



BIDDING DOCUMENT

TENDER NO.

ZICA/DMCS/TD/0020/2023

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

OPEN INTERNATIONAL BIDDING

Financing Agent: *Zambia Institute of Chartered Accountants (ZICA)*

**ZICA
Accountants Park
2374/A Thabo Mbeki Road
P.O Box 32005,
Lusaka
Zambia
Tel: +260-211-374551-9
Direct +260-211-374-567
Email: procurement@zica.co.zm**

December 2023

ZICA BIDDING DOCUMENT

Issued on: 13th December 2023

for the

**Design, supply and installation of an Enterprise Resource Planning (ERP) System for the
Zambia Institute of Chartered Accountants (ZICA)**

IFB No: ZICA/DMCS/TD/0001/2023

Zambia Institute of Chartered Accountants

ZAMBIA

CONTENTS

Table of Clauses.....	3
Section III. Eligible Countries for the Provision of Goods, Works, and Services in Zambia	43
Eligible Countries for the Provision of Goods, Works, and Services in Zambia	44
Section IV. General Conditions of Contract.....	45
Notes on the General Conditions of Contract (GCC)	45
Table of Clauses.....	46
Section V. Special Conditions of Contract (SCC).....	109
Table of Clauses.....	109
Section VI. Technical Requirements (including Implementation Schedule).....	124
Table of Contents: Technical Requirements.....	163
Section VII. Sample Forms	215
Notes to Bidders on working with the Sample Forms	215
Table of Sample Forms	218

Invitation for Bids (IFB)**13th December 2023****Zambia*****Design, supply and installation of an Enterprise Resource Planning (ERP) system*****IFB No. ZICA/DMCS/TD/0001/2023**

1. **Zambia Institute of Chartered Accountants (ZICA)** is a self-regulated membership body for the accountancy profession in Zambia, which was created by an Act of parliament under the Accountants Act of 2008.
2. **ZICA** has budgeted towards the cost of implementation of an integrated Enterprise Resource Planning system and it intends to apply part of the proceeds of this financing to payments under the agreement resulting from this IFB: **Design, supply and installation of an Enterprise Resource Planning (ERP) system (ZICA/DMCS/TD/0001/2023)**.
3. **ZICA** now invites sealed bids from eligible Bidders for the design, supply and installation of an Enterprise Resource Planning (ERP) system. The system is expected to integrate the various departmental processes (Finance, Membership, Technical, Education, Examination, and Practice Review) under the Institute's establishment.
4. Bidding will be conducted using the Open International Bidding (OIB) procedures and is open to all **Bidders** eligible as defined in the Bidding Documents that meet the following minimum qualification criteria:
 - i. All Preliminary Requirements as stated in ITB 6.1 of the Bidding Document must be fulfilled.
5. Interested eligible Bidders may obtain further information from **ZICA** and inspect the bidding documents at the address given below. A pre-bid meeting, which potential bidders may attend, will be held on **27th December 2023** at **15:00** local time via Zoom Conference Call. Log in details are provided in the Bidding Data Sheet.
6. A complete set of bidding documents in **English** may be downloaded from the **ZICA website**. Bidding documents may be purchased at **ZICA, Accountants Park 2374/A Thabo Mbeki Road, Lusaka, Zambia** for a non-refundable fee of **One Thousand Kwacha (K1 000.00)** for local bidders and **Fifty United States Dollars (USD50.00)** for Foreign bidders. Payments for the tender document shall be made through bank transfer using the account details provided below:

Account Name: Zambia Institute of Chartered Accountants**Bank Name: Zambia National Commercial Bank - ZANACO****Account No. 0027262500102****Branch: Lusaka Centre****Sort code: 01-00-52**

Or

Account Name: Zambia Institute of Chartered Accountants

Bank name: Stanbic Bank

Account #: 9130000931865

Branch: Lusaka Main

Sort code: 04-00-02

7. Bids must be delivered to the address below on or before **10:00am Local time on Wednesday, 31st January 2024**. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below at **10:00am Local Time on Wednesday 31st January 2024**.
8. Bids shall be valid for a period of **90 days** after Bid closing and must be accompanied by **Bid Securing Declaration** and shall be delivered to **ZICA, Accountants Park 2374/A Thabo Mbeki Road, Lusaka, Zambia** on or before the tender closing date and time.

Bidders should pay attention to the following:

No.	Description	Date
1	Date of Publication of Tender	13 th December 2023
2	Pre-Bid Meeting	27 th December 2023 at 15:00hrs Local Time
3	Last Date for requesting any clarifications	19 th January 2024 at 15:00hrs Local Time
4	Last Date and Time for receiving of bids at ZICA	31 st January 2024 at 10:00hrs Local Time
5	Date and Time of opening of bids	31 st January 2024 at 10:00hrs Local Time

Secretary – Procurement Committee

For Chief Executive Officer

Email: procurement@zica.co.zm

Table of Clauses

A. General	5
1. Scope of Bid and Bidding Process	5
2. Source of Funds	5
3. Fraud and Corruption	5
4. Eligible Bidders.....	7
5. Eligible Goods and Services	8
6. Qualifications of the Bidder	9
7. Cost of Bidding	11
8. Site Visit.....	11
B. The Bidding Documents	12
9. Content of Bidding Documents.....	12
10. Clarification of Bidding Documents and Pre-bid Meeting	13
11. Amendment of Bidding Documents.....	13
C. Preparation of Bids.....	14
12. Language of Bid	14
13. Documents Comprising the Bid	14
14. Bid Prices	15
15. Bid Currencies.....	18
16. Documents Establishing the Conformity of the Information System to the Bidding Documents	18
17. Securing the Bid.....	19
18. Period of Validity of Bids	21
19. Format and Signing of Bid.....	22
D. Submission of Bids.....	22
20. Sealing and Marking of Bids.....	22
21. Deadline for Submission of Bids	23
22. Late Bids	23
23. Withdrawal, Substitution, and Modification of Bids	23
E. Bid Opening and Evaluation.....	24
24. Opening of Bids by Procuring Entity	24
25. Clarification of Bids.....	25
26. Preliminary Examination of Bids	25
27. Conversion to Single Currency	26
28. Evaluation and Comparison of Bids.....	26
29. Domestic Preference	31
30. Contacting the Procuring Entity	31
F. Postqualification and Award of Contract.....	31
31. Postqualification.....	31
32. Award Criteria.....	32
33. Procuring Entity's Right to Vary Quantities at Time of Award.....	32
34. Procuring Entity's Right to Accept Any Bid and to Reject Any or All Bids	32
35. Notification of Award	32
36. Signing of Contract	33
37. Performance Security	33

38. Adjudicator	33
-----------------------	----

Instructions to Bidders

A. GENERAL

-
- | | |
|--|--|
| 1. Scope of Bid and Bidding Process | <p>1.1 The Procuring Entity named in the BDS and the SCC for GCC Clause 1.1 (b) (i), or its duly authorized Purchasing Agent if so specified in the BDS (interchangeably referred to as “the Procuring Entity” in these Bidding Documents), invites bids for the supply and installation of the Information System (IS), as briefly described in the BDS and specified in greater detail in these Bidding Documents.</p> <p>1.2 The title and identification number of the Invitation for Bids (IFB) and resulting Contract(s) are provided in the BDS.</p> <p>1.3 Throughout the Bidding Documents, the term "in writing" means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt, and the term "days" means calendar days unless a different meaning is evident from the context.</p> <p>1.4 If the BDS so provides, alternative procedures forming part or all of what is commonly known as e-Tendering are available to the extent specified in, or referred to by, the BDS.</p> |
| 2. Source of Funds | <p>2.1 The Procuring Entity named in the BDS has applied for or received funds - equivalent to the amount indicated in the BDS toward the cost of the Project specified in the BDS. The Procuring Entity intends to apply a portion of the proceeds to eligible payments under the Contract for which these Bidding Documents are issued.</p> <p>2.2 Payment by the Procuring Entity will be made only at the request of the Procuring Entity’s executing agency. The Government prohibits a withdrawal from the funds for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.</p> |
| 3. Fraud and Corruption | <p>3.1 It is the Government’s policy to require that Procuring Entity (including beneficiaries of the funds), as well as bidders, suppliers, and contractors and their subcontractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.¹ In pursuance of this policy, the Government:</p> <p style="padding-left: 40px;">(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> |

¹ In this context, any action taken by a bidder, supplier, contractor, or a sub-contractor to influence the procurement process or contract execution for undue advantage is improper.

- (i) “corrupt practice”¹ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice”² is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice”³ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice”⁴ is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the Government’s inspection and audit rights provided for under sub-clause 3.1 (e) below.
- (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will cancel the portion of the funds allocated to a contract if it determines at any time that representatives of the Procuring Entity or of a beneficiary engaged in corrupt, fraudulent,

¹ “Another party” refers to a public official acting in relation to the procurement process or contract execution]. In this context, “public official” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

² A “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

³ “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

⁴ A “party” refers to a participant in the procurement process or contract execution.

collusive, or coercive practices during the procurement or the execution of that contract, without the Procuring Entity having taken timely and appropriate action satisfactory to the Government to address such practices when they occur;

- (d) will sanction a firm or individual, including suspending or barring a bidder or supplier in accordance with Sections *sixty-five*, *sixty-six* and *sixty-seven* of the Public Procurement Act of 2008 and regulations 162 to 167 of the Public Procurement Regulations of 2011. A bidder or supplier aggrieved by such a decision, may appeal in accordance with Section *sixty-nine* of the Public Procurement Act of 2008; and
 - (e) will have the right to require that a provision be included in bidding documents and in contracts financed by Government, requiring bidders, suppliers, and contractors and their sub-contractors to permit the Government to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Government.
- 3.2 Furthermore, Bidders shall be aware of the provision stated in Clause 9.8 and Clause 41.2 of the General Conditions of Contract.
- 3.3 Any communications between the Bidder and the Procuring Entity related to matters of alleged fraud or corruption must be made in writing.
- 3.4 By signing the Bid Submission Form, the Bidder represents that it either is the owner of the Intellectual Property Rights in the hardware, software or materials offered, or that it has proper authorization and/or license to offer them from the owner of such rights. For the purpose of this Clause, Intellectual Property Rights shall be as defined in GCC Clause 1.1 (c) (xvii). Willful misrepresentation of these facts shall be considered a fraudulent practice subject to the provisions of Clauses 3.1 through 3.4 above, without prejudice of other remedies that the Procuring Entity may take.

4. Eligible Bidders

- 4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section III, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.
- 4.2 If a prequalification process has been undertaken for the Contract(s) for which these Bidding Documents have been issued, only those Bidders may participate that had been prequalified and continue to meet the eligibility criteria of this Clause. A prequalified Joint Venture may not change partners or its structure when submitting a bid.
- 4.3 A firm may be excluded from bidding if:

- (a) it was engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, or other documents to be used for the procurement of the Information System described in these Bidding Documents; or
- (b) it is a government-owned enterprise in the Procuring Entity's country, unless it can establish that it meets the provisions of Section 34 of the Public Procurement Act of 2008. To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it meets the provisions of Section 34(2) of the Public Procurement Act of 2008.

4.4 A firm that has been determined to be ineligible by ZPPA in accordance with Sections *sixty-five*, *sixty-six* and *sixty-seven* of the Public Procurement Act of 2008 and in accordance with regulations 162 to 167 of the Public Procurement Regulations of 2011 shall be not be eligible to be awarded a contract.

4.5 A firm or individual is or will be disqualified from participation in this bidding if, at any time from advertisement of the bidding until and including contract award, the firm or individual is under:

- (a) a suspension by ZPPA as a result of execution of a Bid-Securing Declaration pursuant to ITB Clause 17.6 in another Government-financed procurement, or under a suspension by the Procuring Entity for other reasons that have been agreed by ZPPA; or
- (b) a declaration of ineligibility by ZPPA in accordance with ITB Clause 3.1 (d). The list of individuals and firms debarred from participating in Government-financed projects or programmes is available at <http://www.ppa.org.zm>, or
- (c) a sanction imposed by the United Nations Security Council, as mentioned in ITB Clause 2.2.

4.6 A firm or other entity that is ineligible according to any of the above provisions of this Clause, may also not participate as a Joint Venture partner, or as Subcontractor for or supplier of goods, works or services. If a bid becomes materially incomplete after removing ineligible entities, the bid may be disqualified.

4.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

5. Eligible Goods and Services

5.1 For the purposes of these Bidding Documents, the Information System means all:

- (a) the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to supply and install under the Contract, plus all associated

documentation, and all other materials and goods to be supplied, installed, integrated, and made operational (collectively called “the Goods” in some clauses of the ITB); and

- (b) the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Information System to be provided by the selected Bidder and as specified in the Contract.

5.2 Funds from Government are disbursed only for expenditures for an Information System made up of goods and services provided by nationals of, and produced in or supplied from, eligible source countries as defined in Section III, Eligible Countries. An Information System is deemed to be produced in a certain country when, in the territory of that country, through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

5.3 For purposes of this clause, the nationality of the Bidder is distinct from the country in which the Information System and its goods components are produced or from which the related services are supplied.

6. Qualifications of the Bidder

6.1 By submission of documentary evidence in its bid, the Bidder must establish to the Procuring Entity’s satisfaction:

- (a) that it has the financial, technical, and production capability necessary to perform the Contract, meets the qualification criteria **specified in the BDS**, and has a successful performance history. If a prequalification process has been undertaken for the Contract(s) for which these Bidding Documents have been issued, the Bidder shall, as part of its bid, update any information submitted with its application for prequalification;

(For the purposes of establishing a Bidder’s qualifications, and unless stated to the contrary in the BDS, the experience and / or resources of any Subcontractor will not contribute to the Bidder’s qualifications; only those of a Joint Venture partner will be considered.)

- (b) that, in the case of a Bidder offering to supply key goods components of the Information System, as **identified in the BDS**, that the Bidder does not itself produce, the Bidder is duly authorized by the producer to supply those components in the Procuring Entity’s country under the Contract(s) that may result from this bidding; (This will be accomplished by including Manufacturer’s Authorizations in the bid, based on the sample found in Section VII.)

- (c) that, if a Bidder proposes Subcontractors for key services if and as **identified in the BDS**, these Subcontractors have agreed in writing to serve for the Bidder under the Contract(s) that may result from this bidding; and
 - (d) that, in the case of a Bidder not doing business within the Procuring Entity's country, the Bidder is or will be (if awarded the Contract) represented by an Agent in that country who is equipped and able to carry out the Bidder's maintenance, technical support, training, and repair obligations prescribed in the General and Special Conditions of Contract, and/or Technical Requirements.
- 6.2 Bids submitted by a Joint Venture of two or more firms as partners shall also comply with the following requirements:
- (a) the bid shall be signed so as to be legally binding on all partners;
 - (b) one of the partners shall be nominated as being in charge, and this nomination shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
 - (c) the partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture, and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge;
 - (d) the partner or combination of partners that is responsible for a specific component of the Information System must meet the relevant minimum qualification criteria for that component;
 - (e) a firm may submit bids either as a single Bidder on its own, or as partner in one, and only one, Joint Venture. If, as a result of the bid opening pursuant to ITB Clause 24, this requirement is not met, all bids involving the firm as a single Bidder or Joint Venture partner will be disqualified;
 - (f) all partners of the Joint Venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms, and a statement to this effect shall be included in the authorization mentioned under ITB Clause 6.2 (b) above, in the bid as well as in the Contract (in case of a successful bid).
- 6.3 If a Bidder intends to subcontract major items of supply or services, it shall include in the bid details of the name and nationality of the proposed Subcontractor for each of those items and shall be responsible for ensuring that any Subcontractor proposed complies with the requirements of ITB Clause 4, and that any Goods or Services components of the Information System to be provided by the Subcontractor comply with the requirements of ITB Clause 5 and the

related evidence required by ITB Clause 13.1 (e) (iii) is submitted. Bidders are free to list more than one Subcontractor against each item. Quoted rates and prices will be deemed to apply, whichever Subcontractor is appointed, and no adjustment of the rates or prices will be permitted. The Procuring Entity reserves the right to delete any proposed Subcontractor from the list. This shall be done prior to Contract signature, by deleting such unacceptable Subcontractors from Appendix 3 to the Contract Agreement, which shall list the approved Subcontractors for each item prior to Contract signature. Subsequent additions and deletions from the list of approved Subcontractors shall be performed in accordance with GCC Clause 20 (as revised in the SCC, if applicable) and Appendix 3 to the Contract Agreement.

For the purposes of these Bidding Documents, a Subcontractor is any vendor or service provider with whom the Bidder contracts for the supply or execution of any part of the Information System to be provided by the Bidder under the Contract (such as the supply of major hardware, software, or other components of the required Information Technologies specified, or the performance of related Services, e.g., software development, transportation, installation, customization, integration, commissioning, training, technical support, maintenance, repair, etc.).

- 6.4 A firm which is a Bidder, whether as a single Bidder or as a partner in a Joint Venture, cannot be a Subcontractor in other bids, except for the supply of commercially available hardware or software by the firm, as well as purely incidental services such as installation/configuration, routine training, and ongoing maintenance/support. If the BDS for ITB Clause 6.1 (a) allows the qualification of Subcontractors nominated for certain components to be taken into account in assessing the Bidder's overall qualifications, any Subcontractor so nominated by any Bidder is automatically disqualified from being a Bidder itself or a partner in a Joint Venture. The same will normally apply to firms that have provided Subcontractor agreements for certain services pursuant to ITB Clause 6.1 (c). Non-compliance may result in the rejection of all bids in which the affected firm participates as Bidder or as partner in a Joint Venture. As long as in compliance with these provisions, or as long as unaffected by them due to not participating as Bidder or as partner in a Joint Venture, a firm may be proposed as a Subcontractor in any number of bids. If the BDS for ITB 28.1 permits the submission of bids for Subsystems, lots, or slices, then the provisions of this Clause 6.4 apply only to bids for the same Subsystem(s), lot(s), or slice(s);

- | | |
|---------------------------|---|
| 7. Cost of Bidding | 7.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Entity will in no case be responsible or liable for those costs. |
| 8. Site Visit | 8.1 The Bidder may wish to visit and examine the site or sites of the Information System and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and |

entering into the Contract. The costs of visiting the site or sites shall be at the Bidder's own expense.

- 8.2 The Procuring Entity will arrange for the Bidder and any of its personnel or agents to gain access to the relevant site or sites, provided that the Bidder gives the Procuring Entity adequate notice of a proposed visit of at least fourteen (14) days. Alternatively, the Procuring Entity may organize a site visit or visits concurrently with the pre-bid meeting, as specified in the BDS for ITB Clause 10.2. Failure of a Bidder to make a site visit will not be a cause for its disqualification.
- 8.3 No site visits shall be arranged or scheduled after the deadline for the submission of the Bids and prior to the award of Contract.

B. THE BIDDING DOCUMENTS

9. Content of Bidding Documents

- 9.1 The contents of the Bidding Documents are listed below and should be read in conjunction with any addenda issued in accordance with ITB Clause 11:
- | | |
|-------------|--|
| Section I | Instructions to Bidders (ITB) |
| Section II | Bid Data Sheet (BDS) |
| Section III | Eligible Countries for the Provision of Goods, Works, and Services in Zambia |
| Section IV | General Conditions of Contract (GCC) |
| Section V | Special Conditions of Contract (SCC) |
| Section VI | Technical Requirements (including Implementation Schedule) |
| Section VII | Sample Forms |
- 9.2 Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. 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.
- 9.3 The Invitation for Bids is not formally part of the Bidding Documents and is included for reference only. In case of inconsistencies, the actual Bidding Documents shall prevail.

10. Clarification of Bidding Documents and Pre-bid Meeting

- 10.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Entity in writing at the Procuring Entity's address and by one of the means **indicated in the BDS**. Similarly, if a Bidder feels that any important provision in the documents will be unacceptable, such an issue should be raised as soon as possible. The Procuring Entity will respond in writing to any request for clarification or modification of the Bidding Documents that it receives no later than twenty-one (21) days prior to the deadline for submission of bids prescribed by the Procuring Entity. Copies of the Procuring Entity's response (including an explanation of the query but not identifying its source) will be sent to all prospective Bidders that received the Bidding Documents from the Procuring Entity.
- 10.2 When **specified in the BDS**, the Procuring Entity will organize and Bidders are welcome to attend a pre-bid meeting at the time and place **indicated in the BDS**. The purpose of the meeting will be to clarify issues and answer questions on any matter that may be raised at this stage, with particular attention to issues related to the Technical Requirements. Bidders are requested to submit any questions in writing to reach the Procuring Entity not later than one week before the meeting. Questions and answers will be transmitted in accordance with ITB Clause 10.1. Minutes of the meeting, including the questions raised and responses given, together with any responses prepared after the meeting, will be transmitted without delay to all those that received the Bidding Documents from the Procuring Entity. Any modification to the Bidding Documents listed in ITB Clause 9.1, which may become necessary as a result of the pre-bid meeting, shall be made by the Procuring Entity exclusively by issuing an Addendum pursuant to ITB Clause 11 and not through the minutes of the pre-bid meeting.

11. Amendment of Bidding Documents

- 11.1 At any time prior to the deadline for submission of bids, the Procuring Entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.
- 11.2 Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Procuring Entity. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.
- 11.3 In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of bids, in which case, the Procuring Entity will notify all Bidders in writing of the extended deadline.

C. PREPARATION OF BIDS

- 12. Language of Bid** 12.1 The bid prepared by the Bidder and all correspondence and documents related to the bid exchanged by the Bidder and the Procuring Entity shall be written in **English**. Any printed literature furnished by the Bidder as part of its bid may be in a language, as long as such literature is accompanied by a translation of its pertinent passages into the language of the bid, in which case, for purposes of interpretation of the bid, the translation shall govern.
- 13. Documents Comprising the Bid** 13.1 The bid submitted by the Bidder shall comprise:
- (a) Bid Submission Form completed and signed by a person or persons duly authorized to bind the Bidder to the Contract;
 - (b) all Price Schedules duly completed in accordance with ITB Clauses 14, 15, and 18 and signed by a person or persons duly authorized to bind the Bidder to the Contract;
 - (c) if required, Bid-securing Declaration or Bid Security furnished in accordance with ITB Clause 17;
 - (d) written confirmation authorizing the signatory of the bid to commit the Bidder, in accordance with ITB Clause 19.2;
 - (e) Attachments:
 - (i) Attachment 1: Bidder's Eligibility

In the absence of prequalification, documents establishing to the Procuring Entity's satisfaction the Bidder's eligibility to bid, including but not limited to documentary evidence that the Bidder is legally incorporated in a territory of an eligible source country as defined under ITB Clause 4;
 - (ii) Attachment 2: Bidder's Qualifications

Documentary evidence establishing to the Procuring Entity's satisfaction, and in accordance with ITB Clause 6, that the Bidder is qualified to perform the Contract if its bid is accepted. In the case where prequalification of Bidders has been undertaken, and pursuant to ITB Clause 6.1 (a), the Bidder must provide evidence on any changes in the information submitted as the basis for prequalification or, if there has been no change at all in said information, a statement to this effect;

Any Manufacturer's Authorizations and Subcontractor agreements specified as required in the BDS for ITB Clauses 6.1 (b) and 6.1 (c);
 - (iii) Attachment 3: Eligibility of Goods and Services

Documents establishing, to the Procuring Entity's satisfaction, that the Goods and Services components of the Information System to be supplied, installed, and/or performed by the Bidder are eligible Goods and Services as defined under ITB Clause 5. If awarded the Contract, the Bidder shall submit for such components of the Information System evidence of eligibility, which shall be confirmed by a certificate of origin issued at the time of shipment;

(iv) Attachment 4: Conformity of the Information System to the Bidding Documents

Documentary evidence establishing to the Procuring Entity's satisfaction, and in accordance with ITB Clause 16, that the Goods and Services components of the Information System to be supplied, installed, and/or performed by the Bidder conform to the Bidding Documents;

(v) Attachment 5: Proposed Subcontractors

A list of all major items of Goods or Services that the Bidder proposes to purchase or subcontract from others, and the name and nationality of the proposed Subcontractor, including vendors, for each of those items;

(vi) Attachment 6: Intellectual Property

A list of:

(1) all Software included in the Bidder's bid, assigning each item to one of the software categories defined in GCC Clause 1.1 (c):

(A) System, General Purpose, and Application Software; and

(B) Standard and Custom Software.

(2) all Custom Materials, as defined in GCC Clause 1.1 (c), included in the Bidder's bid.

All Materials not identified as Custom Materials shall be deemed Standard Materials, as defined in GCC Clause 1.1 (c).

Re-assignments among the Software and Materials categories, if necessary, will be made during the implementation of the Contract according to GCC Clause 39 (Changes to the System).

14. Bid Prices

- 14.1 All Goods and Services identified in the Supply and Installation Cost Sub-Table and the Recurrent Cost Sub-Table in Section VII (Forms 2.5 and 2.6), and all other Goods and Services proposed by the Bidder to

fulfill the requirements of the Information System, must be priced separately in the format of the same tables and summarized in the corresponding Cost Summary Tables in the same Section. Prices must be quoted in accordance with the instructions provided in Section VII for the various cost tables, in the manner specified below.

- 14.2 The price of items that the Bidder has left blank in the cost tables provided in Section VII shall be assumed to be included in the price of other items. Items omitted altogether from the cost tables shall be assumed to be omitted from the bid and, provided that the bid is substantially responsive, an adjustment to the bid price will be made during evaluation in accordance with ITB Clause 28.6 (c) (iii).
- 14.3 Unit prices must be quoted at a level of detail appropriate for calculation of any partial deliveries or partial payments under the contract, in accordance with the Implementation Schedule in Section VI, and with GCC and SCC Clause 12 – Terms of Payment. Bidders may be required to provide a breakdown of any composite or lump-sum items included in the Cost Tables.
- 14.4 The prices for Goods components of the System are to be expressed and shall be defined and governed in accordance with the rules prescribed in the edition of Incoterms **specified in the BDS**, and quoted in the appropriate columns of the cost tables of Section VII as follows:
 - (a) Goods supplied from outside the Procuring Entity's country:

Unless otherwise **specified in the BDS**, the prices shall be quoted on a CIP (named place of destination) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in the Procuring Entity's country. The named place of destination and special instructions for the contract of carriage are as **specified in the BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - (b) Locally supplied Goods:

Unit prices of Goods offered from within the Procuring Entity's Country, shall be quoted on an EXW (ex factory, ex works, ex warehouse or off-the-shelf, as applicable) basis, including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT or sales and other taxes and duties/fees incurred for the Goods at the time of invoicing or sales transaction, if the Contract is awarded.
 - (c) Inland transportation:

Unless otherwise **stated in the BDS**, inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated Project Sites must be quoted separately as a Service item in accordance with ITB Clause 14.5, whether

the Goods are to be supplied locally or from outside the Procuring Entity's country, except when these costs are already included in the price of the Goods, as is, e.g., the case, when ITB Clause 14.4 (a) specifies CIP, and the named places of destination are the Project Sites.

- 14.5 The price of Services shall be quoted in total for each service (where appropriate, broken down into unit prices), separated into their local and foreign currency components. Prices must include all taxes, duties, levies and fees whatsoever, except only VAT or other indirect taxes, or stamp duties, that may be assessed and/or apply in the Procuring Entity's country on/to the price of the Services invoiced to the Procuring Entity, if the Contract is awarded. Unless otherwise **specified in the BDS**, the prices must include all costs incidental to the performance of the Services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the Services but incurred by the Procuring Entity or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these Bidding Documents (as, e.g., a requirement for the Bidder to include the travel and subsistence costs of trainees).
- 14.6 Prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, defined in SCC Clause 29.4 and prices for Recurrent Costs to be incurred during the Post-Warranty Period, defined in SCC Clause 1.1. (e) (xii), shall be quoted as Service prices in accordance with ITB Clause 14.5 on the Recurrent Cost Sub-Table in detail, and on the Recurrent Cost Summary Table in currency totals. Recurrent costs are all-inclusive of the costs of necessary Goods such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the System and, if appropriate, of the Bidder's own allowance for price increases.
- 14.7 Unless otherwise **specified in the BDS**, prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected.

15. Bid Currencies

15.1 Prices shall be quoted in the following currencies:

- (a) The Bidder may quote its prices for all Information Technologies, associated Goods, and Services to be supplied from outside the Procuring Entity's Country in the currencies of countries eligible according to Section III. If the Bidder wishes to be paid in a combination of different currencies, it must quote unit prices accordingly, but no more than three foreign currencies may be used.
- (b) Unless otherwise **specified in the BDS**, the Bidder shall express its prices for such Information Technologies, associated Goods, and Services to be supplied locally (i.e., from within the Procuring Entity's Country) in the currency of the Procuring Entity's Country.

