



**NOTICE TO ALL BIDDERS  
ZICA/DMCS/TD/0020/2023**

**ADDENDUM No. 1**

**TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF AN ENTERPRISE  
RESOURCE PLANNING (ERP) SYSTEM FOR THE ZAMBIA INSTITUTE OF CHARTERED  
ACCOUNTANTS (ZICA)**

Reference is made to the above captioned tender.

Bidders are hereby advised to take note of the information below:

No.	Clarification	Answer
1	Please clarify on the Qualification requirements for Foreign Bidders.	<p>Foreign bidders are required to submit <b>all</b> qualification documents stipulated hereon:</p> <ol style="list-style-type: none"> <li>1. Documentary evidence establishing the Bidder 's eligibility to bid</li> <li>2. Documentary evidence, that the Goods and Related Services to be supplied by the Bidder are from eligible country of origin</li> <li>3. The vendor's Company Profile, detailing the firm's shareholding structure; information on the vendor's Directors and its representatives with particulars of shareholders.</li> <li>4. Documentary evidence that the Goods and related Services conform to the Bidding Documents;</li> <li>5. Documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted</li> <li>6. Documentary evidence establishing Membership/Affiliation with relevant ICT Authority/Regulator from eligible country of origin.</li> <li>7. Written Power of Attorney/letter of authorization of the signatory of the Bid to commit the Bidder. The full names and specimen signature of the appointed person committing the bid must be provided. The full names, designations and signatures of the appointing authorities must be clearly indicated on the Power of Attorney.</li> <li>8. Signed Bid Submission Form signed by authorized representative named in Power of Attorney in accordance with Sample Form in SBD clearly indicating if Value Added Tax is inclusive or not.</li> <li>9. Bid Security Declaration specifying a suspension period of five (05) years using form provided in section III, Bidding Forms of this tender Document</li> </ol>

		<p>10. Information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount. This information must be provided by a lawyer in form of a letter to ZICA. The letter should, in case of litigation, state the impact of the case on the continued existence of the Company in the event that the case was decided against the Bidder. A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.</p> <p>11. Signed Bid Validity Form for 90 Days.</p> <p>12. Proof of having implemented and maintained an ERP system in the past 5 years - The Bidder should provide three (3) recommendation letters signed by their customers clearly indicating contact details with consent for ZICA to contact them.</p> <p>13. Audited Financial Statements for three (3) years for the periods ending 2022, 2021, and 2020.</p> <p><b>Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</b></p>
2	Will foreign bidders be required to collaborate with local bidders?	No. However, foreign bidders may choose to collaborate with a local bidder.

**Secretary  
Management Procurement Committee  
For Secretary and Chief Executive Officer**

**Issue Date: 27<sup>th</sup> December 2023**

**ZICA IS A MEMBER OF:**

