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**Contract title:**

**Supply, Delivery, Installation, and Commissioning of Laptops, Desktops, Printer, Servers, and an Open Network Automation Platform (ONAP) Backup Solution for the National Coordinating Office (NCO)**

**Publication reference:** NAO/NDICI/SUP/2025-001

**RESPONSES TO REQUEST FOR TENDER CLARIFICATIONS**

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| **#** | **QUESTION** | **ANSWER** |
| 1 | Can we submit our bid amount in **Zambian Kwacha** instead of **Euro**, considering we are a Zambian company? | All tenders are required to be presented in Euro. |
| 2 | Are **audited financial statements** acceptable in **Kwacha**, provided we clearly align them with the Euro-based financial requirements of each lot? | Audited financial statements are acceptable in Zambian Kwacha (ZMW) |
| 3 | May we revise the **tender submission form** to show our financial experience in **Kwacha**, reflecting our actual historical financial records? | You are required to use the templates attached for the "Tender form for a supply contract". No Alterations, the tender submission form cannot be revised. You will be expected to reflect your experience in the currency in which the invoices were paid. |
| 4 | Should we submit **separate tender forms for each lot**, if we are bidding for multiple lots? | A single tender form that clearly specifies the lots you are tendering for, will be sufficient . |
| 5 | Do we need to fill in **points 1–6** of the tender form, or is **point 7 (Declaration of Honour with Annex 1)** sufficient for each lot? | You must complete all relevant sections of the tender form (points 1–6), including the declaration in point 7. In addition to filling in the tender form, the tenderer is required to fill in the declaration on honour on exclusion criteria and selection criteria (form a14a) |
| 6 | If submitting for multiple lots, must we include **multiple signed Declarations of Honour** (Annex 1)—one per lot? | A single signed Declaration of Honour, indicating each lot you are tendering for, will suffice. |
| 7 | Does **Annex V** refer to **VAT instructions**, and should we attach our **VAT certificate** at this stage, or will it be requested later? | You do not need to attach your VAT certificate |
| 8 | Should we include a **written statement** confirming that a **1-year warranty** will be provided per Article 32 of the general conditions? | Yes, you **must** include a written statement describing your warranty conditions. This is a mandatory component of the tender submission.  The "Instructions to Tenderers" document, under Section 11, "Content of tenders," explicitly requires you to provide "A description of the warranty conditions, which must be in accordance with the conditions laid down in Article 32 of the general conditions." |
| 9 | Should the **technical, financial, and general conditions** be submitted in **three separate envelopes**, enclosed in a larger cover? | The technical and financial offers must be placed together in a sealed envelope. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot. |
| 10 | Are we required to submit the **original + five copies** in **six separate envelopes**, or can all copies be submitted together in one package? | All copies can be submitted together in one package. The instructions specify that you must submit "one original, marked ‘original’, and 5 copies". |
| 11 | Do you expect only the **filled-in forms** during the initial stage, with supporting evidence to be submitted upon request? | You are required to submit specified supporting evidence during the initial stage, along with the filled-in forms. However the documentary evidence of the economic, financial, professional, and technical capacity according to the selection criteria specified in the additional information about the contract notice (Annex a5f) has to be provided by the presumed successful tenderers before the award of the contract. |
| 12 | For the technical and financial bids (Annexes II, III, IV), are **supporting documents optional** at this stage or compulsory? | For the technical capacity, supporting documents must be provided as evidence for the successful implementation/ completion of the project submitted under experience. (Refer to response number 11) |
| 13 | Should we submit our **audited financial statements** now or wait until requested? | You should wait until your audited financial statements are requested by the contracting authority. They are not required for the initial tender submission. (Refer to response number11) |
| 14 | Are **additional supporting documents** required alongside the filled tender form, or will they be requested later? | Yes, the relevant supporting documents are required to be submitted with the filled tender form. (Refer to response 11) |
| 15 | Is there a required **format for the Power of Attorney**, or can we use the standard **Zambian format**? | A format that is official and legally valid under Zambian law is acceptable. |
| 16 | Are **documents like incorporation certificates, tax clearance, NAPSA registration** expected now or later? | The incorporation certificate is required to be submitted with the filled tender form. (Refer to response 11) |
| 17 | Are we required to submit a **litigation history letter**, **bank credit line letter**, or other legal declarations as part of the bid? | Only documents requested for a specific selection criteria must be submitted (Refer to response number 11) |
| 18 | Should we include a completed **Annex V identification form**, and what specific **supporting documents** are expected to accompany it? | You are required to submit a completed Annex V identification form with your tender. (Refer to response number 11) |
| 19 | What constitutes acceptable proof of a **duly authorised signature**—is a general company resolution sufficient, or do you require notarisation? | Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so. |
| 20 | Can we provide **technical capacity references** in **Kwacha**, or must they reflect **Euro-denominated values**? | Technical capacity will be expected to reflect your experience in the currency in which the invoices were paid. |
| 21 | Is there a **standard format** expected for technical references under Point 6 of the tender form? | References must be presented in the table provided in section 6 (experience) of the tender form. |
| 22 | Can you provide a **complete list of required documents** broken down into **Preliminary, Technical, Commercial, and Financial** sections? | Please refer to the instructions to tenderers. |
| 23 | For selection criteria under Point 2, do we need to submit:   * Staff **CVs** in your format? * **Professional certificates** licenses or OEM qualifications? * If yes, which specific types of certificates are acceptable? | The documents to be provided under selection criteria 16.2 are as follows:   * The candidate has the regulatory capacity/ professional certificate appropriate to the lot/ contract, such as a business registration certificate. * The candidate or tenderer has, during the current year and the previous two years, on average, at least: 2 personnel directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract. |