16. Documents
Establishing the
Conformity of
the Information
System to the
Bidding
Documents

16.1 Pursuant to ITB Clause 13.1 (e) (iv), the Bidder shall furnish, as part of its bid, documents establishing the conformity to the Bidding Documents of the Information System that the Bidder proposes to supply and install under the Contract.

16.2 The documentary evidence of conformity of the Information System to the Bidding Documents shall be in the form of written descriptions, literature, diagrams, certifications, and client references, including:

- (a) the Bidder's technical bid, i.e., a detailed description of the Bidder's proposed technical solution conforming in all material aspects with the Technical Requirements (Section VI) and other parts of these Bidding Documents, overall as well as in regard to the essential technical and performance characteristics of each component making up the proposed Information System;
- (b) an item-by-item commentary on the Procuring Entity's Technical Requirements, demonstrating the substantial responsiveness of the Information System offered to those requirements. In demonstrating responsiveness, the commentary shall include explicit cross references to the relevant pages in the supporting materials included in the bid. Whenever a discrepancy arises between the item-by-item commentary and any catalogs, technical specifications, or other preprinted materials submitted with the bid, the item-by-item commentary shall prevail;
- (c) a Preliminary Project Plan describing, among other things, the methods by which the Bidder will carry out its overall management and coordination responsibilities if awarded the Contract, and the human and other resources the Bidder proposes to use. The Plan should include a detailed Contract Implementation Schedule in bar chart form, showing the estimated duration, sequence, and interrelationship of all key activities needed to complete the Contract. The Preliminary Project Plan must also address any other topics **specified in the BDS**. In addition, the Preliminary Project Plan should state the

Bidder's assessment of what it expects the Procuring Entity and any other party involved in the implementation of the Information System to provide during implementation and how the Bidder proposes to coordinate the activities of all involved parties;

- (d) a written confirmation that the Bidder accepts responsibility for the successful integration and inter-operability of all components of the Information System as required by the Bidding Documents.

16.3 For purposes of the commentary to be furnished pursuant to ITB Clause 16.2 (b), the Bidder shall note that references to brand names or model numbers or national or proprietary standards designated by the Procuring Entity in its Technical Requirements are intended to be descriptive and not restrictive. Except where explicitly **prohibited in the BDS** for specific items or standards, the Bidder may substitute alternative brand/model names or standards in its bid, provided that it demonstrates to the Procuring Entity's satisfaction that the use of the substitute(s) will result in the Information System being able to perform substantially equivalent to or better than that specified in the Technical Requirements.

17. Securing the Bid

17.1 The BDS for this Clause specifies whether bids must be secured, and if so, whether by a Bid-Securing Declaration or by a Bid Security. If a Bid Security is required or optional, the **BDS also specifies the amount.**

17.2 Securing the bids shall be substantially in accordance with the related sample forms included in Section VII or other forms approved by the Procuring Entity prior to bid submission. Bids must remain secured for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 18.2. In case of a Bid Security, it shall also:

- (a) at the Bidder's option, be in the form of either a certified check, letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;
- (b) be issued by a reputable institution selected by the Bidder and located in any eligible country; if the institution issuing the security is located outside the Procuring Entity's Country, it shall have a correspondent financial institution located in the Procuring Entity's Country to make the security enforceable;
- (c) be payable promptly upon written demand by the Procuring Entity in case any of the conditions listed in ITB Clause 17.6 is/are invoked;
- (d) be submitted in its original form; copies will not be accepted.

17.3 The Bid-Securing Declaration or the Bid Security of a Joint Venture shall be issued in the name of the Joint Venture submitting the bid provided the Joint Venture has legally been constituted, or else it shall

be issued in the name of all partners proposed for the Joint Venture in the bid. Sanctions due to a breach of the terms of a Bid-Securing Declaration pursuant to ITB Clause 17.6 will apply to all partners to the Joint Venture.

- 17.4 If a Bid-Securing Declaration or Bid Security is required in accordance with ITB Clause 17.1, any bid not accompanied by a substantially acceptable Bid-Securing Declaration or Bid Security in accordance with ITB Clauses 17.2 and 17.3, shall be rejected by the Procuring Entity as non-responsive.
- 17.5 Unless executed or forfeited pursuant to ITB Clause 17.6, Bid-Securing Declarations, if any, will expire for, or Bid Securities, if any, will be returned as promptly as possible to,
- (a) all Bidders upon annulment of the bidding pursuant to ITB Clause 34;
 - (b) Bidders refusing a request to extend the period of validity of their bids pursuant to ITB Clause 18.2;
 - (c) the successful Bidder once it has signed the Contract Agreement and furnished a valid Performance Security as required;
 - (d) the unsuccessful Bidders at the same time as in (c), that is, when they are informed about the successful establishment of the contract with the successful Bidder.

17.6 The Bid-Securing Declaration, if any, may be executed, or the Bid Security, if any, may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form or any extension of validity the Bidder has agreed to pursuant to ITB Clause 18.2; or
- (b) in the case of the successful Bidder, if the Bidder fails to:
 - (i) sign the Contract Agreement in accordance with ITB Clause 36; or
 - (ii) furnish the Performance Security in accordance with ITB Clause 37.

17.7 If a bid security is **not required in the BDS**, and

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 18.2, or
- (b) if the successful Bidder fails to: sign the Contract in accordance with ITB 36; or furnish a performance security in accordance with ITB 37;

the Procuring Entity may, **if provided for in the BDS**, declare the Bidder disqualified to be awarded a contract by the Employer for a period of time **as stated in the BDS**.

18. Period of Validity of Bids

18.1 Bids shall remain valid, at a minimum, for the period **specified in the BDS** after the deadline date for bid submission prescribed by the Procuring Entity, pursuant to ITB Clause 21. A bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive. For the convenience of Bidders, the BDS spells out the minimal original expiration dates for the validity of the bid and, if applicable pursuant to ITB Clause 17.1, for securing the bid. However, Bidders are responsible for adjusting the dates in the BDS in accordance with any extensions to the deadline date of bid submission pursuant to ITB Clause 21.2.

18.2 In exceptional circumstances, prior to expiry of the bid validity period, the Procuring Entity may request that the Bidders extend the period of validity for a specified additional period. The request and the responses to the request shall be made in writing. A Bidder may refuse the request without risking execution of the Bid-Securing Declaration or forfeiting the Bid Security, but in this case the bid will be out of the competition for the award. Except as provided in ITB Clause 18.3, a Bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to ensure that the bid remains secured for a correspondingly longer period, pursuant to ITB Clause 17.2.

18.3 In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid

validity, the contract price will be adjusted as specified in the request for extension. Bid evaluation will be based on the bid prices without taking into consideration the above correction.

19. Format and Signing of Bid

- 19.1 The Bidder shall prepare an original and the number of copies/sets of the bid **specified in the BDS**, clearly marking each one as “ORIGINAL BID,” “COPY NO. 1,” “COPY NO. 2,” etc., as appropriate. In the event of any discrepancy between them, the original shall govern.
- 19.2 The original and all copies of the bid, each consisting of the documents listed in ITB Clause 13.1, shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. The authorization must be in writing and included in the bid pursuant to ITB Clause 13.1 (d). The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 19.3 The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 19.4 The Bidder shall furnish in the Bid Submission Form (a sample of which is provided in the Sample Forms Section of the Bidding Documents) information regarding commissions or gratuities, if any, paid or to be paid to agents relating to this procurement and to the execution of the Contract should the Bidder be successful.

D. SUBMISSION OF BIDS

20. Sealing and Marking of Bids

- 20.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL BID” and “COPY NO. [number].” The envelopes shall then be sealed in an outer envelope.
- 20.2 The inner and outer envelopes shall
 - (a) be addressed to the Procuring Entity at the address **given in the BDS**, and
 - (b) bear the Project name indicated in the BDS for ITB Clause 2.1, the Invitation for Bids title and number, and the Contract name(s), as indicated in the BDS for ITB Clause 1.2, and the statement “DO NOT OPEN BEFORE [time and date],” to be completed with the time and date specified in the BDS for ITB Clause 24.1.
- 20.3 The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared “late.”

- 20.4 If the outer envelope is not sealed and marked as required by ITB Clause 20.2 above, the Procuring Entity will assume no responsibility for the bid's misplacement or premature opening. If the outer envelope discloses the Bidder's identity, the Procuring Entity will not guarantee the anonymity of the bid submission, but this disclosure will not constitute grounds for bid rejection.
- 21. Deadline for Submission of Bids**
- 21.1 Bids must be received by the Procuring Entity at the address specified in the BDS for ITB Clause 20.2 no later than the time and date **stated in the BDS**.
- 21.2 The Procuring Entity may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents in accordance with ITB Clause 11.3, in which case all rights and obligations of the Procuring Entity and Bidders will thereafter be subject to the deadline as extended.
- 22. Late Bids**
- 22.1 Any bid received by the Procuring Entity after the bid submission deadline prescribed by the Procuring Entity in the BDS for ITB Clause 21, will be rejected and returned unopened to the Bidder.
- 23. Withdrawal, Substitution, and Modification of Bids**
- 23.1 The Bidder may withdraw, substitute, or modify its bid after submission, provided that written notice of the withdrawal, substitution, or modification is received by the Procuring Entity prior to the deadline prescribed for bid submission. All notices must be duly signed by an authorized representative and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 19.2.
- 23.2 All notices of withdrawal, substitution, or modification shall
- (a) be addressed to the Procuring Entity at the address named in the BDS for ITB Clause 20.2 (a), and
 - (b) bear the Contract name, the IFB Title and IFB Number, and the words "BID WITHDRAWAL NOTICE", BID SUBSTITUTION NOTICE", or "BID MODIFICATION NOTICE".
- 23.3 A notice may also be sent by electronic means such as fax or e-mail, but in this case must include a scan of the mailing receipt showing both the sender's and receiver's addresses for the signed hardcopy of the notice, and a scan of the power of attorney.
- 23.4 Bids requested to be withdrawn in accordance with ITB 23.1 shall be returned unopened to the Bidders. Bid withdrawal notices received after the bid submission deadline will be ignored, and the submitted bid will be deemed to be a validly submitted bid.
- 23.5 The substitution or modification of the bid shall be prepared, sealed, marked, and dispatched as follows:
- (a) The Bidders shall provide an original and the number of copies specified in the BDS for ITB Clause 19.1 of any substitution or modification to its bid, clearly identified as such, in two inner

envelopes duly marked “BID SUBSTITUTION -- ORIGINAL” or “BID MODIFICATION -- ORIGINAL” and “BID SUBSTITUTION -- COPIES” or “BID MODIFICATION -- COPIES.” The inner envelopes shall be sealed in an outer envelope, which shall be duly marked “BID SUBSTITUTION” or “BID MODIFICATION”.

- (b) Other provisions concerning the marking and dispatch of a bid substitution or modification shall be in accordance with ITB Clauses 20.2, 20.3, and 20.4.

23.6 No bid may be withdrawn, substituted, or modified in the interval between the bid submission deadline and the expiration of the bid validity period specified by the Bidder in the Bid Submission Form, or any extension thereof agreed to by the Bidder. Withdrawal of a bid during this interval may result in the execution of the Bid-Securing Declaration, if any, or forfeiture of the Bid Security, if any, pursuant to ITB Clause 17.6.

E. BID OPENING AND EVALUATION

24. Opening of Bids by Procuring Entity

- 24.1 The Procuring Entity will open all bids, including withdrawals, substitutions, and modifications, in public, in the presence of Bidders’ representatives who choose to attend, at the time, on the date and at the place **specified in the BDS**. Bidders’ representatives shall sign a register as proof of their attendance.
- 24.2 First, envelopes marked “BID WITHDRAWAL NOTICE” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “BID SUBSTITUTION NOTICE” shall be opened and read out and exchanged with the corresponding bid being substituted, and the substituted bid shall not be opened, but returned to the Bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “BID MODIFICATION NOTICE” shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening. Only bids that are opened and read out at bid opening shall be considered further.
- 24.3 Bids shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the total bid price including any unconditional discounts, and, if applicable, the prices and unconditional discounts for Subsystems, lots, or slices; the presence or absence of a Bid-Securing Declaration or a Bid Security if one was required; any conditional discounts offered for the award of more than one

Subsystem, lot, or slice, if the BDS for ITB Clause 28.1 permits such discounts to be considered in the bid evaluation; and any other such details as the Procuring Entity may consider appropriate.

24.4 Bids and modifications that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. These bids, including any bids validly withdrawn in accordance with ITB Clause 24.2, will promptly be returned, unopened, to their Bidders.

24.5 The Procuring Entity will prepare minutes of the bid opening, including the information disclosed to those present in accordance with ITB Clause 24.3. The minutes will promptly be distributed to all Bidders that met the deadline for submitting bids.

25. Clarification of Bids

25.1 During the bid evaluation, the Procuring Entity may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

26. Preliminary Examination of Bids

26.1 The Procuring Entity will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. In the case where a prequalification process has been undertaken for the Contract(s) for which these Bidding Documents have been issued, the Procuring Entity will ensure that each bid is from a prequalified Bidder, and in the case of a Joint Venture, that partners and structure of the Joint Venture are unchanged from those in the prequalification.

26.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between added or subtracted subtotals and totals, the unit or subtotal price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit or subtotal prices, in which case the line item total as quoted shall govern and the unit price or sub-total shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail, unless the discrepancy is the result of a typo/error for which the correction is self-evident to the Procuring Entity. If the Bidder with the Lowest Evaluated Bid does not accept the correction of errors, the bid shall be rejected.

26.3 The Procuring Entity may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

26.4 Prior to the detailed evaluation, the Procuring Entity will determine whether each bid is of acceptable quality, is complete, and is substantially responsive to the Bidding Documents. For purposes of

this determination, a substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviations, exceptions, objections, conditionalities, or reservations. A material deviation, exception, objection, conditionality, or reservation is one: (i) that limits in any substantial way the scope, quality, or performance of the Information System; or (ii) that limits, in any substantial way that is inconsistent with the Bidding Documents, the Procuring Entity's rights or the successful Bidder's obligations under the Contract; or (iii) the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

- 26.5 If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The Procuring Entity's determination of bid responsiveness will be based on the contents of the bid itself.

27. Conversion to Single Currency

- 27.1 For evaluation and comparison purposes, the Procuring Entity shall convert all bid prices expressed in various currencies and amounts into a single currency **specified in the BDS**, using the selling exchange rate established by the source and on the date also **specified in the BDS**.

28. Evaluation and Comparison of Bids

- 28.1 The Procuring Entity will evaluate and compare the bids that have been determined to be substantially responsive, pursuant to ITB Clause 26. The evaluation will be performed assuming either that:
- (a) the Contract will be awarded to the lowest evaluated Bidder for the entire Information System; or
 - (b) if **specified in the BDS**, Contracts will be awarded to the Bidders for each individual Subsystem, lot, or slice defined in the Technical Requirements whose bids result in the lowest combined evaluated price for the entire System.

In the latter case, discounts that are conditional on the award of more than one Subsystem, lot, or slice may be offered in bids. However, such discounts will only be considered in the price evaluation if so **confirmed in the BDS**.

- 28.2 To be considered for Contract award, Bidders must have submitted bids
- (a) for which detailed bid evaluation using the same standards for compliance determination as listed in ITB Clauses 26.3 and 26.4 confirms that the bids are commercially and technically responsive, and include the hardware, Software, related equipment, products, Materials, and other Goods and Services components of the Information System in, substantially, the full required quantities for the entire Information System or, if allowed in the BDS for ITB Clause 28.1, the individual Subsystem, lot or slice bid on; and

- (b) that offer Information Technologies that are proven to perform up to the standards promised in the bid by having successfully passed the performance, benchmark, and/or functionality tests the Procuring Entity may require, pursuant to ITB Clause 31.2.

28.3 The Procuring Entity's evaluation of a bid will be made on the basis of prices quoted in accordance with ITB Clause 14 (Bid Prices).

28.4 If **indicated by the BDS**, the Procuring Entity's evaluation of responsive bids will take into account technical factors, in addition to cost factors. An Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, which permits a comprehensive assessment of the bid price and the technical merits of each bid:

$$B \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive bids

T = the total Technical Score awarded to the bid

T_{high} = the Technical Score achieved by the bid that was scored highest among all responsive bids

X = weight for the Price as **specified in the BDS**

The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the Lowest Evaluated Bid and is eligible for Contract award, provided the Bidder was prequalified and/or it was found to be qualified to perform the Contract in accordance with ITB Clause 31 (Post qualification).

28.5 If, in addition to the cost factors, the Procuring Entity has chosen to give weight to important technical factors (i.e., the price weight, X, is less than 1 in the evaluation), that cannot be reduced to life-cycle costs or pass/fail criteria, the Total Technical Points assigned to each bid in the Evaluated Bid Formula will be determined by adding and weighting the scores assigned by an evaluation committee to technical features of the bid in accordance with the criteria set forth below.

- (a) The technical features to be evaluated are generally defined below and specifically **identified in the BDS**:
 - (i) Performance, capacity, or functionality features that either exceed levels specified as mandatory in the Technical Requirements; and/or influence the life-cycle cost and effectiveness of the Information System.

- (ii) Usability features, such as ease of use, ease of administration, or ease of expansion, which influence the life-cycle cost and effectiveness of the Information System.
 - (iii) The quality of the Bidder's Preliminary Project Plan as evidenced by the thoroughness, reasonableness, and responsiveness of: (a) the task and resource schedules, both general and specific, and (b) the proposed arrangements for management and coordination, training, quality assurance, technical support, logistics, problem resolution, and transfer of knowledge, and other such activities as specified by the Procuring Entity in Section VI (Technical Requirements) or proposed by the Bidder based on the Bidder's experience.
- (b) Feature scores will be grouped into a small number of evaluation categories, generally defined below and specifically **identified in the BDS**, namely:
 - (i) The technical features that reflect how well the Information System meets the Procuring Entity's Business Requirements (including quality assurance and risk-containment measures associated with the implementation of the Information System).
 - (ii) The technical features that reflect how well the Information System meets the System's Functional Performance Standards.
 - (iii) The technical features that reflect how well the Information System meets the General Technical Requirements for hardware, network and communications, Software, and Services.
- (c) As **specified in the BDS**, each category will be given a weight and within each category each feature may also be given a weight.
- (d) During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole number score from 0 to 4, where 0 means that the feature is absent, and 1 to 4 either represent predefined values for desirable features amenable to an objective way of rating (as is the case for, e.g., extra memory, or extra mass storage capacity, etc., if these extras would be conducive for the utility of the system), or if the feature represents a desirable functionality (e.g., of a software package) or a quality improving the prospects for a successful implementation (such as the strengths of the proposed project staff, the methodology, the elaboration of the project plan, etc., in the bid), the scoring will be 1 for the feature being present but showing deficiencies; 2 for meeting the requirements; 3 for

marginally exceeding the requirements; and 4 for significantly exceeding the requirements.

- (e) The score for each feature (i) within a category (j) will be combined with the scores of features in the same category as a weighted sum to form the Category Technical Score using the following formula:

$$S_j \equiv \sum_{i=1}^k t_{ji} * w_{ji}$$

where:

t_{ji} = the technical score for feature “i” in category “j”

w_{ji} = the weight of feature “i” in category “j”

k = the number of scored features in category “j”

and $\sum_{i=1}^k w_{ji} = 1$

- (f) The Category Technical Scores will be combined in a weighted sum to form the total Technical Bid Score using the following formula:

$$T \equiv \sum_{j=1}^n S_j * W_j$$

where:

S_j = the Category Technical Score of category “j”

W_j = the weight of category “j” as **specified in the BDS**

n = the number of categories

and $\sum_{j=1}^n W_j = 1$

- 28.6 The Evaluated Bid Price (C) for each responsive bid will be determined as the sum of the Adjusted Supply and Installation Costs (P) plus the Recurrent Costs (R);

where the Adjusted Supply and Installation Costs (P) are determined as:

- (a) The price of the hardware, Software, related equipment, products, Materials and other Goods offered from within or from outside the Procuring Entity’s Country, in accordance with ITB 14.4; plus
- (b) The total price for all software development, transportation, insurance, installation, customization, integration,

Commissioning, testing, training, technical support, repair, and other Services, in accordance with ITB 14.5;

- (c) with adjustments for:
- (i) Deviations proposed to the Implementation Schedule in the Technical Requirements resulting in delayed completion of the entire Information System, if **permitted in the BDS** and provided they do not exceed the maximum permissible delay period **specified in the BDS**. For evaluation purposes, a pro rata increase of the total Supply and Installation Costs will be added using the percentage(s) **specified in the BDS** for each week of delay. Bids offering deliveries beyond the maximum permissible delay specified may be rejected.
 - (ii) Deviations taken to the Contract payment schedule specified in the SCC. If deviations are **permitted in the BDS**, for evaluation purposes the total Supply and Installation Costs will be increased pro rata by the amount of interest that could otherwise be earned on the amount of any payments that would fall due under the proposed schedule earlier than the schedule stipulated in the SCC, at the interest rate **specified in the BDS**.
 - (iii) Goods and Services that are required for the Information System but have been left out or are necessary to correct minor deviations of the bid will be added to the total Supply and Installation Costs using costs taken from the highest prices from other responsive bids for the same Goods and Services, or in the absence of such information, the cost will be estimated at prevailing list prices. If the missing Goods and Services are a scored technical feature, the relevant score will be set at zero.
 - (iv) Corrections to errors in arithmetic, in accordance with ITB Clause 26.2.
 - (v) Any discounts offered for the award of more than one Subsystem, lot, or slice, if the BDS for ITB Clause 28.1 permits the consideration of discounts in the price evaluation.
- (d) The Recurrent Costs (R) are reduced to net present value and determined using the following formula:

$$R \equiv \sum_{x=1}^{N+M} \frac{R_x}{(1+I)^x}$$

where

- N = number of years of the Warranty Period, defined in SCC Clause 29.4
- M = number of years of the Post-Warranty Services Period, as defined in SCC Clause 1.1.(e) (xii)
- x = an index number 1, 2, 3, ... $N + M$ representing each year of the combined Warranty Service and Post-Warranty Service Periods.
- R_x = total Recurrent Costs for year “ x ,” as recorded in the Recurrent Cost Sub-Table.
- I = discount rate to be used for the Net Present Value calculation, as **specified in the BDS**.

29. Domestic Preference

- 29.1 No margin of domestic preference will apply.

30. Contacting the Procuring Entity

- 30.1 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Procuring Entity on any matter related to the bid, it should do so in writing.
- 30.2 If a Bidder tries to directly influence the Procuring Entity or otherwise interfere in the bid evaluation process and the Contract award decision, its bid may be rejected.

F. POSTQUALIFICATION AND AWARD OF CONTRACT

31. Post-qualification

- 31.1 The Procuring Entity will determine at its own cost and to its satisfaction whether the Bidder (including Joint Venture Partners, and any Subcontractors for which the BDS for ITB Clause 6.1 (a) permits that their qualifications count towards the required Bidder qualifications) that is selected as having submitted the Lowest Evaluated Bid is qualified to perform the Contract satisfactorily, in accordance with ITB Clause 6. If a prequalification process was undertaken for the Contract(s) for which these Bidding Documents were issued, the Procuring Entity will determine in the manner described above that no material changes have occurred after the prequalification that negatively affect the ability of the Bidder that has submitted the Lowest Evaluated Bid to perform the Contract.
- 31.2 Pursuant to ITB Clauses 6 and 16, and as additionally may be **specified in the BDS**, the determination will evaluate the Bidder’s financial, technical, design, integration, customization, production, management, and support capabilities and will be based on an examination of the documentary evidence of the Bidder’s qualifications, as well as other information the Procuring Entity deems necessary and appropriate. This determination may include visits or interviews with the Bidder’s clients referenced in its bid, site inspections, and any other measures. If so **specified in the BDS**, at the time of postqualification the Procuring Entity may also carry out tests to determine that the performance or

functionality of the Information System offered meets those stated in the Technical Requirements.

- 31.3 An affirmative postqualification determination will be a prerequisite for award of the Contract to the Lowest Evaluated Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring Entity will proceed to the next lowest evaluated Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 32. Award Criteria** 32.1 Subject to ITB Clause 34, the Procuring Entity will award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Evaluated Bid, provided further that the Bidder has been determined to be qualified to perform the Contract satisfactorily, pursuant to ITB Clause 31.
- 33. Procuring Entity's Right to Vary Quantities at Time of Award** 33.1 The Procuring Entity reserves the right at the time of Contract award to increase or decrease, by the percentage(s) **indicated in the BDS**, any of the following:
- (a) the quantity of substantially identical Subsystems; or
 - (b) the quantity of individual hardware, Software, related equipment, Materials, products, and other Goods components of the Information System; or
 - (c) the quantity of Installation or other Services to be performed,
- from that originally specified in the Technical Requirements (as amended by any Addenda issued pursuant to ITB Clause 11), without any change in unit prices or other terms and conditions.
- 34. Procuring Entity's Right to Accept Any Bid and to Reject Any or All Bids** 34.1 The Procuring Entity reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.
- 35. Notification of Award** 35.1 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder, in writing, that its bid has been accepted.
- 35.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 35.3 The Procuring Entity shall promptly publish in UNDB online and in dgMarket the results, identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a bid; (ii) bid prices as read out at bid opening; (iii) name, evaluated price and, if the bidding conditions included scoring for technical quality, the technical score of each bid that was evaluated; (iv) name of Bidders whose bids were rejected and the reasons for their rejection; and (v)

name of the winning Bidder, the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful Bidders may make a request in writing to the Procuring Entity for a debriefing seeking explanations on the grounds on which their bids were not selected. The Procuring Entity shall promptly respond in writing to any unsuccessful Bidder who, after publication of contract award, requests a debriefing.

- 35.4 Upon the successful Bidder furnishing the signed Contract Agreement and the Performance Security pursuant to ITB Clause 37, the Procuring Entity will promptly notify each unsuccessful Bidder, and will discharge all remaining Bid Securities, if any, as provided in ITB Clause 17.5 (c) and (d).

36. Signing of Contract

- 36.1 At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity will send the Bidder the Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
- 36.2 As soon as practically possible, but no more than twenty-eight (28) days following receipt of the Contract Agreement, the successful Bidder shall sign and date it, and return it to the Procuring Entity.

37. Performance Security

- 37.1 As soon as practically possible, but no more than twenty-eight (28) days following receipt of notification of award from the Procuring Entity, the successful Bidder shall furnish the Performance Security in accordance with the GCC, using the Performance Security form provided in the Bidding Documents or another form acceptable to the Procuring Entity.
- 37.2 Failure of the successful Bidder to comply with the requirements of ITB Clause 36 or ITB Clause 37.1 shall constitute sufficient grounds for the annulment of the award and, if and as applicable, execution of the Bid-Securing Declaration or forfeiture of the Bid Security, in which event the Procuring Entity may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

38. Adjudicator

- 38.1 Unless otherwise **stated in the BDS**, the Procuring Entity proposes that the person named in the BDS be appointed as Adjudicator under the Contract to assume the role of informal Contract dispute mediator, as described in GCC Clause 6. In this case, a résumé of the named person is **attached to the BDS**. The proposed hourly fee for the Adjudicator is **specified in the BDS**. The expenses that would be considered reimbursable to the Adjudicator are also **specified in the BDS**. If a Bidder does not accept the Adjudicator proposed by the Procuring Entity, it should state its non-acceptance in its Bid Submission Form and make a counterproposal of an Adjudicator and an hourly fee, attaching a résumé of the alternative. If the successful Bidder and the Adjudicator nominated in the BDS happen to be from the same country, and this is not the country of the Procuring Entity too, the Procuring Entity reserves the right to cancel the Adjudicator nominated in the BDS and propose a new one. If by the day the Contract is signed, the Procuring Entity and the successful Bidder have not agreed on the

appointment of the Adjudicator, the Adjudicator shall be appointed, at the request of either party, by the Appointing Authority specified in the SCC clause relating to GCC Clause 6.1.4, or if no Appointing Authority is specified there, the Contract will be implemented without an Adjudicator.

Bid Data Sheet

The following specific information relating to the System to be procured and the procurement procedures that will be used shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions in the Bid Data Sheet (BDS) shall prevail over those in the ITB.

