>RFP Clause 6. Project locations and duration of assignment Page No.23</p> <p>The contract scope of works shall be expected to be carried out concurrently and simultaneously in a cumulative duration NOT exceeding 6 calendar Months construction/ supervision period and a subsequent 6 month defects liability period.</p> <p>RFP Clause: Terms of reference – 1. Background information & 1.1 General Page No: 14</p> <p>The defects Notification Period (The defects Notification period shall be 12 months)</p> <p>RFP Clause 3: Scope of the Work 3.2.3.4 Construction Phase Page No.19</p> <p>i) Carry out quarterly inspections during the 12 months defect liability period</p> <p>Kindly clarify if the defect liability period is 6 months or 12 months?</p>	<p>The defects liability period shall be 12 months.</p>	Closed
2.	<p>RFP Clause contract for consultancy services section 2 – general conditions – 9 Invoicing instructions Page No 53</p> <p>f. TMA will deduct all applicable taxes from the consultant invoiced amounts as per Government of Uganda regulations</p> <p>RFP Clause 21 – Law and governing contract and Language Page No.56</p> <p>The contract shall be governed by the laws of Uganda but in the event of a conflict between Uganda laws and any other</p>	<p>Please note that the one referring to Uganda is an error. All applicable tax laws and laws governing the contract will be Kenyan laws.</p>	Closed

	<p>law, then the laws of Uganda prevail. The language of the contract shall be English.</p> <p>We have noted that certain sections within section 2 refer to Uganda instead of Kenya, particularly in areas related to tax deductions and related matters. We request clarification on the discrepancy</p>		
3.	<p>RFP Clause General 18 Technical Evaluation Page No.9</p> <p>2.0 Project Architect Registered Architect with the board of registration of Architects and Quantity Surveyors (BORAQS)</p> <p>Kindly consider a registered architect with the board of registration of architects and Quantity Surveyors (BORAQS) or any other equivalent recognized authority</p>	A professional Registered Architect with the Board of Registration of Architects and Quantity Surveyors (BORAQS) or an equivalent professional body is required.	Closed
4.	<p>RFP Clause: General 18 Technical Evaluation Page No.10</p> <p>Quantity Surveyor with the Board of registration of Architects and Quantity Surveyors (BORAQS)</p> <p>Kindly consider a registered quantity surveyor with the board of registration of architects and quantity sirveyors (BORAQS) or any other equivalent recognized authority</p>	A professional Registered Quantity Surveyor with the Board of Registration of Architects and Quantity Surveyors (BORAQS) or an equivalent professional body is required.	Closed
5.	<p>General Clause</p> <p>Kindly share detailed information regarding the project site for the pack house, including its configuration, masterplan, floor plan, area statement and any engineering designs developed for the project. This will aid our understanding and support accurate estimation for the proposal.</p>	Attached find the drawings and BOQ for construction works at AFA-HCD Kibwezi packhouse(Part 1 of scope of work)as Annex 1 and Annex 2 . The BOQ for renovation works at the JKIA AFA-HCD mango hot water treatment plant is attached as Annex 4 .	Closed

6.	<p>General Clause</p> <p>Kindly provide the estimated budget allocated for this Assignment</p>	<p>The estimated budget ranges from USD 120,000.00 to USD 170,00.00 for construction supervision of Part 1 and Part 2 of the scope of work. Bidders are advised to provide a realistic technical and financial proposal to successfully deliver the project.</p>	Closed
7.	<p>RFP Clause 21. Packaging ,Submission and delivery of tenders</p> <p>Page No.12</p> <p>All submissions must be submitted via TMA's procurement Mailbox using the email address procurement@trademarkafrica.com on or before 22nd May 2025 on or before 11:00 am Kenya time</p>	<p>The tender submission date is extended to 2nd June 2025. All other submission details remain unchanged.</p>	Closed
8	<p>Additional scope of work</p>	<p>Bidders are advised that the scope of work has varied from the original terms of reference. Attached find Annex 1 comprising of the revised TOR covering supervision of upgrade works at AFA-HCD Kibwezi packhouse (Part 1) and renovation of AFA-HCD Hot water treatment plant for mangoes at JKIA, Nairobi (Part 2). Construction works for Part 1 and Part 2 are scheduled to take place concurrently.</p>	Closed

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.