



BID CLARIFICATION MATRIX NO.1

FOR

**PROCUREMENT FOR CIVIL WORKS FOR THE IMPLEMENTATION OF PROPOSED GATE AND TRAFFIC MANAGEMENT
PLAN FOR MOMBASA PORT AND NAIROBI ICD LOT 2A**

TENDER NUMBER: PRQ20241665

31st JULY 2025

BID CLARIFICATION MATRIX No. 1

TENDER TITLE: PRQ20241665: PROCUREMENT FOR CIVIL WORKS FOR THE IMPLEMENTATION OF PROPOSED GATE AND TRAFFIC MANAGEMENT PLAN FOR MOMBASA PORT AND NAIROBI ICD LOT 2A

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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.	Kindly confirm whether the tender is strictly limited to NCA Categories 5 or 4, as stipulated in the document, or if contractors with NCA 5 and above are also eligible to participate.	Refer to ITB 4.1: The tender is limited to NCA category 5 and 4 to conform to NCA regulations on the size and value of the contracts they can handle	Closed
2.	We did not manage to attend the site visit that was scheduled on 18th July 2025 Can we attend it this week?	The interested bidders are free to visit the site on Monday 4 th August 2025 at 10.00am and converge at Berth 16.	Closed
3.	We have noted that the Bills of Quantities still has a lot of blank quantities while the drawing is still only one, yet we have two sites at KPA and ICD. Kindly confirm when the revised Drawings and Bills of Quantities can be expected.	Use the attached revised BOQ where all bill items have quantities. See also the attached layout plan showing the extent of Lot 2 scope of work. For clarity, the scope of works covers the site for LOT 2A which is in KPA Mombasa, Container Terminal 1 West that covers berth No. 15, 16 and part of 17 as shown in the drawings availed. This is in line with the specific experience requirements for undertaking the works in an operational port. Nairobi ICD is not included in this lot.	Closed
4.	We request for extension of time for submission of bids for the following: 1. Renewal of NCA Certificates is in process as the renewal is due in the month of July. As per our revisit to site we have observed details that are not captured or partly captured	Extension of time for submission of bids is granted. Bids to be submitted on Monday 18th August 2025 . All other submission details remain unchanged. Due to procurement time restrictions, we will accept NCA licenses for the year 2024 - 2025. However, the successful bidder will be required to avail a valid NCA license for the year 2025-2026 before contract signing. Clarify which details are not captured or partly captured.	Closed Closed

5.	<p>Pg.3 item no.8 states the bid security as United States dollars Ten Thousand Only (USD 10,000) only</p> <p>While ITB 19.1 on pg.36 indicates</p> <p>The Bidder shall furnish a bid security in the amount of USD 10,000 [United States</p> <p>Dollars Twenty Thousand Only]</p> <p>The amount in words and figures in ITB 19.1 differs.</p>	<p>Bid Security amount is USD 10,000 (United States Dollars Ten Thousand Only)</p>	<p>Closed</p>
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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.