A. GENERAL

ITB 1.1	<p>Name of Procuring Entity:</p> <p>Zambia Institute of Chartered Accountants</p> <p>Description of the System for which bids are invited:</p> <p>Design, Supply and Installation of an Enterprises Resource Planning (ERP) System for the Zambia Institute of Chartered Accountants (ZICA)</p>
ITB 1.2	<p>Title of IFB: Tender for the Design, Supply and Installation of an Enterprises Resource Planning (ERP) System for the Zambia Institute of Chartered Accountants (ZICA)</p> <p>Number of IFB: ZICA/DMCS/TD/0001/2023</p> <p>Name of resulting Contract(s): Contract for the Design, Supply and Installation of an Enterprises Resource Planning (ERP) System ZICA/DMCS/TD/0001/2023</p>
ITB 1.4	<p>Alternative e-Tendering procedures <i>are not</i> available in this procurement : N/A</p>
ITB 2.1	<p>Name of the Procuring Entity: Zambia Institute of Chartered Accountants (ZICA)</p> <p>www.zica.co.zm</p>
ITB 6.1 (a)	<p>Qualification requirements for Bidders are:</p> <p>PRELIMINARY EVALUATION</p> <p>The Qualification Information and Bidding forms to be submitted are as follows:</p> <p>To be eligible bidders shall submit the documents below which will be considered under Preliminary Evaluation:</p> <ol style="list-style-type: none"> 1. Certificate of Incorporation/Registration 2. 2023 PACRA Annual Return Form. 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 from PACRA. 4. Valid 2024 Tax Clearance Certificate from ZRA;

	<ol style="list-style-type: none"> 5. Valid 2024 NAPSA Compliance Certificate. 6. Valid 2024 Corporate Membership with the ICT Association of Zambia (ICTAZ) 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. 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. 9. Bid Security Declaration specifying a suspension period of five (05) years using form provided in section III, Bidding Forms of this tender Document 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. 11. Signed Bid Validity Form for 90 Days. 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. 13. Audited Financial Statements for three (3) years for the periods ending 2022, 2021, and 2020. <p>FAILURE TO FURNISH ALL INFORMATION AND DOCUMENTS REQUIRED BY THE BIDDING DOCUMENT OR TO SUBMIT A BID NOT SUBSTANTIALLY RESPONSIVE TO THE BIDDING DOCUMENT IN EVERY RESPECT WILL BE AT THE BIDDER'S RISK AND MAY RESULT IN THE REJECTION OF ITS BID.</p>
--	--

ITB 6.1 (b)	<p>Manufacturer's Authorizations and Licensing for Information Technologies - except for those technologies which the Bidder itself manufactures - are required for the following types/categories:</p> <p style="text-align: center;">As stated in the Technical Requirements</p>
ITB 6.1 (c)	<p>If the Bidder proposes to use Subcontractors for the provision of certain key services, written agreements by the proposed vendors to provide these services in case of contract(s) resulting from this bidding are required for the following types/categories of services:</p> <ul style="list-style-type: none"> • <i>Software Development</i> • <i>Software Customization</i> • <i>Post Warranty support services</i>

B. THE BIDDING DOCUMENTS

ITB 10.1	<p>Procuring Entity's / duly authorized Purchasing Agent's address:</p> <p><i>Procurement Officer</i></p> <p><i>Zambia Institute of Chartered Accountants</i></p> <p><i>Accountants Park</i></p> <p><i>2374/A Thabo Mbeki Road</i></p> <p><i>P.O Box 32005,</i></p> <p><i>Lusaka</i></p> <p><i>Zambia</i></p> <p><i>Tel: +260-211-374551-9</i></p> <p><i>Direct: +260-211-374-567</i></p> <p><i>Email : procurement@zica.co.zm</i></p>
ITB 10.2	<p>Dates, times, and places for the pre-bid meeting:</p> <p>The Pre-bid meeting shall be held through Zoom Conference Call on:</p> <p>27th December 2023</p> <p>15:00hrs Local time</p>

	<p>Topic: ERP Pre-Bid Meeting</p> <p>Time: Dec 27, 2023 03:00 PM Harare, Pretoria</p> <p>Link: https://us02web.zoom.us/j/84508966784?pwd=Y3RQcWt0TXEyZHFSem1HYmluRzZWZz09</p> <p>Meeting ID: 845 0896 6784</p> <p>Passcode: 515030</p>
--	---

C. PREPARATION OF BIDS

ITB 14.1	<p>Recurrent cost items are required.</p> <p>As Specified in Section VI. Technical Requirements and the Recurrent Cost Sub-Table (Form 2.6).</p>
ITB 14.4	<p>The Incoterms edition is [<i>“Incoterms 2020 —Reference to be to ICC Official Rules for the Interpretation of Trade Terms”</i>].</p>
ITB 14.4 (a)	<p>For foreign goods if applicable priced on a CIP (named place of destination) basis:</p> <ul style="list-style-type: none"> (i) The contract of carriage shall include the cost of unloading the goods at destination, as well as payment by the Supplier of the cost of custom formalities, duties, taxes or other charges payable on the foreign Goods for their transit through any country other than the Procuring Entity's country. (ii) The named place of destination shall be the <i>Kenneth Kaunda International Airport (KKIA)</i>.
ITB 14.4 (c)	<p>Procuring Entity will not assume the responsibility, including for the transport risks, for arranging, at its cost, the inland transport of the [N/A] Goods to the Project Sites.</p>
ITB 14.5	<p>1) <i>Third Party Integrations e.g banks, Mobile money</i></p>
ITB 14.7	<p>Prices quoted by the Bidder shall be <i>fixed</i>.</p>
ITB 15.1 (b)	<p>The currency to be used for quoting prices of the Goods and Services components of the System offered locally as well as local currency expenditures for local technical support, training, maintenance, transportation, insurance, and other local services incidental to</p>

	delivery, installation and operation of the System, is <i>United States Dollars (USD)</i> .
ITB 16.2 (c)	In addition to the topics described in ITB Clause 16.2 (c), the Preliminary Project Plan must address the following topics: <ul style="list-style-type: none"> • Shall include details of Post Implementation Support
ITB 16.3	In the interest of effective integration, cost-effective technical support, and reduced re-training and staffing costs, Bidders are required to offer specific brand names and models for the following limited number of specific items: <p><i>-Server Hardware</i> <i>-Operating System</i> <i>-Database Management System</i> <i>- Network Connectivity</i> <i>-Disaster Recovery Procedure</i></p>
ITB 17.1	Bids <i>need</i> to be secured <i>by a Bid-Securing Declaration for five (5) years.</i>
ITB 17.7	If the Bidder incurs any of the actions prescribed in ITB Clause 17.7 (a) or (b), the Procuring Entity will declare the Bidder ineligible to be awarded contracts by the Employer for a period of five (5) years.
ITB 18.1	The bid validity period shall be <i>Ninety (90)</i> days after the deadline for bid submission, as specified below in reference to ITB Clause 21. Accordingly, a bid with a <i>Bid-Securing Declaration</i> that expires before <i>the date of tender closing of the Bid-Securing Declaration or twenty-eight (28) days after the end of the bid validity period</i> shall be rejected as non-responsive.
ITB 19.1	Required number of bid copies, besides the original: <i>Three (3) copies</i>]

D. SUBMISSION OF BIDS

ITB 20.2 (a)	The address for bid submission is: Zambia Institute of Chartered Accountants (ZICA) Accountants Park 2374/A Thabo Mbeki Road Lusaka Zambia Tel: +260-211-374551-9 Direct: +260-211-374-567/0950 004 522 Email : procurement@zica.co.zm
ITB 21.1	Deadline for bid submission is: 31st January 2024 at 10:00am Local time

E. BID OPENING AND EVALUATION

ITB 24.1	<p>Time, date, and place for bid opening are:</p> <p>ZICA Accountants Park 2374/A Thabo Mbeki Road P.O Box 32005, Lusaka Zambia Tel: +260-211-374551-9 Direct: +260-211-374-567 Email : procurement@zica.co.zm</p> <p>31st January 2024 10:00am Local time</p>
ITB 27.1	<p>The currency chosen for the purpose of converting to a common currency is: <i>United States Dollars (USD)</i>.</p> <p>The source of exchange rate is: Bank of Zambia</p> <p>The date of exchange rate determination is <i>Date of tender closing</i>.</p>
ITB 28.1	<p>Bids for Subsystems, lots, or slices of the overall Information System <i>will not</i> be accepted.</p>
ITB 28.4	<p>The bid evaluation <i>will</i> take into account technical factors in addition to cost factors. The minimum score required is 75</p> <p>The weight of the Price ("X" multiplied by 100 in the Evaluated Bid Score formula) = 25%</p>
ITB 28.5	<p><i>The technical/quality evaluation parameters and scoring scheme can be found in under the Technical Checklist</i></p>
ITB 28.6 (c) (i)	<p>The Procuring Entity <i>will not</i> accept deviations in the schedule of installation and commissioning specified in the Implementation Schedule.</p> <p>The percentage for adjustment of a bid offering to complete installation and commissioning later than the specified date, but earlier than the maximum delay, is 0.5% of the bid price per week.</p>
ITB 28.6 (c) (ii)	<p>The Procuring Entity <i>will not</i> accept deviations in the payment schedule in the SCC.</p>
ITB 28.6 (d)	<p>Interest Rate (I) for net present value calculations of recurrent costs</p> <p>10% per annum.</p>

F. POST QUALIFICATION AND AWARD OF CONTRACT

ITB 31.2	<p>As additional post qualification measures, the ERP System (or components/parts of it) offered by the Lowest Evaluated Bidder may be subjected to the following tests and performance benchmarks prior to Contract award:</p> <ol style="list-style-type: none"> 1. Demonstration tests of the standard functionalities specified in the Technical Responsive Schedule. 2. Documentation Reviews 3. Due Diligence shall be conducted at a reference site(s) where the Bidder has implemented a similar ERP System which is fully functional. <p>The Bidder must be able to make arrangements for a team from ZICA to conduct a Due Diligence study where an ERP System fully operational and commercial implementation is currently operational.</p>
ITB 33.1	Percentage for quantity increase or decrease: 20%
ITB 38.1	<p>The proposed Adjudicator is: <i>Chartered Institute of Arbitrators – Zambia</i></p> <p>The expenses that would be considered reimbursable to the Adjudicator are: <i>as agreed by both parties</i> .</p>

**SECTION III. ELIGIBLE COUNTRIES FOR THE PROVISION OF GOODS, WORKS, AND SERVICES IN
ZAMBIA**

Eligible Countries for the Provision of Goods, Works, and Services in Zambia

1. Eligible for this procurement are firms of, and goods manufactured in, all countries except countries, if any, listed in the following restrictions.
2. In accordance with Section 61 of the Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations of 2022, firms of a Country or goods manufactured in a Country may be excluded if
 - (i) as a matter of law or official regulation, the Government prohibits commercial relations with that Country, provided that any Cooperating Partners involved are satisfied that such exclusion does not preclude effective competition for the supply of the goods or works required, or
 - (ii) by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Procuring Entity's Country prohibits any import of goods from that Country or any payments to persons or entities in that Country.

SECTION IV. GENERAL CONDITIONS OF CONTRACT

Notes on the General Conditions of Contract (GCC)

The General Conditions of Contract (GCC) contained in this section are to be read in conjunction with the Special Conditions of Contract (SCC) in Section V and the other documents listed in the Contract Agreement. Together they form a complete document expressing all the rights and obligations of the parties to the Contract.

The GCC must remain unaltered. Contract-specific information, deletions, extensions, and modifications to the GCC shall be introduced only through the SCC.

Table of Clauses

A. Contract and Interpretation.....	48
1. Definitions	48
2. Contract Documents	54
3. Interpretation	54
4. Notices	57
5. Governing Law	57
6. Settlement of Disputes	57
B. Subject Matter of Contract	60
7. Scope of the System	60
8. Time for Commencement and Operational Acceptance	60
9. Supplier's Responsibilities	60
10. Procuring Entity's Responsibilities	62
C. Payment.....	64
11. Contract Price	64
12. Terms of Payment.....	64
13. Securities	65
14. Taxes and Duties	66
D. Intellectual Property	67
15. Copyright	67
16. Software License Agreements	67
17. Confidential Information	69
E. Supply, Installation, Testing, Commissioning, and Acceptance of the System.....	70
18. Representatives	70
19. Project Plan.....	72
20. Subcontracting	72
21. Design and Engineering.....	73
22. Procurement, Delivery, and Transport.....	75
23. Product Upgrades	77
24. Implementation, Installation, and Other Services.....	79
25. Inspections and Tests	79
26. Installation of the System	79
27. Commissioning and Operational Acceptance.....	80
F. Guarantees and Liabilities.....	84
28. Operational Acceptance Time Guarantee	84
29. Defect Liability	85
30. Functional Guarantees	87
31. Intellectual Property Rights Warranty	88
32. Intellectual Property Rights Indemnity	88
33. Limitation of Liability	90
G. Risk Distribution.....	91
34. Transfer of Ownership.....	91
35. Care of the System.....	91

36.	Loss of or Damage to Property; Accident or Injury to Workers; Indemnification	92
37.	Insurances.....	93
38.	Force Majeure	95
H.	Change in Contract Elements	97
39.	Changes to the System	97
40.	Extension of Time for Achieving Operational Acceptance	100
41.	Termination.....	101
42.	Assignment.....	108

General Conditions of Contract

A. CONTRACT AND INTERPRETATION

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated below.

(a) contract elements

(i) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein. The Contract Agreement and the Contract Documents shall constitute the Contract, and the term “the Contract” shall in all such documents be construed accordingly.

(ii) “Contract Documents” means the documents specified in Article 1.1 (Contract Documents) of the Contract Agreement (including any amendments to these Documents).

(iii) “Contract Agreement” means the agreement entered into between the Procuring Entity and the Supplier using the form of Contract Agreement contained in the Sample Forms Section of the Bidding Documents and any modifications to this form agreed to by the Procuring Entity and the Supplier. The date of the Contract Agreement shall be recorded in the signed form.

(iv) “GCC” means the General Conditions of Contract.

(v) “SCC” means the Special Conditions of Contract.

(vi) “Technical Requirements” means the Technical Requirements Section of the Bidding Documents.

(vii) “Implementation Schedule” means the Implementation Schedule Sub-section of the Technical Requirements.

viii) “Contract Price” means the price or prices defined in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.

(x) “Bidding Documents” refers to the collection of documents issued by the Procuring Entity to instruct and inform potential suppliers of the processes for bidding, selection of the winning bid, and Contract formation, as well as the contractual conditions governing the relationship between the Procuring Entity and the Supplier. The General and Special

Conditions of Contract, the Technical Requirements, and all other documents included in the Bidding Documents reflect the Procurement Guidelines that the Procuring Entity is obligated to follow during procurement and administration of this Contract.

(b) entities

- (i) “Procuring Entity” means the entity purchasing the Information System, as **specified in the SCC**.
- (ii) “Project Manager” means the person **named as such in the SCC** or otherwise appointed by the Procuring Entity in the manner provided in GCC Clause 18.1 (Project Manager) to perform the duties delegated by the Procuring Entity.
- (iii) “Supplier” means the firm or Joint Venture whose bid to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- (iv) “Supplier’s Representative” means any person nominated by the Supplier and named as such in the Contract Agreement or otherwise approved by the Procuring Entity in the manner provided in GCC Clause 18.2 (Supplier’s Representative) to perform the duties delegated by the Supplier.
- (v) “Subcontractor” means any firm to whom any of the obligations of the Supplier, including preparation of any design or supply of any Information Technologies or other Goods or Services, is subcontracted directly or indirectly by the Supplier.
- (vi) “Adjudicator” means the person named in Appendix 2 of the Contract Agreement, appointed by agreement between the Procuring Entity and the Supplier to make a decision on or to settle any dispute between the Procuring Entity and the Supplier referred to him or her by the parties, pursuant to GCC Clause 6.1 (Adjudication).

(c) scope

- (i) “Information System,” also called “the System,” means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Supplier’s

Equipment), together with the Services to be carried out by the Supplier under the Contract.

- (ii) “Subsystem” means any subset of the System identified as such in the Contract that may be supplied, installed, tested, and commissioned individually before Commissioning of the entire System.
- (iii) “Information Technologies” means all information processing and communications-related hardware, Software, supplies, and consumable items that the Supplier is required to supply and install under the Contract.
- (iv) “Goods” means all equipment, machinery, furnishings, Materials, and other tangible items that the Supplier is required to supply or supply and install under the Contract, including, without limitation, the Information Technologies and Materials, but excluding the Supplier’s Equipment.
- (v) “Services” means all technical, logistical, management, and any other Services to be provided by the Supplier under the Contract to supply, install, customize, integrate, and make operational the System. Such Services may include, but are not restricted to, activity management and quality assurance, design, development, customization, documentation, transportation, insurance, inspection, expediting, site preparation, installation, integration, training, data migration, Pre-commissioning, Commissioning, maintenance, and technical support.
- (vi) “The Project Plan” means the document to be developed by the Supplier and approved by the Procuring Entity, pursuant to GCC Clause 19, based on the requirements of the Contract and the Preliminary Project Plan included in the Supplier’s bid. The “Agreed and Finalized Project Plan” is the version of the Project Plan approved by the Procuring Entity, in accordance with GCC Clause 19.2. Should the Project Plan conflict with the Contract in any way, the relevant provisions of the Contract, including any amendments, shall prevail.
- (vii) “Software” means that part of the System which are instructions that cause information processing Subsystems to perform in a specific manner or execute specific operations.

- (viii) “System Software” means Software that provides the operating and management instructions for the underlying hardware and other components, and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Systems Software. Such System Software includes, but is not restricted to, micro-code embedded in hardware (i.e., “firmware”), operating systems, communications, system and network management, and utility software.
- (ix) “General-Purpose Software” means Software that supports general-purpose office and software development activities and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be General- Purpose Software. Such General-Purpose Software may include, but is not restricted to, word processing, spreadsheet, generic database management, and application development software.
- (x) “Application Software” means Software formulated to perform specific business or technical functions and interface with the business or technical users of the System and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Application Software.
- (xi) “Standard Software” means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Standard Software.
- (xii) “Custom Software” means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Custom Software.
- (xiii) “Source Code” means the database structures, dictionaries, definitions, program source files, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software (typically, but not exclusively, required for Custom Software).
- (xiv) “Materials” means all documentation in printed or printable form and all instructional and informational aides in any form (including audio, video, and text) and on any medium, provided to the Procuring Entity under the Contract.

- (xv) “Standard Materials” means all Materials not specified as Custom Materials.
 - (xvi) “Custom Materials” means Materials developed by the Supplier at the Procuring Entity’s expense under the Contract and identified as such in Appendix 5 of the Contract Agreement and such other Materials as the parties may agree in writing to be Custom Materials. Custom Materials includes Materials created from Standard Materials.
 - (xvii) “Intellectual Property Rights” means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extract or re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sublicense, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter into computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.
 - (xviii) “Supplier’s Equipment” means all equipment, tools, apparatus, or things of every kind required in or for installation, completion and maintenance of the System that are to be provided by the Supplier, but excluding the Information Technologies, or other items forming part of the System.
- (d) activities
- (i) “Delivery” means the transfer of the Goods from the Supplier to the Procuring Entity in accordance with the current edition Incoterms specified in the Contract.
 - (ii) “Installation” means that the System or a Subsystem as specified in the Contract is ready for Commissioning as provided in GCC Clause 26 (Installation).
 - (iii) “Pre-commissioning” means the testing, checking, and any other required activity that may be specified in the Technical Requirements that are to be carried out by the Supplier in preparation for Commissioning of the System as provided in GCC Clause 26 (Installation).
 - (iv) “Commissioning” means operation of the System or any Subsystem by the Supplier following Installation,

which operation is to be carried out by the Supplier as provided in GCC Clause 27.1 (Commissioning), for the purpose of carrying out Operational Acceptance Test(s).

- (v) “Operational Acceptance Tests” means the tests specified in the Technical Requirements and Agreed and Finalized Project Plan to be carried out to ascertain whether the System, or a specified Subsystem, is able to attain the functional and performance requirements specified in the Technical Requirements and Agreed and Finalized Project Plan, in accordance with the provisions of GCC Clause 27.2 (Operational Acceptance Test).
 - (vi) “Operational Acceptance” means the acceptance by the Procuring Entity of the System (or any Subsystem(s) where the Contract provides for acceptance of the System in parts), in accordance with GCC Clause 27.3 (Operational Acceptance).
- (e) place and time
- (i) “Procuring Entity’s Country” is the **country named in the SCC**.
 - (ii) “Supplier’s Country” is the country in which the Supplier is legally organized, as named in the Contract Agreement.
 - (iii) “Project Site(s)” means the place(s) **specified in the SCC** for the supply and installation of the System.
 - (iv) “Eligible Country” means the countries and territories eligible for participation in procurements financed by Government.
 - (v) “Day” means calendar day of the Gregorian Calendar.
 - (vi) “Week” means seven (7) consecutive Days, beginning the day of the week as is customary in the Procuring Entity’s Country.
 - (vii) “Month” means calendar month of the Gregorian Calendar.
 - (viii) “Year” means twelve (12) consecutive Months.
 - (ix) “Effective Date” means the date of fulfillment of all conditions specified in Article 3 (Effective Date for Determining Time for Achieving Operational Acceptance) of the Contract Agreement, for the purpose of determining the Delivery, Installation, and

Operational Acceptance dates for the System or Subsystem(s).

- (x) “Contract Period” is the time period during which this Contract governs the relations and obligations of the Procuring Entity and Supplier in relation to the System, as **specified in the SCC**.
- (xi) “Defect Liability Period” (also referred to as the “Warranty Period”) means the period of validity of the warranties given by the Supplier commencing at date of the Operational Acceptance Certificate of the System or Subsystem(s), during which the Supplier is responsible for defects with respect to the System (or the relevant Subsystem[s]) as provided in GCC Clause 29 (Defect Liability).
- (xii) “The Post-Warranty Services Period” means the number of years **defined in the SCC** (if any), following the expiration of the Warranty Period during which the Supplier may be obligated to provide Software licenses, maintenance, and/or technical support services for the System, either under this Contract or under separate contract(s).
- (xiii) “The Coverage Period” means the Days of the Week and the hours of those Days during which maintenance, operational, and/or technical support services (if any) must be available.

2. Contract Documents

- 2.1 Subject to Article 1.2 (Order of Precedence) of the Contract Agreement, all documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.

3. Interpretation

- 3.1 Governing Language
 - 3.1.1 All Contract Documents and related correspondence exchanged between Procuring Entity and Supplier shall be written in **English**, and the Contract shall be construed and interpreted in English.
 - 3.1.2 If any of the Contract Documents or related correspondence are prepared in a language other than the governing language under GCC Clause 3.1.1 above, the translation of such documents into the governing language shall prevail in matters of interpretation. The originating party, with respect to such documents shall bear the costs and risks of such translation.

3.2 Singular and Plural

The singular shall include the plural and the plural the singular, except where the context otherwise requires.

3.3 Headings

The headings and marginal notes in the GCC are included for ease of reference and shall neither constitute a part of the Contract nor affect its interpretation.

3.4 Persons

Words importing persons or parties shall include firms, corporations, and government entities.

3.5 Incoterms

Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by the current Incoterms (“Incoterms 2000” or a more recent version if and as published). Incoterms are the international rules for interpreting trade terms published by the International Chamber of Commerce, 38 Cours Albert 1er, 75008 Paris, France.

3.6 Entire Agreement

The Contract constitutes the entire agreement between the Procuring Entity and Supplier with respect to the subject matter of Contract and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect to the subject matter of the Contract made prior to the date of Contract.

3.7 Amendment

No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.

3.8 Independent Supplier

The Supplier shall be an independent contractor performing the Contract. The Contract does not create any agency, partnership, joint venture, or other joint relationship between the parties to the Contract.

Subject to the provisions of the Contract, the Supplier shall be solely responsible for the manner in which the Contract is performed. All employees, representatives, or Subcontractors engaged by the Supplier in connection with the performance of the Contract shall be under the complete control of the Supplier and

shall not be deemed to be employees of the Procuring Entity, and nothing contained in the Contract or in any subcontract awarded by the Supplier shall be construed to create any contractual relationship between any such employees, representatives, or Subcontractors and the Procuring Entity.

3.9 Joint Venture

If the Supplier is a Joint Venture of two or more firms, all such firms shall be jointly and severally bound to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one of such firms to act as a leader with authority to bind the Joint Venture. The composition or constitution of the Joint Venture shall not be altered without the prior consent of the Procuring Entity.

3.10 Nonwaiver

3.10.1 Subject to GCC Clause 3.10.2 below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, nor shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

3.10.2 Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, must be dated and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

3.11 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity, or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3.12 Country of Origin

"Origin" means the place where the Information Technologies, Materials, and other Goods for the System were produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, Software development, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The Origin of Goods and Services is distinct from the nationality of the Supplier and may be different.

4. Notices

- 4.1 Unless otherwise stated in the Contract, all notices to be given under the Contract shall be in writing and shall be sent, pursuant to GCC Clause 4.3 below, by personal delivery, airmail post, special courier, cable, telegraph, telex, facsimile, electronic mail, or Electronic Data Interchange (EDI), with the following provisions.
- 4.1.1 Any notice sent by cable, telegraph, telex, facsimile, electronic mail, or EDI shall be confirmed within two (2) days after dispatch by notice sent by airmail post or special courier, except as otherwise specified in the Contract.
- 4.1.2 Any notice sent by airmail post or special courier shall be deemed (in the absence of evidence of earlier receipt) to have been delivered ten (10) days after dispatch. In proving the fact of dispatch, it shall be sufficient to show that the envelope containing such notice was properly addressed, stamped, and conveyed to the postal authorities or courier service for transmission by airmail or special courier.
- 4.1.3 Any notice delivered personally or sent by cable, telegraph, telex, facsimile, electronic mail, or EDI shall be deemed to have been delivered on the date of its dispatch.
- 4.1.4 Either party may change its postal, cable, telex, facsimile, electronic mail, or EDI addresses for receipt of such notices by ten (10) days' notice to the other party in writing.
- 4.2 Notices shall be deemed to include any approvals, consents, instructions, orders, certificates, information and other communication to be given under the Contract.
- 4.3 Pursuant to GCC Clause 18, notices from/to the Procuring Entity are normally given by, or addressed to, the Project Manager, while notices from/to the Supplier are normally given by, or addressed to, the Supplier's Representative, or in its absence its deputy if any. If there is no appointed Project Manager or Supplier's Representative (or deputy), or if their related authority is limited by the SCC for GCC Clauses 18.1 or 18.2.2, or for any other reason, the Procuring Entity or Supplier may give and receive notices at their fallback addresses. The address of the Project Manager and the fallback address of the Procuring Entity are as **specified in the SCC** or as subsequently established/amended. The address of the Supplier's Representative and the fallback address of the Supplier are as specified in Appendix 1 of the Contract Agreement or as subsequently established/amended.

5. Governing Law

- 5.1 The Contract shall be governed by and interpreted in accordance with the laws of the country specified in the SCC.

6. Settlement of Disputes

- 6.1 Adjudication

- 6.1.1 If any dispute of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, or the operation of the System (whether during the progress of implementation or after its achieving Operational Acceptance and whether before or after the termination, abandonment, or breach of the Contract), the parties shall seek to resolve any such dispute by mutual consultation. If the parties fail to resolve such a dispute by mutual consultation within fourteen (14) days after one party has notified the other in writing of the dispute, then, if the Contract Agreement in Appendix 2 includes and names an Adjudicator, the dispute shall, within another fourteen (14) days, be referred in writing by either party to the Adjudicator, with a copy to the other party. If there is no Adjudicator specified in the Contract Agreement, the mutual consultation period stated above shall last twenty-eight (28) days (instead of fourteen), upon expiry of which either party may move to the notification of arbitration pursuant to GCC Clause 6.2.1.
- 6.1.2 The Adjudicator shall give his or her decision in writing to both parties within twenty-eight (28) days of the dispute being referred to the Adjudicator. If the Adjudicator has done so, and no notice of intention to commence arbitration has been given by either the Procuring Entity or the Supplier within fifty-six (56) days of such reference, the decision shall become final and binding upon the Procuring Entity and the Supplier. Any decision that has become final and binding shall be implemented by the parties forthwith.
- 6.1.3 The Adjudicator shall be paid an hourly fee at the rate specified in the Contract Agreement plus reasonable expenditures incurred in the execution of duties as Adjudicator, and these costs shall be divided equally between the Procuring Entity and the Supplier.
- 6.1.4 Should the Adjudicator resign or die, or should the Procuring Entity and the Supplier agree that the Adjudicator is not fulfilling his or her functions in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Supplier. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed at the request of either party by the Appointing Authority **specified in the SCC**, or, if no Appointing Authority is **specified in SCC**, the Contract shall, from this point onward and until the parties may otherwise agree on an Adjudicator or an

Appointing Authority, be implemented as if there is no Adjudicator.

6.2 Arbitration

6.2.1 If

- (a) the Procuring Entity or the Supplier is dissatisfied with the Adjudicator's decision and acts before this decision has become final and binding pursuant to GCC Clause 6.1.2, or
- (b) the Adjudicator fails to give a decision within the allotted time from referral of the dispute pursuant to GCC Clause 6.1.2, and the Procuring Entity or the Supplier acts within the following fourteen (14) days, or
- (c) in the absence of an Adjudicator from the Contract Agreement, the mutual consultation pursuant to GCC Clause 6.1.1 expires without resolution of the dispute and the Procuring Entity or the Supplier acts within the following fourteen (14) days,

then either the Procuring Entity or the Supplier may act to give notice to the other party, with a copy for information to the Adjudicator in case an Adjudicator had been involved, of its intention to commence arbitration, as provided below, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

6.2.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC Clause 6.2.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after Installation of the Information System.

6.2.3 Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.

6.3 Notwithstanding any reference to the Adjudicator or arbitration in this clause,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;
- (b) the Procuring Entity shall pay the Supplier any monies due the Supplier.

B. SUBJECT MATTER OF CONTRACT

- | | |
|--|--|
| 7. Scope of the System | <p>7.1 Unless otherwise expressly limited in the SCC or Technical Requirements, the Supplier's obligations cover the provision of all Information Technologies, Materials and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System, in accordance with the plans, procedures, specifications, drawings, codes, and any other documents specified in the Contract and the Agreed and Finalized Project Plan.</p> <p>7.2 The Supplier shall, unless specifically excluded in the Contract, perform all such work and / or supply all such items and Materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Operational Acceptance of the System as if such work and / or items and Materials were expressly mentioned in the Contract.</p> <p>7.3 The Supplier's obligations (if any) to provide Goods and Services as implied by the Recurrent Cost tables of the Supplier's bid, such as consumables, spare parts, and technical services (e.g., maintenance, technical assistance, and operational support), are as specified in the SCC, including the relevant terms, characteristics, and timings.</p> |
| 8. Time for Commencement and Operational Acceptance | <p>8.1 The Supplier shall commence work on the System within the period specified in the SCC, and without prejudice to GCC Clause 28.2, the Supplier shall thereafter proceed with the System in accordance with the time schedule specified in the Implementation Schedule in the Technical Requirements Section and any refinements made in the Agreed and Finalized Project Plan.</p> <p>8.2 The Supplier shall achieve Operational Acceptance of the System (or Subsystem(s) where a separate time for Operational Acceptance of such Subsystem(s) is specified in the Contract) within the time specified in the SCC and in accordance with the time schedule specified in the Implementation Schedule in the Technical Requirements Section and any refinements made in the Agreed and Finalized Project Plan, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).</p> |
| 9. Supplier's Responsibilities | <p>9.1 The Supplier shall conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of information technologies, information systems, support, maintenance, training, and other related services, or in accordance with best industry practices. In particular, the Supplier shall provide and employ only technical personnel who are</p> |

- skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand.
- 9.2 The Supplier confirms that it has entered into this Contract on the basis of a proper examination of the data relating to the System provided by the Procuring Entity and on the basis of information that the Supplier could have obtained from a visual inspection of the site (if access to the site was available) and of other data readily available to the Supplier relating to the System as at the date twenty-eight (28) days prior to bid submission. The Supplier acknowledges that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.
- 9.3 The Supplier shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually Agreed and Finalized Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule in the Technical Requirements Section. Failure to provide such resources, information, and decision making may constitute grounds for termination pursuant to GCC Clause 41.2.
- 9.4 The Supplier shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings in the Procuring Entity's Country that are necessary for the performance of the Contract, including, without limitation, visas for the Supplier's and Subcontractor's personnel and entry permits for all imported Supplier's Equipment. The Supplier shall acquire all other permits, approvals, and/or licenses that are not the responsibility of the Procuring Entity under GCC Clause 10.4 and that are necessary for the performance of the Contract.
- 9.5 The Supplier shall comply with all laws in force in the Procuring Entity's Country. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless the Procuring Entity from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier or its personnel, including the Subcontractors and their personnel, but without prejudice to GCC Clause 10.1. The Supplier shall not indemnify the Procuring Entity to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the Procuring Entity.
- 9.6 The Supplier shall, in all dealings with its labor and the labor of its Subcontractors currently employed on or connected with the Contract, pay due regard to all recognized festivals, official

holidays, religious or other customs, and all local laws and regulations pertaining to the employment of labor.

- 9.7 Any Information Technologies or other Goods and Services that will be incorporated in or be required for the System and other supplies shall have their Origin, as defined in GCC Clause 3.12, in a country that shall be an Eligible Country, as defined in GCC Clause 1.1 (e) (iv).
- 9.8 The Supplier shall permit the Government and/or persons appointed by the Government to inspect the Supplier's offices and/or the accounts and records of the Supplier and its sub-contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Government if required by Government. The Supplier's attention is drawn to Sub-Clause 41.2.1(c), which provides, inter alia, that acts intended to materially impede the exercise of the Government's inspection and audit rights provided for under Sub-Clause 9.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility by ZPPA)
- 9.9 Other Supplier responsibilities, if any, are as **stated in the SCC.**

10. Procuring Entity's Responsibilities

- 10.1 The Procuring Entity shall ensure the accuracy of all information and/or data to be supplied by the Procuring Entity to the Supplier, except when otherwise expressly stated in the Contract.
- 10.2 The Procuring Entity shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach an Agreed and Finalized Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule in the Technical Requirements Section. Failure to provide such resources, information, and decision making may constitute grounds for Termination pursuant to GCC Clause 41.3.1 (b).
- 10.3 The Procuring Entity shall be responsible for acquiring and providing legal and physical possession of the site and access to it, and for providing possession of and access to all other areas reasonably required for the proper execution of the Contract.
- 10.4 If requested by the Supplier, the Procuring Entity shall use its best endeavors to assist the Supplier in obtaining in a timely and expeditious manner all permits, approvals, and/or licenses necessary for the execution of the Contract from all local, state, or national government authorities or public service undertakings that such authorities or undertakings require the Supplier or Subcontractors or the personnel of the Supplier or Subcontractors, as the case may be, to obtain.
- 10.5 In such cases where the responsibilities of specifying and acquiring or upgrading telecommunications and/or electric power services

- falls to the Supplier, as specified in the Technical Requirements, SCC, Agreed and Finalized Project Plan, or other parts of the Contract, the Procuring Entity shall use its best endeavors to assist the Supplier in obtaining such services in a timely and expeditious manner.
- 10.6 The Procuring Entity shall be responsible for timely provision of all resources, access, and information necessary for the Installation and Operational Acceptance of the System (including, but not limited to, any required telecommunications or electric power services), as identified in the Agreed and Finalized Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Supplier. Delay by the Procuring Entity may result in an appropriate extension of the Time for Operational Acceptance, at the Supplier's discretion.
- 10.7 Unless otherwise specified in the Contract or agreed upon by the Procuring Entity and the Supplier, the Procuring Entity shall provide sufficient, properly qualified operating and technical personnel, as required by the Supplier to properly carry out Delivery, Pre-commissioning, Installation, Commissioning, and Operational Acceptance, at or before the time specified in the Technical Requirements Section's Implementation Schedule and the Agreed and Finalized Project Plan.
- 10.8 The Procuring Entity will designate appropriate staff for the training courses to be given by the Supplier and shall make all appropriate logistical arrangements for such training as specified in the Technical Requirements, SCC, the Agreed and Finalized Project Plan, or other parts of the Contract.
- 10.9 The Procuring Entity assumes primary responsibility for the Operational Acceptance Test(s) for the System, in accordance with GCC Clause 27.2, and shall be responsible for the continued operation of the System after Operational Acceptance. However, this shall not limit in any way the Supplier's responsibilities after the date of Operational Acceptance otherwise specified in the Contract.
- 10.10 The Procuring Entity is responsible for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles, except where such responsibility is clearly assigned to the Supplier elsewhere in the Contract.
- 10.11 All costs and expenses involved in the performance of the obligations under this GCC Clause 10 shall be the responsibility of the Procuring Entity, save those to be incurred by the Supplier with respect to the performance of the Operational Acceptance Test(s), in accordance with GCC Clause 27.2.

- 10.12 Other Procuring Entity responsibilities, if any, are **as stated in the SCC.**

C. PAYMENT

11. Contract Price

- 11.1 The Contract Price shall be as specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.
- 11.2 The Contract Price shall be a firm lump sum not subject to any alteration, except:
- (a) in the event of a Change in the System pursuant to GCC Clause 39 or to other clauses in the Contract;
 - (b) in accordance with the price adjustment formula (if any) **specified in the SCC.**
- 11.3 The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of the Contract Price, which shall, except as otherwise provided for in the Contract, cover all its obligations under the Contract.

12. Terms of Payment

- 12.1 The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the System or Subsystem(s), Delivered, Pre-commissioned, Installed, and Operationally Accepted, and by documents submitted pursuant to GCC Clause 22.5 and upon fulfillment of other obligations stipulated in the Contract.

The Contract Price shall be paid as **specified in the SCC.**

- 12.2 No payment made by the Procuring Entity herein shall be deemed to constitute acceptance by the Procuring Entity of the System or any Subsystem(s).
- 12.3 Payments shall be made promptly by the Procuring Entity, but in no case later than forty five (45) days after submission of a valid invoice by the Supplier. In the event that the Procuring Entity fails to make any payment by its respective due date or within the period set forth in the Contract, the Procuring Entity shall pay to the Supplier interest on the amount of such delayed payment at the rate(s) **specified in the SCC** for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
- 12.4 All payments shall be made in the currency(ies) specified in the Contract Agreement, pursuant to GCC Clause 11. For Goods and Services supplied locally, payments shall be made in the currency of the Procuring Entity's Country, unless otherwise **specified in the SCC.**

- 12.5 Unless otherwise **specified in the SCC**, payment of the foreign currency portion of the Contract Price for Goods supplied from outside the Procuring Entity's Country shall be made to the Supplier through an irrevocable letter of credit opened by an authorized bank in the Supplier's Country and will be payable on presentation of the appropriate documents. It is agreed that the letter of credit will be subject to Article 10 of the latest revision of Uniform Customs and Practice for Documentary Credits, published by the International Chamber of Commerce, Paris.

13. Securities

13.1 Issuance of Securities

The Supplier shall provide the securities specified below in favor of the Procuring Entity at the times and in the amount, manner, and form specified below.

13.2 Advance Payment Security

13.2.1 As **specified in the SCC**, the Supplier shall provide a security equal in amount and currency to the advance payment, and valid until the System is Operationally Accepted.

13.2.2 The security shall be in the form provided in the Bidding Documents or in another form acceptable to the Procuring Entity. The amount of the security shall be reduced in proportion to the value of the System executed by and paid to the Supplier from time to time and shall automatically become null and void when the full amount of the advance payment has been recovered by the Procuring Entity. The way the value of the security is deemed to become reduced and, eventually, voided is as **specified in the SCC**. The security shall be returned to the Supplier immediately after its expiration.

13.3 Performance Security

13.3.1 The Supplier shall, within twenty-eight (28) days of the notification of Contract award, provide a security for the due performance of the Contract in the amount and currency **specified in the SCC**.

13.3.2 The security shall be a bank guarantee in the form provided in the Sample Forms Section of the Bidding Documents, or it shall be in another form acceptable to the Procuring Entity.

13.3.3 The security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The security shall be returned to the Supplier no later than twenty-eight (28) days after its expiration.

13.3.4 Upon Operational Acceptance of the entire System, the security shall be reduced to the amount **specified in the SCC**, on the date of such Operational Acceptance, so that the reduced security would only cover the remaining warranty obligations of the Supplier.

14. Taxes and Duties

- 14.1 For Goods or Services supplied from outside the Procuring Entity's country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Procuring Entity's country. Any duties, such as importation or customs duties, and taxes and other levies, payable in the Procuring Entity's country for the supply of Goods and Services from outside the Procuring Entity's country are the responsibility of the Procuring Entity unless these duties or taxes have been made part of the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to, in which case the duties and taxes will be the Supplier's responsibility.
- 14.2 For Goods or Services supplied locally, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods or Services to the Procuring Entity. The only exception are taxes or duties, such as value-added or sales tax or stamp duty as apply to, or are clearly identifiable, on the invoices and provided they apply in the Procuring Entity's country, and only if these taxes, levies and/or duties are also excluded from the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to.
- 14.3 If any tax exemptions, reductions, allowances, or privileges may be available to the Supplier in the Procuring Entity's Country, the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 14.4 For the purpose of the Contract, it is agreed that the Contract Price specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement is based on the taxes, duties, levies, and charges prevailing at the date twenty-eight (28) days prior to the date of bid submission in the Procuring Entity's Country (also called "Tax" in this GCC Clause 14.4). If any Tax rates are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Supplier, its Subcontractors, or their employees in connection with performance of the Contract, an equitable adjustment to the Contract Price shall be made to fully take into account any such change by addition to or reduction from the Contract Price, as the case may be.

D. INTELLECTUAL PROPERTY

15. Copyright

- 15.1 The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights.
- 15.2 The Procuring Entity agrees to restrict use, copying, or duplication of the Standard Software and Standard Materials in accordance with GCC Clause 16, except that additional copies of Standard Materials may be made by the Procuring Entity for use within the scope of the project of which the System is a part, in the event that the Supplier does not deliver copies within thirty (30) days from receipt of a request for such Standard Materials.
- 15.3 The Procuring Entity's contractual rights to use the Standard Software or elements of the Standard Software may not be assigned, licensed, or otherwise transferred voluntarily except in accordance with the relevant license agreement or as may be otherwise **specified in the SCC**.
- 15.4 As applicable, the Procuring Entity's and Supplier's rights and obligations with respect to Custom Software or elements of the Custom Software, including any license agreements, and with respect to Custom Materials or elements of the Custom Materials, are specified in the SCC. **Subject to the SCC**, the Intellectual Property Rights in all Custom Software and Custom Materials specified in Appendices 4 and 5 of the Contract Agreement (if any) shall, at the date of this Contract or on creation of the rights (if later than the date of this Contract), vest in the Procuring Entity. The Supplier shall do and execute or arrange for the doing and executing of each necessary act, document, and thing that the Procuring Entity may consider necessary or desirable to perfect the right, title, and interest of the Procuring Entity in and to those rights. In respect of such Custom Software and Custom Materials, the Supplier shall ensure that the holder of a moral right in such an item does not assert it, and the Supplier shall, if requested to do so by the Procuring Entity and where permitted by applicable law, ensure that the holder of such a moral right waives it.
- 15.5 The parties shall enter into such (if any) escrow arrangements in relation to the Source Code to some or all of the Software as are **specified in the SCC and in accordance with the SCC**.

16. Software License Agreements

- 16.1 Except to the extent that the Intellectual Property Rights in the Software vest in the Procuring Entity, the Supplier hereby grants to the Procuring Entity license to access and use the Software, including all inventions, designs, and marks embodied in the Software.

Such license to access and use the Software shall:

- (a) be:

- (i) nonexclusive;
 - (ii) fully paid up and irrevocable (except that it shall terminate if the Contract terminates under GCC Clauses 41.1 or 41.3);
 - (iii) valid throughout the territory of the Procuring Entity's Country (or such other territory as **specified in the SCC**); and
 - (iv) subject to additional restrictions (if any) as **specified in the SCC**.
- (b) permit the Software to be:
 - (i) used or copied for use on or with the computer(s) for which it was acquired (if specified in the Technical Requirements and/or the Supplier's bid), plus a backup computer(s) of the same or similar capacity, if the primary is(are) inoperative, and during a reasonable transitional period when use is being transferred between primary and backup;
 - (ii) as **specified in the SCC**, used or copied for use on or transferred to a replacement computer(s), (and use on the original and replacement computer(s) may be simultaneous during a reasonable transitional period) provided that, if the Technical Requirements and/or the Supplier's bid specifies a class of computer to which the license is restricted and unless the Supplier agrees otherwise in writing, the replacement computer(s) is(are) within that class;
 - (iii) if the nature of the System is such as to permit such access, accessed from other computers connected to the primary and/or backup computer(s) by means of a local or wide-area network or similar arrangement, and used on or copied for use on those other computers to the extent necessary to that access;
 - (iv) reproduced for safekeeping or backup purposes;
 - (v) customized, adapted, or combined with other computer software for use by the Procuring Entity, provided that derivative software incorporating any substantial part of the delivered, restricted Software shall be subject to same restrictions as are set forth in this Contract;
 - (vi) as **specified in the SCC**, disclosed to, and reproduced for use by, support service suppliers and their subcontractors, (and the Procuring Entity may sublicense such persons to use and copy for use the Software) to the extent reasonably necessary to the

performance of their support service contracts, subject to the same restrictions as are set forth in this Contract; and

- (vii) disclosed to, and reproduced for use by, the Procuring Entity and by such other persons as are **specified in the SCC** (and the Procuring Entity may sublicense such persons to use and copy for use the Software), subject to the same restrictions as are set forth in this Contract.

16.2 The Standard Software may be subject to audit by the Supplier, in accordance with the terms **specified in the SCC**, to verify compliance with the above license agreements.

17. Confidential Information

17.1 Except if otherwise **specified in the SCC**, the "Receiving Party" (either the Procuring Entity or the Supplier) shall keep confidential and shall not, without the written consent of the other party to this Contract ("the Disclosing Party"), divulge to any third party any documents, data, or other information of a confidential nature ("Confidential Information") connected with this Contract, and furnished directly or indirectly by the Disclosing Party prior to or during performance, or following termination, of this Contract.

17.2 For the purposes of GCC Clause 17.1, the Supplier is also deemed to be the Receiving Party of Confidential Information generated by the Supplier itself in the course of the performance of its obligations under the Contract and relating to the businesses, finances, suppliers, employees, or other contacts of the Procuring Entity or the Procuring Entity's use of the System.

17.3 Notwithstanding GCC Clauses 17.1 and 17.2:

- (a) the Supplier may furnish to its Subcontractor Confidential Information of the Procuring Entity to the extent reasonably required for the Subcontractor to perform its work under the Contract; and
- (b) the Procuring Entity may furnish Confidential Information of the Supplier: (i) to its support service suppliers and their subcontractors to the extent reasonably required for them to perform their work under their support service contracts; and (ii) to its affiliates and subsidiaries,

in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and abides by the Receiving Party's obligations under this GCC Clause 17 as if that person were party to the Contract in place of the Receiving Party.

17.4 The Procuring Entity shall not, without the Supplier's prior written consent, use any Confidential Information received from the Supplier for any purpose other than the operation, maintenance and further development of the System. Similarly, the Supplier shall

not, without the Procuring Entity's prior written consent, use any Confidential Information received from the Procuring Entity for any purpose other than those that are required for the performance of the Contract.

17.5 The obligation of a party under GCC Clauses 17.1 through 17.4 above, however, shall not apply to that information which:

- (a) now or hereafter enters the public domain through no fault of the Receiving Party;
- (b) can be proven to have been possessed by the Receiving Party at the time of disclosure and that was not previously obtained, directly or indirectly, from the Disclosing Party;
- (c) otherwise lawfully becomes available to the Receiving Party from a third party that has no obligation of confidentiality.

17.6 The above provisions of this GCC Clause 17 shall not in any way modify any undertaking of confidentiality given by either of the parties to this Contract prior to the date of the Contract in respect of the System or any part thereof.

17.7 The provisions of this GCC Clause 17 shall survive the termination, for whatever reason, of the Contract for three (3) years or such longer period as may be **specified in the SCC**.

E. SUPPLY, INSTALLATION, TESTING, COMMISSIONING, AND ACCEPTANCE OF THE SYSTEM

18. Representatives

18.1 Project Manager

If the Project Manager is not named in the Contract, then within fourteen (14) days of the Effective Date, the Procuring Entity shall appoint and notify the Supplier in writing of the name of the Project Manager. The Procuring Entity may from time to time appoint some other person as the Project Manager in place of the person previously so appointed and shall give a notice of the name of such other person to the Supplier without delay. No such appointment shall be made at such a time or in such a manner as to impede the progress of work on the System. Such appointment shall take effect only upon receipt of such notice by the Supplier. Subject to the extensions and/or limitations **specified in the SCC** (if any), the Project Manager shall have the authority to represent the Procuring Entity on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Procuring Entity pursuant to GCC Clause 4.

18.2 Supplier's Representative

- 18.2.1 If the Supplier's Representative is not named in the Contract, then within fourteen (14) days of the Effective Date, the Supplier shall appoint the Supplier's Representative and shall request the Procuring Entity in writing to approve the person so appointed. The request must be accompanied by a detailed curriculum vitae for the nominee, as well as a description of any other System or non-System responsibilities the nominee would retain while performing the duties of the Supplier's Representative. If the Procuring Entity does not object to the appointment within fourteen (14) days, the Supplier's Representative shall be deemed to have been approved. If the Procuring Entity objects to the appointment within fourteen (14) days giving the reason therefor, then the Supplier shall appoint a replacement within fourteen (14) days of such objection in accordance with this GCC Clause 18.2.1.
- 18.2.2 Subject to the extensions and/or limitations **specified in the SCC** (if any), the Supplier's Representative shall have the authority to represent the Supplier on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Supplier pursuant to GCC Clause 4.
- 18.2.3 The Supplier shall not revoke the appointment of the Supplier's Representative without the Procuring Entity's prior written consent, which shall not be unreasonably withheld. If the Procuring Entity consents to such an action, the Supplier shall appoint another person of equal or superior qualifications as the Supplier's Representative, pursuant to the procedure set out in GCC Clause 18.2.1.
- 18.2.4 The Supplier's Representative and staff are obliged to work closely with the Procuring Entity's Project Manager and staff, act within their own authority, and abide by directives issued by the Procuring Entity that are consistent with the terms of the Contract. The Supplier's Representative is responsible for managing the activities of its personnel and any subcontracted personnel.
- 18.2.5 The Supplier's Representative may, subject to the approval of the Procuring Entity (which shall not be unreasonably withheld), at any time delegate to any person any of the powers, functions, and authorities vested in him or her. Any such delegation may be revoked at any time. Any such delegation or revocation shall be subject to a prior notice signed by the Supplier's Representative and shall specify the powers, functions, and authorities thereby delegated or revoked. No such delegation or revocation shall take effect unless and until the notice of it has been delivered.

18.2.6 Any act or exercise by any person of powers, functions and authorities so delegated to him or her in accordance with GCC Clause 18.2.5 shall be deemed to be an act or exercise by the Supplier's Representative.

18.3 Objections and Removals

18.3.1 The Procuring Entity may by notice to the Supplier object to any representative or person employed by the Supplier in the execution of the Contract who, in the reasonable opinion of the Procuring Entity, may have behaved inappropriately, be incompetent, or be negligent. The Procuring Entity shall provide evidence of the same, whereupon the Supplier shall remove such person from work on the System.

18.3.2 If any representative or person employed by the Supplier is removed in accordance with GCC Clause 18.3.1, the Supplier shall, where required, promptly appoint a replacement.

19. Project Plan

19.1 In close cooperation with the Procuring Entity and based on the Preliminary Project Plan included in the Supplier's bid, the Supplier shall develop a Project Plan encompassing the activities specified in the Contract. The contents of the Project Plan shall be as **specified in the SCC** and/or Technical Requirements.

19.2 The Supplier shall formally present to the Procuring Entity the Project Plan in accordance with the procedure specified in the SCC.

19.3 If required, the impact on the Implementation Schedule of modifications agreed during finalization of the Agreed and Finalized Project Plan shall be incorporated in the Contract by amendment, in accordance with GCC Clauses 39 and 40.

19.4 The Supplier shall undertake to supply, install, test, and commission the System in accordance with the Agreed and Finalized Project Plan and the Contract.

19.5 The Progress and other reports **specified in the SCC** shall be prepared by the Supplier and submitted to the Procuring Entity in the format and frequency specified in the Technical Requirements.

20. Subcontracting

20.1 Appendix 3 (List of Approved Subcontractors) to the Contract Agreement specifies critical items of supply or services and a list of Subcontractors for each item that are considered acceptable by the Procuring Entity. If no Subcontractors are listed for an item, the Supplier shall prepare a list of Subcontractors it considers qualified and wishes to be added to the list for such items. The Supplier may from time to time propose additions to or deletions from any such list. The Supplier shall submit any such list or any modification to the list to the Procuring Entity for its approval in sufficient time so as not to impede the progress of work on the System. The Procuring

Entity shall not withhold such approval unreasonably. Such approval by the Procuring Entity of a Subcontractor(s) shall not relieve the Supplier from any of its obligations, duties, or responsibilities under the Contract.

- 20.2 The Supplier may, at its discretion, select and employ Subcontractors for such critical items from those Subcontractors listed pursuant to GCC Clause 20.1. If the Supplier wishes to employ a Subcontractor not so listed, or subcontract an item not so listed, it must seek the Procuring Entity's prior approval under GCC Clause 20.3.
- 20.3 For items for which pre-approved Subcontractor lists have not been specified in Appendix 3 to the Contract Agreement, the Supplier may employ such Subcontractors as it may select, provided: (i) the Supplier notifies the Procuring Entity in writing at least twenty-eight (28) days prior to the proposed mobilization date for such Subcontractor; and (ii) by the end of this period either the Procuring Entity has granted its approval in writing or fails to respond. The Supplier shall not engage any Subcontractor to which the Procuring Entity has objected in writing prior to the end of the notice period. The absence of a written objection by the Procuring Entity during the above specified period shall constitute formal acceptance of the proposed Subcontractor. Except to the extent that it permits the deemed approval of the Procuring Entity of Subcontractors not listed in the Contract Agreement, nothing in this Clause, however, shall limit the rights and obligations of either the Procuring Entity or Supplier as they are specified in GCC Clauses 20.1 and 20.2, in the SCC, or in Appendix 3 of the Contract Agreement.

21. Design and Engineering

21.1 Technical Specifications and Drawings

- 21.1.1 The Supplier shall execute the basic and detailed design and the implementation activities necessary for successful installation of the System in compliance with the provisions of the Contract or, where not so specified, in accordance with good industry practice.

The Supplier shall be responsible for any discrepancies, errors or omissions in the specifications, drawings, and other technical documents that it has prepared, whether such specifications, drawings, and other documents have been approved by the Project Manager or not, provided that such discrepancies, errors, or omissions are not because of inaccurate information furnished in writing to the Supplier by or on behalf of the Procuring Entity.

- 21.1.2 The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification, or other document, or any modification of such design, drawings, specification, or other documents provided or designated by or on behalf

of the Procuring Entity, by giving a notice of such disclaimer to the Project Manager.

21.2 Codes and Standards

Wherever references are made in the Contract to codes and standards in accordance with which the Contract shall be executed, the edition or the revised version of such codes and standards current at the date twenty-eight (28) days prior to date of bid submission shall apply unless otherwise **specified in the SCC**. During Contract execution, any changes in such codes and standards shall be applied after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 39.3.

21.3 Approval/Review of Technical Documents by the Project Manager

21.3.1 The Supplier shall prepare and furnish to the Project Manager the documents as **specified in the SCC** for the Project Manager's approval or review.

Any part of the System covered by or related to the documents to be approved by the Project Manager shall be executed only after the Project Manager's approval of these documents.

GCC Clauses 21.3.2 through 21.3.7 shall apply to those documents requiring the Project Manager's approval, but not to those furnished to the Project Manager for its review only.

21.3.2 Within fourteen (14) days after receipt by the Project Manager of any document requiring the Project Manager's approval in accordance with GCC Clause 21.3.1, the Project Manager shall either return one copy of the document to the Supplier with its approval endorsed on the document or shall notify the Supplier in writing of its disapproval of the document and the reasons for disapproval and the modifications that the Project Manager proposes. If the Project Manager fails to take such action within the fourteen (14) days, then the document shall be deemed to have been approved by the Project Manager.

21.3.3 The Project Manager shall not disapprove any document except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.

21.3.4 If the Project Manager disapproves the document, the Supplier shall modify the document and resubmit it for the Project Manager's approval in accordance with GCC Clause 21.3.2. If the Project Manager approves the document subject to modification(s), the Supplier shall make the required modification(s), and the document shall then be

deemed to have been approved, subject to GCC Clause 21.3.5. The procedure set out in GCC Clauses 21.3.2 through 21.3.4 shall be repeated, as appropriate, until the Project Manager approves such documents.

21.3.5 If any dispute occurs between the Procuring Entity and the Supplier in connection with or arising out of the disapproval by the Project Manager of any document and/or any modification(s) to a document that cannot be settled between the parties within a reasonable period, then, in case the Contract Agreement includes and names an Adjudicator, such dispute may be referred to the Adjudicator for determination in accordance with GCC Clause 6.1 (Adjudicator). If such dispute is referred to an Adjudicator, the Project Manager shall give instructions as to whether and if so, how, performance of the Contract is to proceed. The Supplier shall proceed with the Contract in accordance with the Project Manager's instructions, provided that if the Adjudicator upholds the Supplier's view on the dispute and if the Procuring Entity has not given notice under GCC Clause 6.1.2, then the Supplier shall be reimbursed by the Procuring Entity for any additional costs incurred by reason of such instructions and shall be relieved of such responsibility or liability in connection with the dispute and the execution of the instructions as the Adjudicator shall decide, and the Time for Achieving Operational Acceptance shall be extended accordingly.

21.3.6 The Project Manager's approval, with or without modification of the document furnished by the Supplier, shall not relieve the Supplier of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the Project Manager or inaccurate information furnished in writing to the Supplier by or on behalf of the Procuring Entity.

21.3.7 The Supplier shall not depart from any approved document unless the Supplier has first submitted to the Project Manager an amended document and obtained the Project Manager's approval of the document, pursuant to the provisions of this GCC Clause 21.3. If the Project Manager requests any change in any already approved document and/or in any document based on such an approved document, the provisions of GCC Clause 39 (Changes to the System) shall apply to such request.

22. Procurement, Delivery, and Transport

22.1 Subject to related Procuring Entity's responsibilities pursuant to GCC Clauses 10 and 14, the Supplier shall manufacture or procure

and transport all the Information Technologies, Materials, and other Goods in an expeditious and orderly manner to the Project Site.

22.2 Delivery of the Information Technologies, Materials, and other Goods shall be made by the Supplier in accordance with the Technical Requirements.

22.3 Early or partial deliveries require the explicit written consent of the Procuring Entity, which consent shall not be unreasonably withheld.

22.4 Transportation

22.4.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during shipment. The packing, marking, and documentation within and outside the packages shall comply strictly with the Procuring Entity's instructions to the Supplier.

22.4.2 The Supplier will bear responsibility for and cost of transport to the Project Sites in accordance with the terms and conditions used in the specification of prices in the Price Schedules, including the terms and conditions of the associated Incoterms.

22.4.3 Unless otherwise **specified in the SCC**, the Supplier shall be free to use transportation through carriers registered in any eligible country and to obtain insurance from any eligible source country.

22.5 Unless otherwise **specified in the SCC**, the Supplier will provide the Procuring Entity with shipping and other documents, as specified below:

22.5.1 For Goods supplied from outside the Procuring Entity's Country:

Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company contracted by the Supplier to provide cargo insurance by telex, cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Procuring Entity by mail or courier, as appropriate, with a copy to the cargo insurance company:

- (a) two copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount;
- (b) usual transportation documents;
- (c) insurance certificate;

- (d) certificate(s) of origin; and
- (e) estimated time and point of arrival in the Procuring Entity's Country and at the site.

22.5.2 For Goods supplied locally (i.e., from within the Procuring Entity's country):

Upon shipment, the Supplier shall notify the Procuring Entity by telex, cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Procuring Entity by mail or courier, as appropriate:

- (a) two copies of the Supplier's invoice showing the Goods' description, quantity, unit price, and total amount;
- (b) delivery note, railway receipt, or truck receipt;
- (c) certificate of insurance;
- (d) certificate(s) of origin; and
- (e) estimated time of arrival at the site.

22.6 Customs Clearance

- (a) The Procuring Entity will bear responsibility for, and cost of, customs clearance into the Procuring Entity's country in accordance the particular Incoterm(s) used for Goods supplied from outside the Procuring Entity's country in the Price Schedules referred to by Article 2 of the Contract Agreement.
- (b) At the request of the Procuring Entity, the Supplier will make available a representative or agent during the process of customs clearance in the Procuring Entity's country for goods supplied from outside the Procuring Entity's country. In the event of delays in customs clearance that are not the fault of the Supplier:
 - (i) the Supplier shall be entitled to an extension in the Time for Achieving Operational Acceptance, pursuant to GCC Clause 40;
 - (ii) the Contract Price shall be adjusted to compensate the Supplier for any additional storage charges that the Supplier may incur as a result of the delay.

23. Product Upgrades

- 23.1 At any point during performance of the Contract, should technological advances be introduced by the Supplier for Information Technologies originally offered by the Supplier in its

bid and still to be delivered, the Supplier shall be obligated to offer to the Procuring Entity the latest versions of the available Information Technologies having equal or better performance or functionality at the same or lesser unit prices, pursuant to GCC Clause 39 (Changes to the System).

- 23.2 At any point during performance of the Contract, for Information Technologies still to be delivered, the Supplier will also pass on to the Procuring Entity any cost reductions and additional and/or improved support and facilities that it offers to other clients of the Supplier in the Procuring Entity's Country, pursuant to GCC Clause 39 (Changes to the System).
- 23.3 During performance of the Contract, the Supplier shall offer to the Procuring Entity all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in the Procuring Entity's Country, and no later than twelve (12) months after they are released in the country of origin. In no case will the prices for these Software exceed those quoted by the Supplier in the Recurrent Costs tables in its bid.
- 23.4 During the Warranty Period, unless otherwise **specified in the SCC**, the Supplier will provide at no additional cost to the Procuring Entity all new versions, releases, and updates for all Standard Software that are used in the System, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in the Procuring Entity's country, and no later than twelve (12) months after they are released in the country of origin of the Software.
- 23.5 The Procuring Entity shall introduce all new versions, releases or updates of the Software within eighteen (18) months of receipt of a production-ready copy of the new version, release, or update, provided that the new version, release, or update does not adversely affect System operation or performance or require extensive reworking of the System. In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update. In no case shall the Supplier stop supporting or maintaining a version or release of the Software less than twenty four (24) months after the Procuring Entity receives a production-ready copy of a subsequent version, release, or update. The Procuring Entity shall use all reasonable endeavors to implement any new version, release, or update as soon as practicable, subject to the twenty-four-month-long stop date.

24. Implementation, Installation, and Other Services

24.1 The Supplier shall provide all Services specified in the Contract and Agreed and Finalized Project Plan in accordance with the highest standards of professional competence and integrity.

24.2 Prices charged by the Supplier for Services, if not included in the Contract, shall be agreed upon in advance by the parties (including, but not restricted to, any prices submitted by the Supplier in the Recurrent Cost Schedules of its Bid) and shall not exceed the prevailing rates charged by the Supplier to other Procuring Entitys in the Procuring Entity's Country for similar services.

25. Inspections and Tests

25.1 The Procuring Entity or its representative shall have the right to inspect and/or test any components of the System, as specified in the Technical Requirements, to confirm their good working order and/or conformity to the Contract at the point of delivery and/or at the Project Site.

25.2 The Procuring Entity or its representative shall be entitled to attend any such inspections and/or tests of the components, provided that the Procuring Entity shall bear all costs and expenses incurred in connection with such attendance, including but not limited to all inspection agent fees, travel, and related expenses.

25.3 Should the inspected or tested components fail to conform to the Contract, the Procuring Entity may reject the component(s), and the Supplier shall either replace the rejected component(s), or make alterations as necessary so that it meets the Contract requirements free of cost to the Procuring Entity.

25.4 The Project Manager may require the Supplier to carry out any inspection and/or test not specified in the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such inspection and/or test shall be added to the Contract Price. Further, if such inspection and/or test impedes the progress of work on the System and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Time for Achieving Operational Acceptance and the other obligations so affected.

25.5 If any dispute shall arise between the parties in connection with or caused by an inspection and/or with regard to any component to be incorporated in the System that cannot be settled amicably between the parties within a reasonable period of time, either party may invoke the process pursuant to GCC Clause 6 (Settlement of Disputes), starting with referral of the matter to the Adjudicator in case an Adjudicator is included and named in the Contract Agreement.

26. Installation of the System

26.1 As soon as the System, or any Subsystem, has, in the opinion of the Supplier, been delivered, Pre-commissioned, and made ready for Commissioning and Operational Acceptance Testing in accordance with the Technical Requirements, the SCC and the Agreed and

Finalized Project Plan, the Supplier shall so notify the Procuring Entity in writing.

- 26.2 The Project Manager shall, within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, either issue an Installation Certificate in the form specified in the Sample Forms Section in the Bidding Documents, stating that the System, or major component or Subsystem (if Acceptance by major component or Subsystem is specified pursuant to the SCC for GCC Clause 27.2.1), has achieved Installation by the date of the Supplier's notice under GCC Clause 26.1, or notify the Supplier in writing of any defects and/or deficiencies, including, but not limited to, defects or deficiencies in the interoperability or integration of the various components and/or Subsystems making up the System. The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies that the Project Manager has notified the Supplier of. The Supplier shall then promptly carry out retesting of the System or Subsystem and, when in the Supplier's opinion the System or Subsystem is ready for Commissioning and Operational Acceptance Testing, notify the Procuring Entity in writing, in accordance with GCC Clause 26.1. The procedure set out in this GCC Clause 26.2 shall be repeated, as necessary, until an Installation Certificate is issued.
- 26.3 If the Project Manager fails to issue the Installation Certificate and fails to inform the Supplier of any defects and/or deficiencies within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, or if the Procuring Entity puts the System or a Subsystem into production operation, then the System (or Subsystem) shall be deemed to have achieved successful Installation as of the date of the Supplier's notice or repeated notice, or when the Procuring Entity put the System into production operation, as the case may be.

27. Commissioning and Operational Acceptance

- 27.1 Commissioning
- 27.1.1 Commissioning of the System (or Subsystem if specified pursuant to the SCC for GCC Clause 27.2.1) shall be commenced by the Supplier:
- (a) immediately after the Installation Certificate is issued by the Project Manager, pursuant to GCC Clause 26.2; or
 - (b) as otherwise specified in the Technical Requirement or the Agreed and Finalized Project Plan; or
 - (c) immediately after Installation is deemed to have occurred, under GCC Clause 26.3.
- 27.1.2 The Procuring Entity shall supply the operating and technical personnel and all materials and information

reasonably required to enable the Supplier to carry out its obligations with respect to Commissioning.

Production use of the System or Subsystem(s) shall not commence prior to the start of formal Operational Acceptance Testing.

27.2 Operational Acceptance Tests

27.2.1 The Operational Acceptance Tests (and repeats of such tests) shall be the primary responsibility of the Procuring Entity (in accordance with GCC Clause 10.9), but shall be conducted with the full cooperation of the Supplier during Commissioning of the System (or major components or Subsystem[s] if **specified in the SCC** and supported by the Technical Requirements), to ascertain whether the System (or major component or Subsystem[s]) conforms to the Technical Requirements and meets the standard of performance quoted in the Supplier's bid, including, but not restricted to, the functional and technical performance requirements. The Operational Acceptance Tests during Commissioning will be conducted as **specified in the SCC**, the Technical Requirements and/or the Agreed and Finalized Project Plan.

At the Procuring Entity's discretion, Operational Acceptance Tests may also be performed on replacement Goods, upgrades and new version releases, and Goods that are added or field-modified after Operational Acceptance of the System.

27.2.2 If for reasons attributable to the Procuring Entity, the Operational Acceptance Test of the System (or Subsystem[s] or major components, pursuant to the SCC for GCC Clause 27.2.1) cannot be successfully completed within the period **specified in the SCC**, from the date of Installation or any other period agreed upon in writing by the Procuring Entity and the Supplier, the Supplier shall be deemed to have fulfilled its obligations with respect to the technical and functional aspects of the Technical Specifications, SCC and/or the Agreed and Finalized Project Plan, and GCC Clause 28.2 and 28.3 shall not apply.

27.3 Operational Acceptance

27.3.1 Subject to GCC Clause 27.4 (Partial Acceptance) below, Operational Acceptance shall occur in respect of the System, when

- (a) the Operational Acceptance Tests, as specified in the Technical Requirements, and/or SCC and/or the

Agreed and Finalized Project Plan have been successfully completed; or

- (b) the Operational Acceptance Tests have not been successfully completed or have not been carried out for reasons that are attributable to the Procuring Entity within the period from the date of Installation or any other agreed-upon period as specified in GCC Clause 27.2.2 above; or
- (c) the Procuring Entity has put the System into production or use for sixty (60) consecutive days. If the System is put into production or use in this manner, the Supplier shall notify the Procuring Entity and document such use.

27.3.2 At any time after any of the events set out in GCC Clause 27.3.1 have occurred, the Supplier may give a notice to the Project Manager requesting the issue of an Operational Acceptance Certificate.

27.3.3 After consultation with the Procuring Entity, and within fourteen (14) days after receipt of the Supplier's notice, the Project Manager shall:

- (a) issue an Operational Acceptance Certificate; or
- (b) notify the Supplier in writing of any defect or deficiencies or other reason for the failure of the Operational Acceptance Tests; or
- (c) issue the Operational Acceptance Certificate, if the situation covered by GCC Clause 27.3.1 (b) arises.

27.3.4 The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies and/or other reasons for the failure of the Operational Acceptance Test that the Project Manager has notified the Supplier of. Once such remedies have been made by the Supplier, the Supplier shall notify the Procuring Entity, and the Procuring Entity, with the full cooperation of the Supplier, shall use all reasonable endeavors to promptly carry out retesting of the System or Subsystem. Upon the successful conclusion of the Operational Acceptance Tests, the Supplier shall notify the Procuring Entity of its request for Operational Acceptance Certification, in accordance with GCC Clause 27.3.3. The Procuring Entity shall then issue to the Supplier the Operational Acceptance Certification in accordance with GCC Clause 27.3.3 (a), or shall notify the Supplier of further defects, deficiencies, or other reasons for the failure of the Operational Acceptance Test. The procedure set out in this

GCC Clause 27.3.4 shall be repeated, as necessary, until an Operational Acceptance Certificate is issued.

27.3.5 If the System or Subsystem fails to pass the Operational Acceptance Test(s) in accordance with GCC Clause 27.2, then either:

(a) the Procuring Entity may consider terminating the Contract, pursuant to GCC Clause 41.2.2;

or

(b) if the failure to achieve Operational Acceptance within the specified time period is a result of the failure of the Procuring Entity to fulfill its obligations under the Contract, then the Supplier shall be deemed to have fulfilled its obligations with respect to the relevant technical and functional aspects of the Contract, and GCC Clauses 30.3 and 30.4 shall not apply.

27.3.6 If within fourteen (14) days after receipt of the Supplier's notice the Project Manager fails to issue the Operational Acceptance Certificate or fails to inform the Supplier in writing of the justifiable reasons why the Project Manager has not issued the Operational Acceptance Certificate, the System or Subsystem shall be deemed to have been accepted as of the date of the Supplier's said notice.

27.4 Partial Acceptance

27.4.1 If so specified in the SCC for GCC Clause 27.2.1, Installation and Commissioning shall be carried out individually for each identified major component or Subsystem(s) of the System. In this event, the provisions in the Contract relating to Installation and Commissioning, including the Operational Acceptance Test, shall apply to each such major component or Subsystem individually, and Operational Acceptance Certificate(s) shall be issued accordingly for each such major component or Subsystem of the System, subject to the limitations contained in GCC Clause 27.4.2.

27.4.2 The issuance of Operational Acceptance Certificates for individual major components or Subsystems pursuant to GCC Clause 27.4.1 shall not relieve the Supplier of its obligation to obtain an Operational Acceptance Certificate for the System as an integrated whole (if so specified in the SCC for GCC Clauses 12.1 and 27.2.1) once all major components and Subsystems have been supplied, installed, tested, and commissioned.

27.4.3 In the case of minor components for the System that by their nature do not require Commissioning or an Operational

Acceptance Test (e.g., minor fittings, furnishings or site works, etc.), the Project Manager shall issue an Operational Acceptance Certificate within fourteen (14) days after the fittings and/or furnishings have been delivered and/or installed or the site works have been completed. The Supplier shall, however, use all reasonable endeavors to promptly remedy any defects or deficiencies in such minor components detected by the Procuring Entity or Supplier.

F. GUARANTEES AND LIABILITIES

28. Operational Acceptance Time Guarantee

- 28.1 The Supplier guarantees that it shall complete the supply, Installation, Commissioning, and achieve Operational Acceptance of the System (or Subsystems, pursuant to the SCC for GCC Clause 27.2.1) within the time periods specified in the Implementation Schedule in the Technical Requirements Section and/or the Agreed and Finalized Project Plan pursuant to GCC Clause 8.2, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).
- 28.2 If the Supplier fails to supply, install, commission, and achieve Operational Acceptance of the System (or Subsystems pursuant to the SCC for GCC Clause 27.2.1) within the time for achieving Operational Acceptance specified in the Implementation Schedule in the Technical Requirement or the Agreed and Finalized Project Plan, or any extension of the time for achieving Operational Acceptance previously granted under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance), the Supplier shall pay to the Procuring Entity liquidated damages at the rate **specified in the SCC** as a percentage of the Contract Price, or the relevant part of the Contract Price if a Subsystem has not achieved Operational Acceptance. The aggregate amount of such liquidated damages shall in no event exceed the amount specified in the SCC ("the Maximum"). Once the Maximum is reached, the Procuring Entity may consider termination of the Contract, pursuant to GCC Clause 41.2.2.
- 28.3 Unless otherwise **specified in the SCC**, liquidated damages payable under GCC Clause 28.2 shall apply only to the failure to achieve Operational Acceptance of the System (and Subsystems) as specified in the Implementation Schedule in the Technical Requirements and/or Agreed and Finalized Project Plan. This Clause 28.3 shall not limit, however, any other rights or remedies the Procuring Entity may have under the Contract for other delays.
- 28.4 If liquidated damages are claimed by the Procuring Entity for the System (or Subsystem), the Supplier shall have no further liability whatsoever to the Procuring Entity in respect to the Operational Acceptance time guarantee for the System (or Subsystem). However, the payment of liquidated damages shall not in any way

relieve the Supplier from any of its obligations to complete the System or from any other of its obligations and liabilities under the Contract.

29. Defect Liability

- 29.1 The Supplier warrants that the System, including all Information Technologies, Materials, and other Goods supplied and Services provided, shall be free from defects in the design, engineering, Materials, and workmanship that prevent the System and/or any of its components from fulfilling the Technical Requirements or that limit in a material fashion the performance, reliability, or extensibility of the System and/or Subsystems. Exceptions and/or limitations, if any, to this warranty with respect to Software (or categories of Software), shall be as **specified in the SCC**. Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.
- 29.2 The Supplier also warrants that the Information Technologies, Materials, and other Goods supplied under the Contract are new, unused, and incorporate all recent improvements in design that materially affect the System's or Subsystem's ability to fulfill the Technical Requirements.
- 29.3 In addition, the Supplier warrants that: (i) all Goods components to be incorporated into the System form part of the Supplier's and/or Subcontractor's current product lines, (ii) they have been previously released to the market, and (iii) those specific items **identified in the SCC** (if any) have been in the market for at least the minimum periods **specified in the SCC**.
- 29.4 The Warranty Period shall commence from the date of Operational Acceptance of the System (or of any major component or Subsystem for which separate Operational Acceptance is provided for in the Contract) and shall extend for the length of time **specified in the SCC**.
- 29.5 If during the Warranty Period any defect as described in GCC Clause 29.1 should be found in the design, engineering, Materials, and workmanship of the Information Technologies and other Goods supplied or of the Services provided by the Supplier, the Supplier shall promptly, in consultation and agreement with the Procuring Entity regarding appropriate remedying of the defects, and at its sole cost, repair, replace, or otherwise make good (as the Supplier shall, at its discretion, determine) such defect as well as any damage to the System caused by such defect. Any defective Information Technologies or other Goods that have been replaced by the Supplier shall remain the property of the Supplier.
- 29.6 The Supplier shall not be responsible for the repair, replacement, or making good of any defect or of any damage to the System arising out of or resulting from any of the following causes:

- (a) improper operation or maintenance of the System by the Procuring Entity;
- (b) normal wear and tear;
- (c) use of the System with items not supplied by the Supplier, unless otherwise identified in the Technical Requirements, or approved by the Supplier; or
- (d) modifications made to the System by the Procuring Entity, or a third party, not approved by the Supplier.

29.7 The Supplier's obligations under this GCC Clause 29 shall not apply to:

- (a) any materials that are normally consumed in operation or have a normal life shorter than the Warranty Period; or
- (b) any designs, specifications, or other data designed, supplied, or specified by or on behalf of the Procuring Entity or any matters for which the Supplier has disclaimed responsibility, in accordance with GCC Clause 21.1.2.

29.8 The Procuring Entity shall give the Supplier a notice promptly following the discovery of such defect, stating the nature of any such defect together with all available evidence. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect any such defect. The Procuring Entity shall afford the Supplier all necessary access to the System and the site to enable the Supplier to perform its obligations under this GCC Clause 29.

29.9 The Supplier may, with the consent of the Procuring Entity, remove from the site any Information Technologies and other Goods that are defective, if the nature of the defect, and/or any damage to the System caused by the defect, is such that repairs cannot be expeditiously carried out at the site. If the repair, replacement, or making good is of such a character that it may affect the efficiency of the System, the Procuring Entity may give the Supplier notice requiring that tests of the defective part be made by the Supplier immediately upon completion of such remedial work, whereupon the Supplier shall carry out such tests.

If such part fails the tests, the Supplier shall carry out further repair, replacement, or making good (as the case may be) until that part of the System passes such tests. The tests shall be agreed upon by the Procuring Entity and the Supplier.

29.10 If the Supplier fails to commence the work necessary to remedy such defect or any damage to the System caused by such defect within the time period **specified in the SCC**, the Procuring Entity may, following notice to the Supplier, proceed to do such work or contract a third party (or parties) to do such work, and the reasonable costs incurred by the Procuring Entity in connection

with such work shall be paid to the Procuring Entity by the Supplier or may be deducted by the Procuring Entity from any monies due the Supplier or claimed under the Performance Security.

- 29.11 If the System or Subsystem cannot be used by reason of such defect and/or making good of such defect, the Warranty Period for the System shall be extended by a period equal to the period during which the System or Subsystem could not be used by the Procuring Entity because of such defect and/or making good of such defect.
- 29.12 Items substituted for defective parts of the System during the Warranty Period shall be covered by the Defect Liability Warranty for the remainder of the Warranty Period applicable for the part replaced or three (3) months, whichever is greater.
- 29.13 At the request of the Procuring Entity and without prejudice to any other rights and remedies that the Procuring Entity may have against the Supplier under the Contract, the Supplier will offer all possible assistance to the Procuring Entity to seek warranty services or remedial action from any subcontracted third-party producers or licensor of Goods included in the System, including without limitation assignment or transfer in favor of the Procuring Entity of the benefit of any warranties given by such producers or licensors to the Supplier.

30. Functional Guarantees

- 30.1 The Supplier guarantees that, once the Operational Acceptance Certificate(s) has been issued, the System represents a complete, integrated solution to the Procuring Entity's requirements set forth in the Technical Requirements and it conforms to all other aspects of the Contract. The Supplier acknowledges that GCC Clause 27 regarding Commissioning and Operational Acceptance governs how technical conformance of the System to the Contract requirements will be determined.
- 30.2 If, for reasons attributable to the Supplier, the System does not conform to the Technical Requirements or does not conform to all other aspects of the Contract, the Supplier shall at its cost and expense make such changes, modifications, and/or additions to the System as may be necessary to conform to the Technical Requirements and meet all functional and performance standards. The Supplier shall notify the Procuring Entity upon completion of the necessary changes, modifications, and/or additions and shall request the Procuring Entity to repeat the Operational Acceptance Tests until the System achieves Operational Acceptance.
- 30.3 If the System (or Subsystem[s]) fails to achieve Operational Acceptance, the Procuring Entity may consider termination of the Contract, pursuant to GCC Clause 41.2.2, and forfeiture of the Supplier's Performance Security in accordance with GCC Clause 13.3 in compensation for the extra costs and delays likely to result from this failure.

**31. Intellectual
Property Rights
Warranty**

31.1 The Supplier hereby represents and warrants that:

- (a) the System as supplied, installed, tested, and accepted;
- (b) use of the System in accordance with the Contract; and
- (c) copying of the Software and Materials provided to the Procuring Entity in accordance with the Contract

do not and will not infringe any Intellectual Property Rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfers of rights and other consents necessary to make the assignments, licenses, and other transfers of Intellectual Property Rights and the warranties set forth in the Contract, and for the Procuring Entity to own or exercise all Intellectual Property Rights as provided in the Contract. Without limitation, the Supplier shall secure all necessary written agreements, consents, and transfers of rights from its employees and other persons or entities whose services are used for development of the System.

**32. Intellectual
Property Rights
Indemnity**

32.1 The Supplier shall indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Procuring Entity or its employees or officers may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights by reason of:

- (a) installation of the System by the Supplier or the use of the System, including the Materials, in the country where the site is located;
- (b) copying of the Software and Materials provided the Supplier in accordance with the Agreement; and
- (c) sale of the products produced by the System in any country, except to the extent that such losses, liabilities, and costs arise as a result of the Procuring Entity's breach of GCC Clause 32.2.

32.2 Such indemnity shall not cover any use of the System, including the Materials, other than for the purpose indicated by or to be reasonably inferred from the Contract, any infringement resulting from the use of the System, or any products of the System produced thereby in association or combination with any other goods or services not supplied by the Supplier, where the infringement arises because of such association or combination and not because of use of the System in its own right.

32.3 Such indemnities shall also not apply if any claim of infringement:

- (a) is asserted by a parent, subsidiary, or affiliate of the Procuring Entity's organization;
- (b) is a direct result of a design mandated by the Procuring Entity's Technical Requirements and the possibility of such infringement was duly noted in the Supplier's Bid; or
- (c) results from the alteration of the System, including the Materials, by the Procuring Entity or any persons other than the Supplier or a person authorized by the Supplier.

32.4 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Clause 32.1, the Procuring Entity shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Procuring Entity within the twenty-eight (28) days, the Procuring Entity shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

32.5 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided to the Supplier in connection with this Contract by the Procuring Entity or any persons (other than the Supplier) contracted by the Procuring Entity, except to the extent that such losses, liabilities, and costs arise as a result of the Supplier's breach of GCC Clause 32.8.

32.6 Such indemnity shall not cover

- (a) any use of the design, data, drawing, specification, or other documents or materials, other than for the purpose indicated by or to be reasonably inferred from the Contract;

- (b) any infringement resulting from the use of the design, data, drawing, specification, or other documents or materials, or any products produced thereby, in association or combination with any other Goods or Services not provided by the Procuring Entity or any other person contracted by the Procuring Entity, where the infringement arises because of such association or combination and not because of the use of the design, data, drawing, specification, or other documents or materials in its own right.

32.7 Such indemnities shall also not apply:

- (a) if any claim of infringement is asserted by a parent, subsidiary, or affiliate of the Supplier's organization;
- (b) to the extent that any claim of infringement is caused by the alteration, by the Supplier, or any persons contracted by the Supplier, of the design, data, drawing, specification, or other documents or materials provided to the Supplier by the Procuring Entity or any persons contracted by the Procuring Entity.

32.8 If any proceedings are brought or any claim is made against the Supplier arising out of the matters referred to in GCC Clause 32.5, the Supplier shall promptly give the Procuring Entity notice of such proceedings or claims, and the Procuring Entity may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Procuring Entity fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Procuring Entity has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Procuring Entity's request, afford all available assistance to the Procuring Entity in conducting such proceedings or claim and shall be reimbursed by the Procuring Entity for all reasonable expenses incurred in so doing.

33. Limitation of Liability

33.1 Provided the following does not exclude or limit any liabilities of either party in ways not permitted by applicable law:

- (a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity; and
- (b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not

exceed the total Contract Price, provided that this limitation shall not apply to any obligation of the Supplier to indemnify the Procuring Entity with respect to intellectual property rights infringement.

G. RISK DISTRIBUTION

34. Transfer of Ownership

- 34.1 With the exception of Software and Materials, the ownership of the Information Technologies and other Goods shall be transferred to the Procuring Entity at the time of Delivery or otherwise under terms that may be agreed upon and specified in the Contract Agreement.
- 34.2 Ownership and the terms of usage of the Software and Materials supplied under the Contract shall be governed by GCC Clause 15 (Copyright) and any elaboration in the Technical Requirements.
- 34.3 Ownership of the Supplier's Equipment used by the Supplier and its Subcontractors in connection with the Contract shall remain with the Supplier or its Subcontractors.

35. Care of the System

- 35.1 The Procuring Entity shall become responsible for the care and custody of the System or Subsystems upon their Delivery. The Procuring Entity shall make good at its own cost any loss or damage that may occur to the System or Subsystems from any cause from the date of Delivery until the date of Operational Acceptance of the System or Subsystems, pursuant to GCC Clause 27 (Commissioning and Operational Acceptance), excepting such loss or damage arising from acts or omissions of the Supplier, its employees, or subcontractors.
- 35.2 If any loss or damage occurs to the System or any part of the System by reason of:
 - (a) (insofar as they relate to the country where the Project Site is located) nuclear reaction, nuclear radiation, radioactive contamination, a pressure wave caused by aircraft or other aerial objects, or any other occurrences that an experienced contractor could not reasonably foresee, or if reasonably foreseeable could not reasonably make provision for or insure against, insofar as such risks are not normally insurable on the insurance market and are mentioned in the general exclusions of the policy of insurance taken out under GCC Clause 37;
 - (b) any use not in accordance with the Contract, by the Procuring Entity or any third party;
 - (c) any use of or reliance upon any design, data, or specification provided or designated by or on behalf of the Procuring Entity, or any such matter for which the Supplier has

disclaimed responsibility in accordance with GCC Clause 21.1.2,

the Procuring Entity shall pay to the Supplier all sums payable in respect of the System or Subsystems that have achieved Operational Acceptance, notwithstanding that the same be lost, destroyed, or damaged. If the Procuring Entity requests the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Supplier shall make good the same at the cost of the Procuring Entity in accordance with GCC Clause 39. If the Procuring Entity does not request the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Procuring Entity shall either request a change in accordance with GCC Clause 39, excluding the performance of that part of the System thereby lost, destroyed, or damaged, or, where the loss or damage affects a substantial part of the System, the Procuring Entity shall terminate the Contract pursuant to GCC Clause 41.1.

35.3 The Procuring Entity shall be liable for any loss of or damage to any Supplier's Equipment which the Procuring Entity has authorized to locate within the Procuring Entity's premises for use in fulfillment of Supplier's obligations under the Contract, except where such loss or damage arises from acts or omissions of the Supplier, its employees, or subcontractors.

**36. Loss of or Damage to Property;
Accident or Injury to Workers;
Indemnification**

36.1 The Supplier and each and every Subcontractor shall abide by the job safety, insurance, customs, and immigration measures prevalent and laws in force in the Procuring Entity's Country.

36.2 Subject to GCC Clause 36.3, the Supplier shall indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Procuring Entity or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property (other than the System, whether accepted or not) arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the Supplier or its Subcontractors, or their employees, officers or agents, except any injury, death, or property damage caused by the negligence of the Procuring Entity, its contractors, employees, officers, or agents.

36.3 If any proceedings are brought or any claim is made against the Procuring Entity that might subject the Supplier to liability under GCC Clause 36.2, the Procuring Entity shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such

notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Procuring Entity within the twenty-eight (28) day period, the Procuring Entity shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

36.4 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of the death or personal injury of any person or loss of or damage to property of the Procuring Entity, other than the System not yet achieving Operational Acceptance, that is caused by fire, explosion, or any other perils, in excess of the amount recoverable from insurances procured under GCC Clause 37 (Insurances), provided that such fire, explosion, or other perils were not caused by any act or failure of the Supplier.

36.5 If any proceedings are brought or any claim is made against the Supplier that might subject the Procuring Entity to liability under GCC Clause 36.4, the Supplier shall promptly give the Procuring Entity notice of such proceedings or claims, and the Procuring Entity may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Procuring Entity fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Procuring Entity has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Procuring Entity's request, afford all available assistance to the Procuring Entity in conducting such proceedings or claim and shall be reimbursed by the Procuring Entity for all reasonable expenses incurred in so doing.

36.6 The party entitled to the benefit of an indemnity under this GCC Clause 36 shall take all reasonable measures to mitigate any loss or damage that has occurred. If the party fails to take such measures, the other party's liabilities shall be correspondingly reduced.

37. Insurances

37.1 The Supplier shall at its expense take out and maintain in effect, or cause to be taken out and maintained in effect, during the performance of the Contract, the insurance set forth below. The identity of the insurers and the form of the policies shall be subject

to the approval of the Procuring Entity, who should not unreasonably withhold such approval.

(a) Cargo Insurance During Transport

as applicable, 110 percent of the price of the Information Technologies and other Goods in a freely convertible currency, covering the Goods from physical loss or damage during shipment through receipt at the Project Site.

(b) Installation “All Risks” Insurance

as applicable, 110 percent of the price of the Information Technologies and other Goods covering the Goods at the site from all risks of physical loss or damage (excluding only perils commonly excluded under “all risks” insurance policies of this type by reputable insurers) occurring prior to Operational Acceptance of the System.

(c) Third-Party Liability Insurance

On terms as **specified in the SCC**, covering bodily injury or death suffered by third parties (including the Procuring Entity’s personnel) and loss of or damage to property (including the Procuring Entity’s property and any Subsystems that have been accepted by the Procuring Entity) occurring in connection with the supply and installation of the Information System.

(d) Automobile Liability Insurance

In accordance with the statutory requirements prevailing in the Procuring Entity’s Country, covering use of all vehicles used by the Supplier or its Subcontractors (whether or not owned by them) in connection with the execution of the Contract.

(e) Other Insurance (if any), as **specified in the SCC**.

37.2 The Procuring Entity shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1, except for the Third-Party Liability, and the Supplier’s Subcontractors shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1 except for Cargo Insurance During Transport. All insurer’s rights of subrogation against such co-insured for losses or claims arising out of the performance of the Contract shall be waived under such policies.

37.3 The Supplier shall deliver to the Procuring Entity certificates of insurance (or copies of the insurance policies) as evidence that the required policies are in full force and effect.

- 37.4 The Supplier shall ensure that, where applicable, its Subcontractor(s) shall take out and maintain in effect adequate insurance policies for their personnel and vehicles and for work executed by them under the Contract, unless such Subcontractors are covered by the policies taken out by the Supplier.
- 37.5 If the Supplier fails to take out and/or maintain in effect the insurance referred to in GCC Clause 37.1, the Procuring Entity may take out and maintain in effect any such insurance and may from time to time deduct from any amount due the Supplier under the Contract any premium that the Procuring Entity shall have paid to the insurer or may otherwise recover such amount as a debt due from the Supplier.
- 37.6 Unless otherwise provided in the Contract, the Supplier shall prepare and conduct all and any claims made under the policies effected by it pursuant to this GCC Clause 37, and all monies payable by any insurers shall be paid to the Supplier. The Procuring Entity shall give to the Supplier all such reasonable assistance as may be required by the Supplier in connection with any claim under the relevant insurance policies. With respect to insurance claims in which the Procuring Entity's interest is involved, the Supplier shall not give any release or make any compromise with the insurer without the prior written consent of the Procuring Entity. With respect to insurance claims in which the Supplier's interest is involved, the Procuring Entity shall not give any release or make any compromise with the insurer without the prior written consent of the Supplier.

38. Force Majeure

- 38.1 "Force Majeure" shall mean any event beyond the reasonable control of the Procuring Entity or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:
- (a) war, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;
 - (b) rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;
 - (c) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler, or any other act or failure to act of any local state or national government authority;
 - (d) strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or

restriction of power supply, epidemics, quarantine, and plague;

- (e) earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;
- (f) failure, by the Supplier, to obtain the necessary export permit(s) from the governments of the Country(s) of Origin of the Information Technologies or other Goods, or Supplier's Equipment provided that the Supplier has made all reasonable efforts to obtain the required export permit(s), including the exercise of due diligence in determining the eligibility of the System and all of its components for receipt of the necessary export permits.

38.2 If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.

38.3 The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The Time for Achieving Operational Acceptance shall be extended in accordance with GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

38.4 The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, but without prejudice to either party's right to terminate the Contract under GCC Clause 38.6.

38.5 No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall:

- (a) constitute a default or breach of the Contract;
- (b) (subject to GCC Clauses 35.2, 38.3, and 38.4) give rise to any claim for damages or additional cost or expense occasioned by the delay or nonperformance,

if, and to the extent that, such delay or nonperformance is caused by the occurrence of an event of Force Majeure.

- 38.6 If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the time period covered by the Contract, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Contract by giving a notice to the other.
- 38.7 In the event of termination pursuant to GCC Clause 38.6, the rights and obligations of the Procuring Entity and the Supplier shall be as specified in GCC Clauses 41.1.2 and 41.1.3.
- 38.8 Notwithstanding GCC Clause 38.5, Force Majeure shall not apply to any obligation of the Procuring Entity to make payments to the Supplier under this Contract.

H. CHANGE IN CONTRACT ELEMENTS

39. Changes to the System

39.1 Introducing a Change

- 39.1.1 Subject to GCC Clauses 39.2.5 and 39.2.7, the Procuring Entity shall have the right to propose, and subsequently require, the Project Manager to order the Supplier from time to time during the performance of the Contract to make any change, modification, addition, or deletion to, in, or from the System (interchangeably called “Change”), provided that such Change falls within the general scope of the System, does not constitute unrelated work, and is technically practicable, taking into account both the state of advancement of the System and the technical compatibility of the Change envisaged with the nature of the System as originally specified in the Contract.

A Change may involve, but is not restricted to, the substitution of updated Information Technologies and related Services in accordance with GCC Clause 23 (Product Upgrades).

- 39.1.2 The Supplier may from time to time during its performance of the Contract propose to the Procuring Entity (with a copy to the Project Manager) any Change that the Supplier considers necessary or desirable to improve the quality or efficiency of the System. The Procuring Entity may at its discretion approve or reject any Change proposed by the Supplier.
- 39.1.3 Notwithstanding GCC Clauses 39.1.1 and 39.1.2, no change made necessary because of any default of the Supplier in the performance of its obligations under the Contract shall be deemed to be a Change, and such change

shall not result in any adjustment of the Contract Price or the Time for Achieving Operational Acceptance.

39.1.4 The procedure on how to proceed with and execute Changes is specified in GCC Clauses 39.2 and 39.3, and further details and sample forms are provided in the Sample Forms Section in the Bidding Documents.

39.1.5 Moreover, the Procuring Entity and Supplier will agree, during development of the Project Plan, to a date prior to the scheduled date for Operational Acceptance, after which the Technical Requirements for the System shall be “frozen.” Any Change initiated after this time will be dealt with after Operational Acceptance.

39.2 Changes Originating from Procuring Entity

39.2.1 If the Procuring Entity proposes a Change pursuant to GCC Clauses 39.1.1, it shall send to the Supplier a “Request for Change Proposal,” requiring the Supplier to prepare and furnish to the Project Manager as soon as reasonably practicable a “Change Proposal,” which shall include the following:

- (a) brief description of the Change;
- (b) impact on the Time for Achieving Operational Acceptance;
- (c) detailed estimated cost of the Change;
- (d) effect on Functional Guarantees (if any);
- (e) effect on any other provisions of the Contract.

39.2.2 Prior to preparing and submitting the “Change Proposal,” the Supplier shall submit to the Project Manager an “Change Estimate Proposal,” which shall be an estimate of the cost of preparing the Change Proposal, plus a first approximation of the suggested approach and cost for implementing the changes. Upon receipt of the Supplier’s Change Estimate Proposal, the Procuring Entity shall do one of the following:

- (a) accept the Supplier’s estimate with instructions to the Supplier to proceed with the preparation of the Change Proposal;
- (b) advise the Supplier of any part of its Change Estimate Proposal that is unacceptable and request the Supplier to review its estimate;

(c) advise the Supplier that the Procuring Entity does not intend to proceed with the Change.

39.2.3 Upon receipt of the Procuring Entity's instruction to proceed under GCC Clause 39.2.2 (a), the Supplier shall, with proper expedition, proceed with the preparation of the Change Proposal, in accordance with GCC Clause 39.2.1. The Supplier, at its discretion, may specify a validity period for the Change Proposal, after which if the Procuring Entity and Supplier has not reached agreement in accordance with GCC Clause 39.2.6, then GCC Clause 39.2.7 shall apply.

39.2.4 The pricing of any Change shall, as far as practicable, be calculated in accordance with the rates and prices included in the Contract. If the nature of the Change is such that the Contract rates and prices are inequitable, the parties to the Contract shall agree on other specific rates to be used for valuing the Change.

39.2.5 If before or during the preparation of the Change Proposal it becomes apparent that the aggregate impact of compliance with the Request for Change Proposal and with all other Change Orders that have already become binding upon the Supplier under this GCC Clause 39 would be to increase or decrease the Contract Price as originally set forth in Article 2 (Contract Price) of the Contract Agreement by more than fifteen (15) percent, the Supplier may give a written notice of objection to this Request for Change Proposal prior to furnishing the Change Proposal. If the Procuring Entity accepts the Supplier's objection, the Procuring Entity shall withdraw the proposed Change and shall notify the Supplier in writing of its acceptance.

The Supplier's failure to so object to a Request for Change Proposal shall neither affect its right to object to any subsequent requested Changes or Change Orders, nor affect its right to take into account, when making such subsequent objection, the percentage increase or decrease in the Contract Price that any Change not objected to by the Supplier represents.

39.2.6 Upon receipt of the Change Proposal, the Procuring Entity and the Supplier shall mutually agree upon all matters contained in the Change Proposal. Within fourteen (14) days after such agreement, the Procuring Entity shall, if it intends to proceed with the Change, issue the Supplier a Change Order. If the Procuring Entity is unable to reach a decision within fourteen (14) days, it shall notify the Supplier with details of when the Supplier can expect a

decision. If the Procuring Entity decides not to proceed with the Change for whatever reason, it shall, within the said period of fourteen (14) days, notify the Supplier accordingly. Under such circumstances, the Supplier shall be entitled to reimbursement of all costs reasonably incurred by it in the preparation of the Change Proposal, provided that these do not exceed the amount given by the Supplier in its Change Estimate Proposal submitted in accordance with GCC Clause 39.2.2.

- 39.2.7 If the Procuring Entity and the Supplier cannot reach agreement on the price for the Change, an equitable adjustment to the Time for Achieving Operational Acceptance, or any other matters identified in the Change Proposal, the Change will not be implemented. However, this provision does not limit the rights of either party under GCC Clause 6 (Settlement of Disputes).

39.3 Changes Originating from Supplier

If the Supplier proposes a Change pursuant to GCC Clause 39.1.2, the Supplier shall submit to the Project Manager a written "Application for Change Proposal," giving reasons for the proposed Change and including the information specified in GCC Clause 39.2.1. Upon receipt of the Application for Change Proposal, the parties shall follow the procedures outlined in GCC Clauses 39.2.6 and 39.2.7. However, should the Procuring Entity choose not to proceed or the Procuring Entity and the Supplier cannot come to agreement on the change during any validity period that the Supplier may specify in its Application for Change Proposal, the Supplier shall not be entitled to recover the costs of preparing the Application for Change Proposal, unless subject to an agreement between the Procuring Entity and the Supplier to the contrary.

40. Extension of Time for Achieving Operational Acceptance

- 40.1 The time(s) for achieving Operational Acceptance specified in the Schedule of Implementation shall be extended if the Supplier is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following:
- (a) any Change in the System as provided in GCC Clause 39 (Change in the Information System);
 - (b) any occurrence of Force Majeure as provided in GCC Clause 38 (Force Majeure);
 - (c) default of the Procuring Entity; or
 - (d) any other matter specifically mentioned in the Contract;

by such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Supplier.

40.2 Except where otherwise specifically provided in the Contract, the Supplier shall submit to the Project Manager a notice of a claim for an extension of the time for achieving Operational Acceptance, together with particulars of the event or circumstance justifying such extension as soon as reasonably practicable after the commencement of such event or circumstance. As soon as reasonably practicable after receipt of such notice and supporting particulars of the claim, the Procuring Entity and the Supplier shall agree upon the period of such extension. In the event that the Supplier does not accept the Procuring Entity's estimate of a fair and reasonable time extension, the Supplier shall be entitled to refer the matter to the provisions for the Settlement of Disputes pursuant to GCC Clause 6.

40.3 The Supplier shall at all times use its reasonable efforts to minimize any delay in the performance of its obligations under the Contract.

41. Termination

41.1 Termination for Procuring Entity's Convenience

41.1.1 The Procuring Entity may at any time terminate the Contract for any reason by giving the Supplier a notice of termination that refers to this GCC Clause 41.1.

41.1.2 Upon receipt of the notice of termination under GCC Clause 41.1.1, the Supplier shall either as soon as reasonably practical or upon the date specified in the notice of termination

- (a) cease all further work, except for such work as the Procuring Entity may specify in the notice of termination for the sole purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;
- (b) terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to GCC Clause 41.1.2 (d) (ii) below;
- (c) remove all Supplier's Equipment from the site, repatriate the Supplier's and its Subcontractors' personnel from the site, remove from the site any wreckage, rubbish, and debris of any kind;
- (d) in addition, the Supplier, subject to the payment specified in GCC Clause 41.1.3, shall

- (i) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
- (ii) to the extent legally possible, assign to the Procuring Entity all right, title, and benefit of the Supplier to the System, or Subsystem, as at the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;
- (iii) deliver to the Procuring Entity all nonproprietary drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.1.3 In the event of termination of the Contract under GCC Clause 41.1.1, the Procuring Entity shall pay to the Supplier the following amounts:

- (a) the Contract Price, properly attributable to the parts of the System executed by the Supplier as of the date of termination;
- (b) the costs reasonably incurred by the Supplier in the removal of the Supplier's Equipment from the site and in the repatriation of the Supplier's and its Subcontractors' personnel;
- (c) any amount to be paid by the Supplier to its Subcontractors in connection with the termination of any subcontracts, including any cancellation charges;
- (d) costs incurred by the Supplier in protecting the System and leaving the site in a clean and safe condition pursuant to GCC Clause 41.1.2 (a); and
- (e) the cost of satisfying all other obligations, commitments, and claims that the Supplier may in good faith have undertaken with third parties in connection with the Contract and that are not covered by GCC Clauses 41.1.3 (a) through (d) above.

41.2 Termination for Supplier's Default

41.2.1 The Procuring Entity, without prejudice to any other rights or remedies it may possess, may terminate the Contract forthwith in the following circumstances by giving a notice of termination and its reasons therefore to the Supplier, referring to this GCC Clause 41.2:

- (a) if the Supplier becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, if the Supplier is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Supplier takes or suffers any other analogous action in consequence of debt;
- (b) if the Supplier assigns or transfers the Contract or any right or interest therein in violation of the provision of GCC Clause 42 (Assignment); or
- (c) if the Supplier, in the judgment of the Procuring Entity, has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, including but not limited to willful misrepresentation of facts concerning ownership of Intellectual Property Rights in, or proper authorization and/or licenses from the owner to offer, the hardware, software, or materials provided under this Contract.

For the purposes of this Clause:

- (i) “corrupt practice”¹ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice”² is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice”³ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

¹ “Another party” refers to a public official acting in relation to the procurement process or contract execution]. In this context, “public official” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

² A “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

³ “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

- (iv) “coercive practice”¹ is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the Government’s inspection and audit rights provided for under Sub-Clause 9.8.

41.2.2 If the Supplier:

- (a) has abandoned or repudiated the Contract;
- (b) has without valid reason failed to commence work on the System promptly;
- (c) persistently fails to execute the Contract in accordance with the Contract or persistently neglects to carry out its obligations under the Contract without just cause;
- (d) refuses or is unable to provide sufficient Materials, Services, or labor to execute and complete the System in the manner specified in the Agreed and Finalized Project Plan furnished under GCC Clause 19 at rates of progress that give reasonable assurance to the Procuring Entity that the Supplier can attain Operational Acceptance of the System by the Time for Achieving Operational Acceptance as extended;

then the Procuring Entity may, without prejudice to any other rights it may possess under the Contract, give a notice to the Supplier stating the nature of the default and requiring the Supplier to remedy the same. If the Supplier fails to remedy or to take steps to remedy the same within

¹ A “party” refers to a participant in the procurement process or contract execution.

fourteen (14) days of its receipt of such notice, then the Procuring Entity may terminate the Contract forthwith by giving a notice of termination to the Supplier that refers to this GCC Clause 41.2.

41.2.3 Upon receipt of the notice of termination under GCC Clauses 41.2.1 or 41.2.2, the Supplier shall, either immediately or upon such date as is specified in the notice of termination:

- (a) cease all further work, except for such work as the Procuring Entity may specify in the notice of termination for the sole purpose of protecting that part of the System already executed or any work required to leave the site in a clean and safe condition;
- (b) terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to GCC Clause 41.2.3 (d) below;
- (c) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
- (d) to the extent legally possible, assign to the Procuring Entity all right, title and benefit of the Supplier to the System or Subsystems as at the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;
- (e) deliver to the Procuring Entity all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as at the date of termination in connection with the System.

41.2.4 The Procuring Entity may enter upon the site, expel the Supplier, and complete the System itself or by employing any third party. Upon completion of the System or at such earlier date as the Procuring Entity thinks appropriate, the Procuring Entity shall give notice to the Supplier that such Supplier's Equipment will be returned to the Supplier at or near the site and shall return such Supplier's Equipment to the Supplier in accordance with such notice. The Supplier shall thereafter without delay and at its cost remove or arrange removal of the same from the site.

41.2.5 Subject to GCC Clause 41.2.6, the Supplier shall be entitled to be paid the Contract Price attributable to the portion of the System executed as at the date of termination and the costs, if any, incurred in protecting the System and in leaving the site in a clean and safe condition pursuant to GCC Clause 41.2.3 (a). Any sums due the

Procuring Entity from the Supplier accruing prior to the date of termination shall be deducted from the amount to be paid to the Supplier under this Contract.

- 41.2.6 If the Procuring Entity completes the System, the cost of completing the System by the Procuring Entity shall be determined. If the sum that the Supplier is entitled to be paid, pursuant to GCC Clause 41.2.5, plus the reasonable costs incurred by the Procuring Entity in completing the System, exceeds the Contract Price, the Supplier shall be liable for such excess. If such excess is greater than the sums due the Supplier under GCC Clause 41.2.5, the Supplier shall pay the balance to the Procuring Entity, and if such excess is less than the sums due the Supplier under GCC Clause 41.2.5, the Procuring Entity shall pay the balance to the Supplier. The Procuring Entity and the Supplier shall agree, in writing, on the computation described above and the manner in which any sums shall be paid.

41.3 Termination by Supplier

41.3.1 If:

- (a) the Procuring Entity has failed to pay the Supplier any sum due under the Contract within the specified period, has failed to approve any invoice or supporting documents without just cause **pursuant to the SCC**, or commits a substantial breach of the Contract, the Supplier may give a notice to the Procuring Entity that requires payment of such sum, with interest on this sum as stipulated in GCC Clause 12.3, requires approval of such invoice or supporting documents, or specifies the breach and requires the Procuring Entity to remedy the same, as the case may be. If the Procuring Entity fails to pay such sum together with such interest, fails to approve such invoice or supporting documents or give its reasons for withholding such approval, fails to remedy the breach or take steps to remedy the breach within fourteen (14) days after receipt of the Supplier's notice; or
- (b) the Supplier is unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Entity, including but not limited to the Procuring Entity's failure to provide possession of or access to the site or other areas or failure to obtain any governmental permit necessary for the execution and/or completion of the System;

then the Supplier may give a notice to the Procuring Entity of such events, and if the Procuring Entity has failed to pay

the outstanding sum, to approve the invoice or supporting documents, to give its reasons for withholding such approval, or to remedy the breach within twenty-eight (28) days of such notice, or if the Supplier is still unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Entity within twenty-eight (28) days of the said notice, the Supplier may by a further notice to the Procuring Entity referring to this GCC Clause 41.3.1, forthwith terminate the Contract.

41.3.2 The Supplier may terminate the Contract immediately by giving a notice to the Procuring Entity to that effect, referring to this GCC Clause 41.3.2, if the Procuring Entity becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, being a corporation, if a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Procuring Entity takes or suffers any other analogous action in consequence of debt.

41.3.3 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, then the Supplier shall immediately:

- (a) cease all further work, except for such work as may be necessary for the purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;
- (b) terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to Clause 41.3.3 (d) (ii);
- (c) remove all Supplier's Equipment from the site and repatriate the Supplier's and its Subcontractor's personnel from the site.
- (d) In addition, the Supplier, subject to the payment specified in GCC Clause 41.3.4, shall:
 - (i) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
 - (ii) to the extent legally possible, assign to the Procuring Entity all right, title, and benefit of the Supplier to the System, or Subsystems, as of the date of termination, and, as may be required by the Procuring Entity, in any subcontracts

concluded between the Supplier and its Subcontractors;

- (iii) to the extent legally possible, deliver to the Procuring Entity all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.3.4 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, the Procuring Entity shall pay to the Supplier all payments specified in GCC Clause 41.1.3, and reasonable compensation for all loss, except for loss of profit, or damage sustained by the Supplier arising out of, in connection with, or in consequence of such termination.

41.3.5 Termination by the Supplier pursuant to this GCC Clause 41.3 is without prejudice to any other rights or remedies of the Supplier that may be exercised in lieu of or in addition to rights conferred by GCC Clause 41.3.

41.4 In this GCC Clause 41, the expression “portion of the System executed” shall include all work executed, Services provided, and all Information Technologies, or other Goods acquired (or subject to a legally binding obligation to purchase) by the Supplier and used or intended to be used for the purpose of the System, up to and including the date of termination.

41.5 In this GCC Clause 41, in calculating any monies due from the Procuring Entity to the Supplier, account shall be taken of any sum previously paid by the Procuring Entity to the Supplier under the Contract, including any advance payment paid **pursuant to the SCC**.

42. Assignment

42.1 Neither the Procuring Entity nor the Supplier shall, without the express prior written consent of the other, assign to any third party the Contract or any part thereof, or any right, benefit, obligation, or interest therein or thereunder, except that the Supplier shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract.

SECTION V. SPECIAL CONDITIONS OF CONTRACT (SCC)

Table of Clauses

A. Contract and Interpretation	111
1. Definitions (GCC Clause 1)	111
2. Contract Documents (GCC Clause 2)	111
3. Interpretation (GCC Clause 3)	Error! Bookmark not defined.
4. Notices (GCC Clause 4)	111
5. Governing Law (GCC Clause 5)	112
6. Settlement of Disputes (GCC Clause 6)	112
B. Subject Matter of Contract	112
7. Scope of the System (GCC Clause 7)	112
8. Time for Commencement and Operational Acceptance (GCC Clause 8)	112
9. Supplier's Responsibilities (GCC Clause 9)	113
10. Procuring Entity's Responsibilities (GCC Clause 10)	113
C. Payment	113
11. Contract Price (GCC Clause 11)	113
12. Terms of Payment (GCC Clause 12)	113
13. Securities (GCC Clause 13)	115
14. Taxes and Duties (GCC Clause 14)	115
D. Intellectual Property	115
15. Copyright (GCC Clause 15)	115
16. Software License Agreements (GCC Clause 16)	116
17. Confidential Information (GCC Clause 17)	116
E. Supply, Installation, Testing, Commissioning, and Acceptance of the System	117
18. Representatives (GCC Clause 18)	117
19. Project Plan (GCC Clause 19)	117
20. Subcontracting (GCC Clause 20)	118
21. Design and Engineering (GCC Clause 21)	119
22. Procurement, Delivery, and Transport (GCC Clause 22)	119
23. Product Upgrades (GCC Clause 23)	119
24. Implementation, Installation, and Other Services (GCC Clause 24)	119
25. Inspections and Tests (GCC Clause 25)	119
26. Installation of the System (GCC Clause 26)	119
27. Commissioning and Operational Acceptance (GCC Clause 27)	120
F. Guarantees and Liabilities	120
28. Operational Acceptance Time Guarantee (GCC Clause 28)	120
29. Defect Liability (GCC Clause 29)	120
30. Functional Guarantees (GCC Clause 30)	120
31. Intellectual Property Rights Warranty (GCC Clause 31)	121
32. Intellectual Property Rights Indemnity (GCC Clause 32)	121
33. Limitation of Liability (GCC Clause 33)	121
G. Risk Distribution	121

34.	Transfer of Ownership (GCC Clause 34)	121
35.	Care of the System (GCC Clause 35)	121
36.	Loss of or Damage to Property; Accident or Injury to Workers; Indemnification (GCC Clause 36)	121
37.	Insurances (GCC Clause 37)	121
38.	Force Majeure (GCC Clause 38)	121
H.	Change in Contract Elements	122
39.	Changes to the System (GCC Clause 39)	122
40.	Extension of Time for Achieving Operational Acceptance (GCC Clause 40)	123
41.	Termination (GCC Clause 41)	123
42.	Assignment (GCC Clause 42)	123

Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

A. CONTRACT AND INTERPRETATION

1. Definitions (GCC Clause 1)

GCC 1.1 (b) (i)	The Procuring Entity is: Zambia Institute of Chartered Accountants (ZICA).
GCC 1.1 (b) (ii)	The Project Manager is: Membership & Corporate Services Director.
GCC 1.1 (e) (i)	The Procuring Entity's Country is: Zambia
GCC 1.1 (e) (iii)	The Project Site(s) is/are: ZICA Accountants Park 2374/A Thabo Mbeki Road P.O Box 32005, Lusaka Zambia
GCC 1.1 (e) (x)	<i>The Contract shall continue in force until the ERP System and all the Services have been provided unless the Contract is terminated earlier in accordance with the terms set out in the Contract</i>
GCC 1.1. (e) (xii)	The Post-Warranty Services Period is Five (5) Years starting with the completion of the Warranty Period.

2. Contract Documents (GCC Clause 2)

GCC 2	<i>There are no Special Conditions of Contract applicable to GCC Clause 2."</i>
-------	---

4. Notices (GCC Clause 4)

GCC 4.3	Address of the Project Manager: Membership and Corporate Services - Director ZICA Accountants Park 2374/A Thabo Mbeki Road
---------	--

	P.O Box 32005, Lusaka Zambia
--	---

5. Governing Law (GCC Clause 5)

GCC 5.1	The Contract shall be interpreted in accordance with the laws of: Zambia
---------	---

6. Settlement of Disputes (GCC Clause 6)

GCC 6.1.4	The Appointing Authority for the Adjudicator is: TBA
GCC 6.2.3	<p><i>If the Supplier is foreign (including a Joint Venture when at least one partner is foreign), the Contract shall contain the following provision: Arbitration proceedings shall be conducted in accordance with the rules of arbitration of [select one of the following: UNCITRAL. These rules, in the version in force at the time of the request for arbitration, will be deemed to form part of this Contract.</i></p> <p><i>If the Supplier is a national of the Procuring Entity's country, the Contract shall contain the following provision: Any dispute between the Procuring Entity and a Supplier arising in connection with the present Contract shall be referred to arbitration in accordance with the laws of the Procuring Entity's country.</i></p>

B. SUBJECT MATTER OF CONTRACT

7. Scope of the System (GCC Clause 7)

GCC 7.3	<p>The Supplier's obligations under the Contract will include the following recurrent cost items, as identified in the Recurrent Cost tables in the Supplier's Bid:</p> <ol style="list-style-type: none"> 1. License Fees 2. Support Service Fees
---------	--

8. Time for Commencement and Operational Acceptance (GCC Clause 8)

GCC 8.1	The Supplier shall commence work on the System within 28 days from the Effective Date of the Contract.
---------	---

GCC 8.2	Operational Acceptance will occur on or before Operational Acceptance date consistent with the Implementation Schedule in the Technical Requirements Section
---------	---

9. Supplier's Responsibilities (GCC Clause 9)

GCC 9.9	<p>The Supplier shall have the following additional responsibilities</p> <ul style="list-style-type: none"> - Provide capability for customization - API exposure - Allow ZICA to conduct Pre-commissioning site visit where similar implementation has been successfully completed.
---------	---

10. Procuring Entity's Responsibilities (GCC Clause 10)

GCC 10.12	The Procuring Entity shall have the following additional responsibilities: none .
-----------	--

C. PAYMENT

11. Contract Price (GCC Clause 11)

GCC 11.2 (b)	Adjustments to the Contract Price shall be as follows none
--------------	---

12. Terms of Payment (GCC Clause 12)

GCC 12.1	<p>Subject to the provisions of GCC Clause 12 (Terms of Payment), the Procuring Entity shall pay the Contract Price to the Supplier according to the categories and in the manner specified below. Only the categories Advance Payment and Complete System Integration relate to the entire Contract Price. In other payment categories, the term "total Contract Price" means the total cost of goods or services under the specific payment category. Within each such category, the Contract Implementation Schedule may trigger pro-rata payments for the portion of the total Contract Price for the category corresponding to the goods or services actually Delivered, Installed, or Operationally Accepted, at unit prices and in the currencies specified in the Price Schedules of the Contract Agreement.</p> <p>The Bidder shall provide payment options as listed below, the contract shall be based on negotiated and agreed options by both parties:</p>
----------	---

	<p>(a) Advance Payment</p> <p>Ten percent (10%) of the entire Contract Price, exclusive of all Recurrent Costs, shall be paid against receipt of a claim accompanied by the Advance Payment Security specified in GCC Clause 13.2.</p> <p>(b) Information Technologies, Materials, and other Goods, with the exception of Custom Software and Custom Materials:</p> <ul style="list-style-type: none"> i. Sixty percent (60%) of the total or pro-rata Contract Price for this category against Delivery ii. Ten percent (10%) of the same price against Installation iii. Ten percent (10%) of the same price against Operational Acceptance. <p>(c) Custom Software and Custom Materials:</p> <p>Sixty percent (60%) of the total or pro-rata Contract Price for this category against Installation</p> <p>Twenty percent (20%) of the same price against Operational Acceptance.</p> <p>(d) Services other than Training:</p> <p>Eighty percent (80%) of the pro-rata Contract Price for services performed will be paid monthly in arrears, on submission and Procuring Entity's approval of invoices.</p> <p>(e) Training</p> <p>Thirty percent (30%) of the total Contract Price for training services at the start of the full training program</p> <p>Fifty percent (50%) of the pro-rata Contract Price for training services performed will be paid monthly in arrears, on submission and approval of appropriate invoices.</p> <p>(f) Complete System Integration</p> <p>ten percent (10%) of the entire Contract Price, exclusive of all Recurrent Costs, as final payment against Operational Acceptance of the System as an integrated whole.</p> <p>(g) Recurrent Costs</p> <p>One hundred percent (100%) of the price of the services actually delivered will be paid monthly in arrears, on submission and Procuring Entity's approval of invoices.</p>
--	---

GCC 12.3	The Procuring Entity shall pay to the Supplier interest on the delayed payments at a rate of: N/A
GCC 12.4	For Goods or Services supplied locally, the Procuring Entity will pay the Supplier in <i>in the currency stated in the Contract Agreement and the Price Schedules it refers to.</i>
GCC 12.5	Payment for Goods supplied from outside the Procuring Entity's Country shall be in the form of <i>N/A</i>

13. Securities (GCC Clause 13)

GCC 13.2.1	The Supplier shall provide within twenty-eight (28) days of the notification of Contract award an Advance Payment Security in the amount and currency of the Advance Payment specified in SCC for GCC Clause 12.1 above.
GCC 13.2.2	The reduction in value and expiration of the Advance Payment Security are calculated as follows: <i>"P*a/(100-a), where "P" is the sum of all payments effected so far to the Supplier (excluding the Advance Payment), and "a" is the Advance Payment expressed as a percentage of the Contract Price pursuant to the SCC for GCC 12.1</i>
GCC 13.3.1	The Performance Security shall be denominated in United States Dollar (USD) for an amount equal to 8% of the Contract Price, excluding any Recurrent Costs.
GCC 13.3.4	During the Warranty Period (i.e., after Operational Acceptance of the System), the Performance Security shall be reduced to 2% of the Contract Price, excluding any Recurrent Costs.

14. Taxes and Duties (GCC Clause 14)

GCC 14	<i>"There are no Special Conditions of Contract applicable to GCC Clause 14</i>
--------	--

D. INTELLECTUAL PROPERTY

15. Copyright (GCC Clause 15)

GCC 15.3	The Procuring Entity may assign, license, or otherwise voluntarily transfer its contractual rights to use the Standard Software or elements of the Standard Software, without the Supplier's prior written consent, under the following circumstances:
----------	--

	<i>None</i>
GCC 15.4	<p>The Procuring Entity's and Supplier's rights and obligations with respect to Custom Software or elements of the Custom Software are as follows</p> <p>The Supplier shall during the duration of the contract retain all Intellectual Property Rights.</p> <p>The Procuring Entity's and Supplier's rights and obligations with respect to Custom Materials or elements of the Custom Materials are as follows <i>not applicable</i></p>
GCC 15.5	<i>No software escrow contract is required for the execution of the Contract.</i>

16. Software License Agreements (GCC Clause 16)

GCC 16.1 (a) (iii)	The Standard Software license shall be valid <i>throughout the territory of the Procuring Entity's Country.</i>
GCC 16.1 (a) (iv)	Use of the software shall be subject to the following additional restrictions <i>none</i>
GCC 16.1 (b) (ii)	The Software license shall permit the Software to be used or copied for use or transferred to a replacement computer <i>provided the replacement computer falls within approximately the same class of machine and maintains approximately the same number of users, if a multi-user machine.</i>
GCC 16.1 (b) (vi)	The Software license shall not permit the Software to be disclosed to and reproduced for use (including a valid sublicense) by <i>support service suppliers or their subcontractors, exclusively for such suppliers or subcontractors in the performance of their support service contracts.</i>
GCC 16.1 (b) (vii)	In addition to the persons specified in GCC Clause 16.1 (b) (vi), the Software may not be disclosed to, and reproduced for use.
GCC 16.2	<p>The Supplier's right to audit the Standard Software will be subject to the following terms:</p> <p>The Procuring Entity will make available to the Supplier within fourteen (14) days of a written request accurate and up-to-date records of the number and location of copies, the number of authorized users, or any other relevant data required to demonstrate use of the Standard Software as per the license agreement.</p>

17. Confidential Information (GCC Clause 17)

GCC 17.1	<i>There are no modifications to the confidentiality terms expressed in GCC Clause 17.1.</i>
----------	---

GCC 17.7	The provisions of this GCC Clause 17 shall survive the termination, for whatever reason, of the Contract for <i>three (3) Years</i> .
----------	--

E. SUPPLY, INSTALLATION, TESTING, COMMISSIONING, AND ACCEPTANCE OF THE SYSTEM

18. Representatives (GCC Clause 18)

GCC 18.1	The Procuring Entity's Project Manager shall have the following additional powers and / or limitations to his or her authority to represent the Procuring Entity in matters relating to the Contract <i>no additional powers or limitations</i> .
GCC 18.2.2	The Supplier's Representative shall have the following additional powers and / or limitations to his or her authority to represent the Supplier in matters relating to the Contract <i>no additional powers or limitations</i> .

19. Project Plan (GCC Clause 19)

GCC 19.1	<p>Chapters in the Project Plan shall address the following subject:</p> <ul style="list-style-type: none"> (a) <i>Project Organization and Management Plan;</i> (b) <i>Delivery and Installation Plan</i> (c) <i>Training Plan</i> (d) <i>Pre-commissioning and Operational Acceptance Testing Plan</i> (e) <i>Warranty Service Plan</i> (f) <i>Task, Time, and Resource Schedules</i> (g) <i>Post-Warranty Service Plan (if applicable)</i> (h) <i>Technical Support Plan (if applicable)</i>
GCC 19.2	<p>Within <i>fourteen (14)</i> days from the Effective Date of the Contract, the Supplier shall present a Project Plan to the Procuring Entity. The Procuring Entity shall, within <i>fourteen (14)</i> days of receipt of the Project Plan, notify the Supplier of any respects in which it considers that the Project Plan does not adequately ensure that the proposed program of work, proposed methods, and/or proposed Information Technologies will satisfy the Technical Requirements and/or the SCC (in this Clause 19.2 called "non-conformities" below). The Supplier shall, within, <i>five (5)</i> days of receipt of such notification, correct the Project Plan and resubmit to the Procuring Entity. The Procuring Entity shall, within [insert: <i>five (5)</i> days of resubmission of the Project Plan, notify the Supplier of any remaining non-conformities. This procedure shall be repeated as necessary until the Project Plan is free from non-conformities. When the Project Plan is free from non-conformities, the Procuring Entity shall</p>

	provide confirmation in writing to the Supplier. This approved Project Plan (“the Agreed and Finalized Project Plan”) shall be contractually binding on the Procuring Entity and the Supplier.
GCC 19.5	<p>The Supplier shall submit to the Procuring Entity the following reports:</p> <ul style="list-style-type: none"> (a) Monthly (Quarterly) progress reports, summarizing: <ul style="list-style-type: none"> (i) Results accomplished during the prior period; (ii) Cumulative deviations to date from schedule of progress milestones as specified in the Agreed and Finalized Project Plan; (iii) Corrective actions to be taken to return to planned schedule of progress; proposed revisions to planned schedule; (iv) Other issues and outstanding problems; proposed actions to be taken; (v) Resources that the Supplier expects to be provided by the Procuring Entity and/or actions to be taken by the Procuring Entity in the next reporting period; (vi) Other issues or potential problems the Supplier foresees that could impact on project progress and/or effectiveness.

20. Subcontracting (GCC Clause 20)

GCC 20	<i>There are no Special Conditions of Contract applicable to GCC Clause 20.</i>
--------	---

21. Design and Engineering (GCC Clause 21)

GCC 21.2	The Contract shall be executed in accordance with the edition or the revised version of all referenced codes and standards current at the date <i>as specified in the GCC</i> .
GCC 21.3.1	<p>The Supplier shall prepare and furnish to the Project Manager the following documents for which the Supplier must obtain the Project Manager's approval before proceeding with work on the System or any Subsystem covered by the documents:</p> <ol style="list-style-type: none"> 1. Detailed System Requirements; 2. System Design Document

22. Procurement, Delivery, and Transport (GCC Clause 22)

GCC 22.4.3	The Supplier <i>shall</i> be free to use transportation through carriers registered in any eligible country and <i>shall</i> obtain insurance from any eligible source country.
GCC 22.5	The Supplier shall provide the Procuring Entity with shipping and other documents <i>as specified in the GCC</i> .

23. Product Upgrades (GCC Clause 23)

GCC 23.4	The Supplier shall provide the Procuring Entity: <i>with all new versions, releases, and updates to all Standard Software during the Warranty Period, for free, as specified in the GCC</i> .
----------	---

24. Implementation, Installation, and Other Services (GCC Clause 24)

GCC 24	<i>Refer to the Technical Requirements Section</i>
--------	--

25. Inspections and Tests (GCC Clause 25)

GCC 25	<i>There are no Special Conditions of Contract applicable to GCC Clause 25."</i>
--------	--

26. Installation of the System (GCC Clause 26)

GCC 26	<i>There are no Special Conditions of Contract applicable to GCC Clause 26.</i>
--------	---

27. Commissioning and Operational Acceptance (GCC Clause 27)

GCC 27.2.1	Operational Acceptance Testing shall be conducted in accordance with: <i>System or the Subsystems, the tests, the test procedures, and the required results for acceptance as specified in the Technical Requirements.</i>
GCC 27.2.2	If the Operational Acceptance Test of the System, or Subsystem(s), cannot be successfully completed within <i>ninety (90)</i> days from the date of Installation or any other period agreed upon by the Procuring Entity and the Supplier, then GCC Clause 27.3.5 (a) or (b) shall apply, as the circumstances may dictate.

F. GUARANTEES AND LIABILITIES

28. Operational Acceptance Time Guarantee (GCC Clause 28)

GCC 28.2	Liquidated damages shall be assessed at 0.5% per week. The maximum liquidated damages are 10% of the Contract Price, or relevant part of the Contract Price if the liquidated damages apply to a Subsystem.
GCC 28.3	Liquidated damages shall be assessed <i>only with respect to achieving Operational Acceptance.</i>

29. Defect Liability (GCC Clause 29)

GCC 29.1	For Software, exceptions or limitations to the Supplier's warranty obligations shall be as follows <i>None.</i>
GCC 29.3 (iii)	The Supplier warrants that the following items have been released to the market for the following specific minimum time periods <i>All Standard Software must have been commercially available in the market for at least six (6) months.</i>
GCC 29.4	The Warranty Period (N) shall begin from the date of Operational Acceptance of the System or Subsystem and extend for <i>36 months.</i>
GCC 29.10	During the Warranty Period, the Supplier must commence the work necessary to remedy defects or damage within <i>Four (4) of hours</i> of notification.

30. Functional Guarantees (GCC Clause 30)

GCC 30	<i>As specified in the Technical Requirements</i>
--------	--

31. Intellectual Property Rights Warranty (GCC Clause 31)

GCC 31	<i>There are no Special Conditions of Contract applicable to GCC Clause 31.</i>
--------	---

32. Intellectual Property Rights Indemnity (GCC Clause 32)

GCC 32	<i>There are no Special Conditions of Contract applicable to GCC Clause 32.</i>
--------	---

33. Limitation of Liability (GCC Clause 33)

GCC 33	<i>“There are no Special Conditions of Contract applicable to GCC Clause 33.”</i>
--------	---

G. RISK DISTRIBUTION**34. Transfer of Ownership (GCC Clause 34)**

GCC 34	<i>There are no Special Conditions of Contract applicable to GCC Clause 34.”</i>
--------	--

35. Care of the System (GCC Clause 35)

GCC 35	<i>There are no Special Conditions of Contract applicable to GCC Clause 35.”</i>
--------	--

36. Loss of or Damage to Property; Accident or Injury to Workers; Indemnification (GCC Clause 36)

GCC 36	<i>There are no Special Conditions of Contract applicable to GCC Clause 36.”</i>
--------	--

37. Insurances (GCC Clause 37)

GCC 37.1 (c)	The Supplier shall obtain Third-Party Liability Insurance in the amount of Total cost of solution with deductible limits of no more than 10% of total loss . The insured Parties shall be ZICA . The Insurance shall cover the period from <i>the Effective Date of the Contract</i>
GCC 37.1 (e)	<i>There are no Special Conditions of Contract applicable to GCC Clause 37.1 (e)."</i>

38. Force Majeure (GCC Clause 38)

GCC 38	<i>There are no Special Conditions of Contract applicable to GCC Clause 38.</i>
--------	---

H. CHANGE IN CONTRACT ELEMENTS

39. Changes to the System (GCC Clause 39)

GCC 39	<i>There are no Special Conditions of Contract applicable to GCC Clause 39.”</i>
--------	--

40. Extension of Time for Achieving Operational Acceptance (GCC Clause 40)

GCC 40	<i>There are no Special Conditions of Contract applicable to GCC Clause 40.”</i>
--------	--

41. Termination (GCC Clause 41)

GCC 41	<i>There are no Special Conditions of Contract applicable to GCC Clause 41.”</i>
--------	--

42. Assignment (GCC Clause 42)

GCC 42	<i>There are no Special Conditions of Contract applicable to GCC Clause 42.”</i>
--------	--

SECTION VI. TECHNICAL REQUIREMENTS (INCLUDING IMPLEMENTATION SCHEDULE)

1. EXECUTIVE SUMMARY

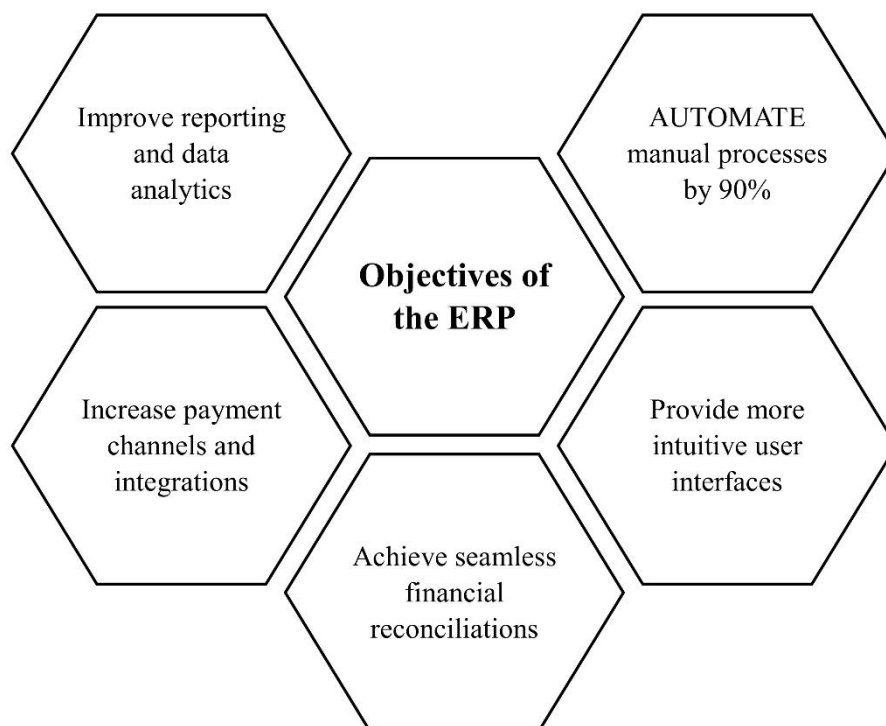
ZICA has embarked on the process of acquiring an Enterprise Resource Planning (ERP) system in order to streamline its business processes.

The ERP is expected to benefit the Institute by:

- Eliminating repetitive manual processes
- Eliminating data silos
- Enhancing data integrity
- Improving data collection and access
- Increasing data security
- Improving reconciliation of payments

2. BUSINESS OBJECTIVES

The Institute intends to achieve the following objectives with the ERP



3. BUSINESS PROBLEMS AND NEED

The ERP intends to address gaps identified in the Institute's current business processes and cannot be resolved using the current system (IMIS). The following gaps have been identified:

3.1. Access Channels

There is need to provide more intuitive interfaces (access channels) for both staff and ZICA's external stakeholders (Members, Students and the general public). These channels are required to facilitate the ease of getting information for business decision making as well as reduce the number of queries from stakeholders by promoting a self-service approach. A self-service approach will see the introduction of more responsive Member and Student portals for both existing and future members of the Institute.

3.2. Integration and Process Automation

It has been noted that there is a lot of manual intervention in key processes (such as examinations results and updating for financial data) which poses a risk to the efficiency and the integrity of the data entered and transmitted between various systems. There is need to drive the integration of systems to ensure process automation and tracking of the required audit data.

3.3. Business Intelligence

The current systems in use by ZICA, namely IMIS and Sage Evolution has reporting platforms. However, the platforms are limited to certain instances and rely on data stored in the individual systems. It is important to ensure that the reports produced rely on the same dataset for accuracy. Furthermore, there is need to have the capability of data warehousing, preferably outside the operation system.

3.4. Financial Reconciliation

Reconciliation of payments is largely manual at the moment and cumbersome. This poses a risk to the Institute as detail is missed due to the processes not being automated. The Institute receives payments through different channels (bank deposits, wire transfers, cheque, BillMuster and card payments) which brings about a reconciliation challenge due to the absence of automation and integration.

3.5. Document Management

The future is paperless. The Institute currently does not have any system to drive electronic document management. There is need to migrate from using shared drives to store documents as these cannot be linked to transactions (such as member registrations, payments, etc).

3.6. Business Need

The Institute now more than ever needs a modern Enterprise Resource Planning (ERP) system that will support its business processes as it envisions to become reputable leader in developing finance and business professionals”

4. Scope

4.1. Terms of Reference

4.1.1. Time

ZICA aims to go live with the first phase implementation before 31st December 2023

4.1.2. Cost

ZICA has a budget for the ERP Project

4.1.3. Solution

Not specified. This process (Request for Proposals) seeks to identify the solution that will be best fitted for ZICA's business purpose.

4.2. Business Area Scope

All ZICA employees will use the ERP system. However, the business sections below are in scope and will be directly affected by the change.

- Finance
- Procurement
- Membership
- Technical
- Practice Review
- Education
- Examinations

4.3. Solution Scope

4.3.1. Data Migration from current systems

- IMIS (MS SQL Database)
- Sage Evolution (MS SQL Database)

4.3.2. Integrations

- Active Directory (AD)
- Aruti Payroll / HRMIS
- Bank(s)
- Payment Gateways (VISA, Mobile Payments)
- Exchange Server or Office 365
- Reporting Tools – Power BI, Crystal Reports
- KOHA Library System (future integration)
- Learning Tracking System for Practical Training (future integration)

4.3.3. Key Features

- Mobility – access ERP data and tools anywhere, anytime via LAN or internet
- Integrations with payment platforms and other systems
- Cross-department workflow management
- Document Management
- Built-in Intelligence Reporting engine
- Security

- Application Programming Interface (API) – for easy integration with other systems.
- Best Industry practice for modules in scope

4.4. Exclusions

The departments / sections that are not mentioned on the business area scope are out of scope.

5. Business Requirements

The following Checklist is provided to help the Bidder organize and consistently present its Technical Bid. For each of the following Technical Requirements, the Bidder must describe how its Technical Bid responds to each Requirement. In addition, the Bidder must provide cross references to the relevant supporting information, if any, included in the bid. The cross reference should identify the relevant document(s), page number(s), and paragraph(s). The Technical Responsiveness Checklist does not supersede the rest of the Technical Requirements (or any other part of the Bidding Documents). If a requirement is not mentioned in the Checklist that does not relieve the Bidder from the responsibility of including supporting evidence of compliance with that other requirement in its Technical Bid. One- or two-word responses (e.g. “Yes,” “No,” “Will comply,” etc.) are normally not sufficient to confirm technical responsiveness with Technical Requirements.

Each requirement in this section has been assigned points. For each requirement, the Bidder must state whether they are compliant, partially compliant or non-compliant. Full points will be awarded when compliant, half points will be awarded for partially compliant and no points will be awarded for non-compliant. The sum total of points in this section is 790. The bidder must attain at least 680 points to pass this stage.

1.1. Finance						
REQ#	ITEM	DESCRIPTION	COMPLIANCE (PARTIALLY / FULLY)	COMMENT (AA / PAR / CUS / WS / NF)	CROSS REFERENCE PAGE NUMBER AS PER SOLUTION DOCUMENT SUBMITTED	SCORE
FIN-01	To keep up to date electronic bin card	· To link stores and the sales(all books bought through electronic payments should be updated immediately)				5pts
	To sell manuals online	· To link the inventory module to the purchases				5pts
		· manuals should be linked to students so that they view the available stock				
	To request e-stores requisitions with all the approvals	§ Create e-approvals for e-stores				5pts
FIN-002	To provide full accounting module	Chart of accounts				10pts
		§ Provide for an index of every account in the accounting system				
		§ Provide for addition of account codes				
		§ Provide for deletion of account codes				
		§ Provide for blocking of account codes				
		§ Provide for viewing of accounts				
						10pts
		General ledger				
		§ Provide accounts in the order they appear in the Financial Statements i.e assets, liabilities, members fund (Balance sheet) shown first and followed by revenue and expenses (income Statement)				
		§ Branches				
		§ Departments				

		§ Facility for journal batches				
		§ Facility for journal enquiries				
		Bank reconciliation				10pts
		§ Bank manager to pull data from the bank account to the cash book.				
		§ Bank reconciliation statement				
		Budgets				10pts
		§ Facility to input and report on budgets				
		Cash book				
		§ Cash book journals				10pts
		§ Cash book batches				
		Accounts Receivable				
		§ Capable of maintaining payment records and generation of receipts				10pts
		§ Debtor accounts				
		Accounts Payable				
		§ Capable of generating creditor statements				10pts
		§ Maintaining supplier accounts				
		Reporting				10pts
		§ Provision to produce income reports per income line per specified period				
		§ Reports for account balances				
		§ Account transactions				
		§ Income statement				
		§ Balance sheet				
		§ Trial balance				
		§ Budget Vs actual				

		§ Facility to develop adhoc reports				
		§ Facility to produce charts				
		§ Facility to import and export data				
		Fixed asset				
		§ Facility to add new assets per category				
		§ Depreciation at the applicable rates				
		§ Disposal				
		§ Revaluation				
		Inventory Management				
		§ Additions				
		§ Sales				
		§ Valuations				
		§ Write off				
		§ Credit notes				
		§ Debit notes				
		§ Dash board				
FIN-003	To reduce human intervention in payment processing by 95%	§ Real time updating of members and Students accounts, accounting records and able produce income reports per income line per specified period.				5pts
FIN-004	Self -billing by members and students	· To have a provision for members and students to select their details using unique ID and submit bulk payments and a proof of payment.				5pts
FIN-005	Integration with payment platforms	§ Integration with VISA, BillMuster and mobile money payment platforms				10pts
		§ Provision to upload bulk payments using excel csv files				
1.2. Procurement						

REQ#	Item	Description				
PO-001	Automate the Supplier Management by 90%	§ An online Supplier Creation interface for procurement staff to be able to create, activate, delete and blacklist suppliers and maintain a supplier's database				5pts
		§ Generate various reports on Suppliers from the Suppliers Database				
PO-002	Enhance budgetary control by 80%	§ Provision to upload an approved annual budget for all procurements				5pts
		§ ERP to decline multiple Purchase Requisition with depleted or unavailable budget lines per Directorate				
PO-003	Automate the Procurement Process by 80%	§ Provision / Interface for End users to create / alter / cancel / close serialized Purchase Requisitions.				10pts
		§ Purchase Requisition Approval as per provided workflow(s)				
		§ Provision to attach necessary documents to a purchase order				
		§ Auto-creation of Purchase Order(s) (POs) from a purchase requisition after an evaluation				
		§ Provision to enter Terms and Conditions (delivery, payment, ICOTERMS, etc) for a purchase order				
		§ Purchase Order Approval as per provided workflow(s)				
		§ Automated email notifications to users / approvers				
		§ Provision for creation of a Goods Received Note (by stores) or a Service Completion Certificate (by the user) linked to the Purchase Order				
PO-004		Provision for automated reports				5pts

	Improve Reporting Efficiency by 90%	§ PO payment status report.				
		§ Goods/Service delivered/received status reports				
PO-005	Improve Contract Management by 90%	Provision for Contract Management				5pts
		§ Allow for creation of contract templates				
		§ Assignment of contract management responsibilities				
		§ Tracking and Monitoring of contracts				
		§ Enable change detection and other notifications				
1.3. Membership						
REQ#	Item	Description				
MD-01	Automate the Membership application process by 95%	New Regular/Provisional and Temporal members should be able to:				20pts
		1. Complete an Application for assessment purposes and submit the following documents;				
		ü CV,				
		ü Professional Certificates				
		ü Academic certificates				
		ü				
		Once the assessment is approved, the system should allow the applicant to proceed to apply for the appropriate membership.				
		If not eligible, they should receive a regret email and their submission should be Archived.				
		2. The applicant who is eligible for membership should be able to complete an online application form which will capture their personal details.				

	<ul style="list-style-type: none"> - The new applicant should be able to Upload the following documents; <ul style="list-style-type: none"> ü One passport size ü certified photocopy of their National Registration Card or Valid Passport or Driver's License; or a Valid Passport ü Proof of residence (letter from their employer or utility bill in their names) ü Two letters of reference ü Letter confirming employment ü Certified copies of their academic and professional certificates ü Most Recent CV ü The proof of payment in case of a bank transfer - new applicant should be able to make payment; <ul style="list-style-type: none"> ü VISA ü Bill muster ü POS ü Mobile money ü Bank transfer <p>v The Applicant should not be allowed to click on submit when any of the documents listed above are missing</p> <p>Staff should be able to:</p> <p>Reject/Review / Escalate an application for Approval..</p> <p>Membership Upgrades- Existing Members should be able to;</p> <p>1. Submit their CV, professional and Academic certificates for assessment online indicating clearly their email address.</p>	
--	---	--

		<p>v After the assessment by the staff. The applicant should be able to:</p>			
		<p>ü If eligible they should receive a notification for them to proceed with the registration link to complete the online upgrade form which should be linked to their already existing record via the email address they provided when submitting their credentials.</p>			
		<p>ü If not eligible, they should receive a regret email and their submission deleted from the system within 24 hours.</p>			
		<p>2. The applicant who is eligible for membership upgrade should be able to complete an online upgrade form which will allow them to edit their personal details.</p>			
		<p>- The existing member should be able to Upload the following documents;</p>			
		<p>1. One passport size photo (if not submitted)</p>			
		<p>2. Certified photocopy of National Registration Card or Passport (if not submitted)</p>			
		<p>3. Proof of residence (in case of change of physical address)</p>			
		<p>4. One Reference Letter (Recommendation for upgrade)</p>			
		<p>5. Certified copies of the academic and professional certificates attained including transcript of results</p>			
		<p>6. Most recent detailed CV</p>			
		<p>7. The Proof of payment</p>			

		<ul style="list-style-type: none"> - Existing member should be able to make payment; 			
		ü VISA			
		ü Bill muster			
		ü POS			
		ü Bank Transfer			
		ü Mobile money			
		v The Applicant should not be allowed to click on submit when # 4-7 are missing			
		Staff should be able to:			
		Reject/Review / Escalate an application for Approval.			
		New student members should be able to;			
		<ul style="list-style-type: none"> - Complete an online application form with their personal details indicating clearly their programme of study and their student registration number they were issued by the university or professional body 			
		<ul style="list-style-type: none"> - Upload their Copy of their NRC 			
		<ul style="list-style-type: none"> - New student member should be able to make payment; 			
		ü VISA			
		ü Bill muster			
		ü POS			
		ü Mobile money			
		ü Bank Transfer			
		v The Applicant should not be allowed to click on submit when the student number from their university or professional body, the name of the university or professional body they are			

		<p>affiliated to and copy of the NRC are missing.</p>				
		Staff should be able to:				
		Reject/Reviewed / Escalate an application for Approval.				
MD-02	Automate the membership approval process by 95%	<p>v Rejected applications should be deleted from the system after 24hours. The staff should be able to provide reasons why the application was rejected within the system and the response must be sent to the applicant via email.</p>				15pts
		<p>- The complete application form/ upgrade form must follow the following internal procedures;</p>				
		<p>1. The Reviewer of the application must be able to review the forms and documents submitted sign off and submit to the first line approver</p>				
		<p>2. The first line approver must be able to review as well like the reviewer. The first line approver must be able to submit the complete application to Finance for clearance of payment. Once the payment is cleared, the first line approver must be able to submit the application to the second line approver for approval</p>				
		<p>3. The second line approver must be able to approve and submit for Authorization</p>				
		<p>4. Once applications have been authorized. Bulk email notifying the members that the application was successful should be sent.</p>				

		5. The reviewer and the first line approver should be able to generate an electronic summary listings in excel format of all the applications that are fully authorized indicating the members full names, Membership numbers allocated by the system and NRC numbers for the printing of membership certificates and cards (hard copies). Members must be grouped according to the membership categories and new applicants must be separated from the upgrades on the membership listing.				
		6. The reviewer and the first line approver should be able to generate the admission letters for all approved applications.				
		7. The reviewer and the first line approver should be able to close an application once the admission pack is ready for collection. An automatic email should be sent to all applicants whose applications were closed to notify them of the collection of the certificate and cards, username and password for new applicants should be communicated as well.				
		v The same procedure for student members, except only the admission letter indicating their student number, username and password should be sent via email once the application has been closed by the Reviewer or first line approver.				
MD 03	Automate the invoicing and payment process by 95%	Members should be able to:				20pts
		ü Access their membership invoices from their personal accounts for both current and arrears.				
		ü Access their receipts once payment is updated				

		<ul style="list-style-type: none"> ü Upload group payments for more than 5 members online. The template should be shared with the members to allow for the automatic update of members payment to their respective accounts. Finance should be able to confirm the payment before the members' records are updated. 				
MD 04	To maintain the key fields and improve user interface under the customers tab in IMIS desktop.	Staff should be able;				5pts
		<ul style="list-style-type: none"> ü To update the membership category and admission date when the application or upgrade form has been reviewed 				
		<ul style="list-style-type: none"> ü To indicate the qualification on which membership was issued 				
		<ul style="list-style-type: none"> ü To change the membership status (active, inactive, deceased, retired, provisional, regular member, member in practice, suspended, expelled etc.) 				
MD 05	Automate the Membership verification process by 90%	Staff should be able to;				5pts
		<ul style="list-style-type: none"> ü To input the names and NRC numbers in the system for membership verification process after a compliance visit. 				
		<ul style="list-style-type: none"> ü Generate a membership verification report(indicating whether the individuals found during a compliance audit are registered or not) 				
		<ul style="list-style-type: none"> ü Upload the compliance reports on the system. 				
MD 06	Reduce manual intervention on	The system should be able to:				

	the system to 80%	ü Automatically accumulate the membership fee if the member has been inactive for more than a year					15pts
		ü Automatic reminder to members for systematic upgrade of membership from Graduate to Associate on their 2 ND anniversary.					
		ü Automatically upgrade Associate members on their 5 th anniversary to fellow level of membership.					
		ü Automatically send invoices to associate members due for upgrade to fellow membership in the year.					
		ü Allow members to generate payment statements on their individual accounts.					
		ü Auto alert to staff when the provisional member passes the required examinations.					
		ü Auto upgrade of provisional members to regular membership – an alert should be sent to the reviewer, the first line approver, second line approver, and authorizer and should be closed off by the reviewer or first line approver once the certificate is printed. An alert message should then be sent to member who has been upgraded for collection of certificate and card (refer to the registration process above)					
		ü Provide for online communities for members and discussion fora					
		ü Provide for a member directory via a web interface					

		ü Issue automated membership numbers for temporal, provisional, regular members and OAP students once the application is authorized.				
		ü Indicate the admission date once an application has been closed for a particular month				
		ü Provide address labels and admission letters based on admission dates				
		ü Send auto reminders to inactive members to pay their annual fees quarterly				
		ü Provide for extra users in case of temp staff				
		ü The system should automatically allocate invoice numbers				
		ü Allow for input of annual fees				
		and circulation of invoices via email to all the members for renewal				
MD 07	Automate the process of capturing member employment data – for board nominations and employment purposes by 90%.	1. For employment purposes members should be able to				10pts
		ü Enter their employment history				
		ü Competences				
		ü Skills				
		ü Membership category				
		ü Qualifications obtained				
		ü Expertise				
		2. For board nominations purposes, members should be able to;				

		<ul style="list-style-type: none"> ü Enter their membership category ü location ü Expertise/specialization. ü Board Membership and the number years served on each board ü Employment history ü Qualifications Obtained 					
		<ul style="list-style-type: none"> v Staff should be able to generate a summarized report of the two. 					
MD 08	Automate the workshop registration process by 95%	<p>Members should be able to;</p> <ul style="list-style-type: none"> ü Register for the workshop online ü Make online payment ü Upload group payments that should be cleared by finance before the accounts are updated if the payment is for more than 5 participants. ü Complete an online evaluation form after each sessions during a workshop ü Register non-members for the event ü Make bulk enrolments for both members and non-members if they have more than 5 participants. ü To receive their registration bar code once payment is updated (the code should be scanned when a member arrives and leaves the workshop). <p>The System should be able to:</p> <ul style="list-style-type: none"> ü Automatically update the CPD hours for a member immediately after the workshop 					15pts

	<ul style="list-style-type: none"> • Issue electronic CPD certificates to members immediately after a workshop 			
	<ul style="list-style-type: none"> • Attendance of the workshop should be logged into the system. (check in and check out when a member arrives and leaves the workshop) 			
	<ul style="list-style-type: none"> • Provide an evaluation report based on members submissions 			
	<ul style="list-style-type: none"> • Provide giveaways report, indicating if a member collected all the goodies for the workshop. 			
	<ul style="list-style-type: none"> • Randomly select members for CPD verification 			
	<ul style="list-style-type: none"> • Provide for the submission of CPD evidence for verification purposes by staff 			
	<ul style="list-style-type: none"> • Send reminders to members who have not met their minimum CPD hours 			
	<ul style="list-style-type: none"> • Provide a report for staff to view members who have not complied with the CPD requirement. 			
	<ul style="list-style-type: none"> • Send bulk SMSs to participants 			
	<ul style="list-style-type: none"> • Send Bulk emails to participants 			
	<ul style="list-style-type: none"> • Allow members to complete an electronic annual return form or upload an annual return form. 			
	Staff should be able to;			
	<ul style="list-style-type: none"> • View and generate a report for members who are non-compliant with the CPD requirement. 			
	<ul style="list-style-type: none"> • Share presentations to all the members that attended the workshop via email 			
	<ul style="list-style-type: none"> • Staff should be able to view and approve documents submitted for CPD verification. 			

		<ul style="list-style-type: none"> ü Give access to non-members to make bulk enrolments of their employees if they have more than 5 participants. 				
MD 09	Automate the generation of membership reports by 100%	Staff should be able to:				10pts
		<ul style="list-style-type: none"> ü Generate demographic data for members (age, sex, race, location, occupation) 				
		<ul style="list-style-type: none"> ü Run a year end on the system to avoid loss of membership stats 				
		<ul style="list-style-type: none"> ü Generate Monthly/annual membership stats according to membership categories for both new and existing active members 				
		<ul style="list-style-type: none"> ü Generate Monthly/annual membership stats according to membership categories for new applicants in that month/year 				
		<ul style="list-style-type: none"> ü Generate Monthly/annual membership stats according to membership categories for existing active members only 				
		<ul style="list-style-type: none"> ü Generate a report for inactive members monthly, quarterly and annually 				
		<ul style="list-style-type: none"> ü Generate membership stats for insurance cover on monthly, quarterly and annually 				
		<ul style="list-style-type: none"> ü Generate monthly/ annual OAP Student stats for new applicants only 				
		<ul style="list-style-type: none"> ü Generate OAP student stats for new and existing students monthly/annually 				
		<ul style="list-style-type: none"> ü Generate OAP Students stats for existing students monthly/annually 				
1.4. Technical						

REQ#	ITEM	Description	Bidder Response (AA / PAR / CUS / WS / NF)	Comment		
TD-01	Automate 80% of the workshop registration	Members should be able to;				15pts
		· Register for the workshop online.				
		· Make online payment				
		· Upload group payments that should be cleared by finance before the accounts are updated if the payment is for more than 5 members.				
		· To receive their registration bar code once payment is updated (the code should be scanned when a member arrives and leaves the workshop).				
		· Download presentations for each workshop attended				
		· Download their CPD certificates at any time from their records				
		· Complete an online evaluation form after each sessions during a workshop				
		Staff should be able to				
		· Create an Event to allow for online registration of members				
		· Upload an events calendar for use by the members.				
		· Give access to non-members to make bulk enrolments of their employees if they have more than 5 participants.				
		· Share an evaluation link via email after each session of the workshop for feedback purposes				
		The System should be able to:				

		<ul style="list-style-type: none"> Automatically update the CPD hours for a member immediately after the workshop Issue electronic CPD certificates to members immediately after a workshop Attendance of the workshop should be logged into the system. (check in and check out when a member arrives and leaves the workshop) Provide an evaluation report based on members submissions Provide giveaways report, indicating if a member collected all the goodies for the workshop. Send bulk SMSs to participants Send bulk emails to participants Should deny entry to a participant whose payment was not updated. 				
1.5. Education						
REQ#	Item	Description				
ED-01	Reduce manual processing of student application forms by 90%	By having a provision / feature for online registration of new students in the ERP.				20pts
		New students should be able to:				
		- Fill in an online application which will capture their personal details				
		- Upload a passport size photo during the application process				
		- Upload educational certificates during the application process				
		- Select subjects they wish to be exempted in (apply for exemptions)				
		- Make payment for applications fee(s) and receive a receipt				

		<ul style="list-style-type: none"> - Receive automated response of application being received by ZICA and indicate processing time of the application 			
		<ul style="list-style-type: none"> - Retrieve acknowledgment of registration notice 			
		<ul style="list-style-type: none"> - Retrieve exemption notice 			
		<ul style="list-style-type: none"> - View missing information for incomplete application 			
		Existing students should be able to:			
		<ul style="list-style-type: none"> - Receive invoices for subscriptions 			
		<ul style="list-style-type: none"> - receive reminders about amounts overdue 			
		<ul style="list-style-type: none"> - buy e-books online 			
		<ul style="list-style-type: none"> - download a statement of results 			
		<ul style="list-style-type: none"> - Apply for exemptions 			
		<ul style="list-style-type: none"> - Apply to move from one programme to another 			
		<ul style="list-style-type: none"> - Receive information on upcoming events like graduation and student conference 			
		<ul style="list-style-type: none"> - Request for services like recommendation letter and certificate verification 			
		Staff should be able to:			
		<ul style="list-style-type: none"> - Review applications submitted by new students 			
		<ul style="list-style-type: none"> - Reject / Approve / Escalate an application 			
		<ul style="list-style-type: none"> - Approve exemptions applied for by new students 			
		<ul style="list-style-type: none"> - Run reports from the system e.g. Number of New Registrations, Subscriptions, Re Registrations, Trainees on Practical Training 			
		<ul style="list-style-type: none"> - Edit student information 			
		<ul style="list-style-type: none"> - Seek more clarification from students 			

		<ul style="list-style-type: none"> - Send out acknowledgement/confirmation of registration - Send reminders to students on payments for exemptions and exams - de-activate students who have not paid subscription fee for the year - Send request for conversion to CA when a student completes DA - Send services like recommendation letters and certified copy of certificates 				
ED-02	Reduce manual processing of Practical Training documents by 90%	Practical Training By having a provision / feature for online assessment of Practical Training documents in the ERP.				10pts
		Trainees should be able to: <ul style="list-style-type: none"> - Upload CVs for exemption application - View the status of application - Receive outcome of exemption application - Upload Practical training documents for review - Receive feedback on reviewed documents - Track their training period and progress 				
		Staff should be able to: <ul style="list-style-type: none"> - Approve exemptions - Review documents - Send reviewed documents -View students on practical training according to categories (version 1, 2 or 3) - Track the start to end period of the Practical Training on the system - View status of trainee 				

		<ul style="list-style-type: none"> - Approve mentor applications <p>Mentors should be able to:</p> <ul style="list-style-type: none"> - Apply for approval as a mentor - Review trainees documents and submit online - Send mentors final report <p>Approved Employers should be able to:</p> <ul style="list-style-type: none"> - Fill in an online application for approved employer for practical training, which will capture their details, including mentor details. - View and print reports on trainees and mentors within their organisation 				
		-				
ED-03	Provide access to reporting Services (Reports) by 90%	<ul style="list-style-type: none"> - View, save or print report / letters for : - Students who have applied for any programme, - Students who have been accepted and those not accepted for a programme within a period, month, quarter, year - Report on students not accepted should include reasons for non-acceptance - Students who have subscribed within a period, month, quarter, year - Students who have re-registered within a period, month, quarter, year - Tuition providers – location, Head of institution, Programmes Coordinator, dates when accreditation given, number of students per programme.(all items in accreditation form to show in ERP) - Discharge of practical training letters 				10pts

		<ul style="list-style-type: none"> - Graduation letters - Exemption letters - Student registration letters showing acceptance or rejection with reasons. 				
ED-04	Allow Approvals of Examination Results and Reports at different authorization levels by 90%	System should have provision for approval of results and reports. The levels must include Manager Exams, DET, and CEO				5pts
ED-05	Automated Access Rights Management by 90%	<ul style="list-style-type: none"> - Clear access rights must be given to each level of Officers from Temp to CEO to either, view, amend or approve depending on their level of responsibility. - There must be a clear audit trail for candidates entering or amending student data or accessing any report. 				5pts
ED -06	Capability to integrate with other systems	Integration with KOHA Library System Integration with Learning Tracking System (LTS)				5pts
1.6. Examinations						
ID	Item	Description				
EX-01	To reduce the manual examination processes by 90%	Student Services <ul style="list-style-type: none"> - Students should be able to choose the eligible subjects (as per the progression rules) for which they are appearing in a session (e.g., exam for June 2023). - Students should be able to register and pay online for an 				

	examination session they prefer to sit for when the year begins.				20pts
	· Students should be able to choose the exam center				
	· Students should be able to make Online/Offline Payments.				
	· Students should be able to access Dockets (admit card) for exams once the payment is completed.				
	· Students should be able to download the Dockets for printing.				
	· Students should be able to request for changing of the examination center limited to a set cutoff date.				
	· Provide automatic upgradation of levels based on the pass marks.				
	Staff Services				
	· ZICA staff should be able to review and approve the change request limited to a set cutoff date.				
	· Automatic sending of revised dockets to students on approval.				
	· Provision for the students to apply for deferment of the enrolled subject(s) limited to a set cutoff date.				
	· Provision to attach mandatory documents along with the request.				
	· Provision for ZiCA staff to review the request and seek more clarification, if required.				
	· Provision for ZiCA staff to approve or reject the request limited to a set cutoff date.				

		<ul style="list-style-type: none"> · If approved, automatic adjustment of examination fees for the next upcoming session. 				
		<ul style="list-style-type: none"> · Provision for ZiCA Staff to Create/Edit/De-active examination centers. 				
		<ul style="list-style-type: none"> · Provision for ZiCA Staff to Create/Edit/De-activate casual workers. 				
		<ul style="list-style-type: none"> · Provision to Create/Edit/Delete material types. 				
		<ul style="list-style-type: none"> · Provision for ZiCA Staff to view materials required for distribution to Exam Centers. 				
		<ul style="list-style-type: none"> · Provision for examiners to enter marks of the students for each subject. 				
		Examiner and Casual worker services				
		<ul style="list-style-type: none"> · Provision for automated invitation letters for marking, panel setting, moderation or examination paper review once selected by ZiCA Staff. 				
		<ul style="list-style-type: none"> · Provision for Markers to enter marks 				
		<ul style="list-style-type: none"> · Provision for Team Leaders to approve the marks entered. 				
		<ul style="list-style-type: none"> · Provision for casual workers to verify data entered by marking panels 				
		<ul style="list-style-type: none"> · Provision for online pre-recorded video streaming 				
		<ul style="list-style-type: none"> · Provision of online/offline marking registers 				
		<ul style="list-style-type: none"> · Provision of functionality to moderate results by 5% and 10% 				
EX -02		1. List of Examination centres with				
	Automate report generation by 100%	(i) location, Head of institution, Exams Coordinator, dates when MoU Signed,				
		2. List of Internal and External Examiners				

	(i) with dates when contract signed, qualifications, subject examined, panel set or moderated per year.			20pts
	3. Ability for chief invigilators, monitors and markers to upload their reports into the system			
	4. Examinations Results Report per sitting per year showing			
	(i) Overall pass rate per qualification			
	(ii) comparative overall pass rates for the last eight sittings			
	(iii) pass rates in accordance with gender comparative to the last four sittings.			
	(iv) pass rates in accordance with study mode comparative to the last four sittings			
	(v) number of attempts statistics comparative to the last three sittings for 1 st , 2 nd , 3 rd and 4 th attempt.			
	(vi) attendance and pass rates per subject comparative to the last four sittings for each qualification (including graphical presentation)			
	(vii) Provision of automated question by question analysis reports.			
	(viii) Performance statistics of candidates with raw results and after application of the 45% rule and 48% rule.			
	(ix) Overall Pass rate of candidates at each centre per qualification per sitting per year			
	(x) Pass rate of candidates at each centre per subject per sitting per year.			
	(xi) Average pass mark for each subject per sitting per year.			

		(xii) Best student per sitting per year for each subject.				
		(xi) Graduates per sitting per year for each qualification.				
		(xii) Best overall graduate per year for each qualification				
		5) Provision for system approval of results at Director and CEO level.				
		6) Publication of results must be done instantaneously following approvals.				
		7) Statements result for each sitting must be accessible anytime for each student using their student portal.				
EX-03	System Based Approvals	System should have provision for approval of results and reports. The levels must include Manager Exams, DET, and CEO				10pts
EX-04	To reduce the manual computation of the stationeries to be packet for the examinations by 90%	<ul style="list-style-type: none"> Provision for the generation of the number of answer booklets to be packed for each centre according to the entries. Provision for the generation of the number of tamper envelopes to be packed for each centre according to the subjects registered. Provision for the generation of assistant invigilators forms to be packed for each centre according to the entries. Provision for the generation of the chief invigilator forms to be packed for each centre. Provision for the generation of attendance registers for each centre according to the entries. 				10pts
EX -05						

	Capability to integrate online examinations option	Ability to integrate with online examination systems such as PearsonVue				5pts
EX - 06	Controls	Clear access rights must be given to each level of Officers from Temp to CEO to either, view, amend or approve depending on their level of responsibility.				5pts
		There must be a clear audit trail for candidates entering or amending results or accessing any report.				
1.7. Practice Review						
REQ#	Item	Description				
PR-01	Automate Manual Processes by 95%	An online CPE examination registration platform to allow eligible members to register for exams.				15pts
		§ Eligible Members (Associates and Fellows) should be able to login online and submit an 'Intent to Register' for CPE.				
		§ The 'Intent to Register' for CPE should be submitted together with an up to date CV and other relevant documents of the application.				
		§ Staff should be able to review the CV and other documents submitted and either approve or decline.				
		§ An approved 'Intent to Register' application should prompt the member for payment				
		§ A member should then login and make payment or submit a proof of payment.				
PR-02	Reduce manual process and	§ Provision for Staff to register accountants in Public Practice				5pts

	back and forth interactions by 95%	§ Provision for Staff to register accounting firms				
PR-03	Reduce manual interventions by 100%	Provision for Practitioners to Renewal their annual licenses				5pts
PR-04	Enhance communication	Provision for automated emailing				5pts
PR-05	Reduce manual processes by 100%	Provision of access to audit monitoring calendar by staff				5pts
		Provision for staff to log/record practice review visits				
PR-06	Reduce manual process by 90%	Provision for automated systems to review the practice review process up to issuance of review report				5pts
		Provision for administering workshops for practitioners and online payment system.				
PR-07	Paperless office and increase on office space	Provision for automated archiving system for reports generated during the inspections or audit monitoring inspections.				5pts
PR-08	Improve on work process by 100%	Provision for linkages with other systems being used by the department, e.g. CaseWare/any other available software				5pts
PR-09	Reduce on manual processes by 100%	Provision for downloading the CPD certificates by the attended users.				5pts
PR-10	Reduce manual process by 90%	Provision for practitioners to make payment using Online/Offline				5pts
PR-11	Reduce manual process by 100%	Provision for sending the invoice to all the members for renewal.				10pts
		Provision to revise the generated invoice along with penalty who failed to pay in time.				
		Automatic alerts through SMS/Emails for renewal				

		Provision for online accessing CPE results				
1.8. Non-functional Requirements						
1.8.1. Operational						
REQ#	Item	Description				
NFR-01	Accessibility	The system should be accessible using Desktop and Mobile devices using a network cable, WiFi and/or 3G/4G/5G				10pts
NFR-01	Responsiveness	Front-end/host/back end: max 12 seconds				10pts
1.8.2. Security and Privacy						
ID	Item	Description				
NRF-03	Identification and authentication	Users must be assigned unique identities within the system, which clearly identifies who they are.				10pts
		The system must only be accessed by legitimate and authorized users including external stakeholders (Members, Students).				
		The system must utilise login credentials (username and password) to authenticate users and support two-factor authentication.				
NFR-04	Single Sign On	System User Identities (for staff) must automatically be linked to Active Directory to allow single sign on to the ERP system.				15pts
NFR-05	User Group Definitions	Roles-based access control shall be used to define content and functionality applicable to users (staff). This must be in line with the user's job function.				10pts
		Segregation of duties rules must be enforceable on a system level				

NFR-06	Database Security	The ERP database must be secured by allowing only authenticated and authorized users to access the data. This will also be applicable to only allowing web application to access data through service accounts.				15pts
NFR-07	Confidentiality	Data must only be accessed by authenticated and authorized users in line with their job function or role.				10pts
		Data and passwords must never be viewable at the point of entry or at any other time during the ERP processes lifecycle.				
NFR-08	Data Loss (Disclosure of information about individuals or entities)	Security policies must be enabled to prevent leakage/disclosure of sensitive information to unauthorized users.				10pts
NFR-09	Data Encryption	All data flowing with the internal and external ERP modules must be encrypted with the latest industry standard encryption technology.				10pts
		All data utilised within the ERP system must be encrypted when in storage, or in transit.				
NFR-10	Data Integrity (Data Corruption)	The integrity of all information flowing within and across the ERP modules should be maintained.				10pts
		Information must not be compromised during changes and must still be intact after any changes or updates to the ERP system.				
NFR-11	Implementation and development lifecycle	Development of the ERP applications must be in compliance with Open Web Application Security Project guidelines and ISO 27001 standard.				20pts
NFR-12	Access Reports	Reports on user access and activities must be available to monitor policy violations				5pts
1.8.3. Audit Trail						
REQ#	Item	Description				

NFR-13	Audit Trail	Audit trails must be created for all user actions that are performed in the ERP. Information to be recorded in the audit log will include (but not limited to):				20pts
		§ Username				
		§ Date and time of action				
		§ Field name				
		§ Before value				
		§ After value				
		§ Effective date				
		§ Source (Direct/Web/other interface)				
		Audit logs will be stored in a separate database				
1.8.4. Reliability						
REQ#	Item	Description				
NFR-14	Availability (Percentage of time available)	100%				10pts
NFR-15	Hours of Use	§ Monday to Friday: 00h00 – 23h59				10pts
		§ Saturday: 00h00 – 23h59				
		§ Sunday and public holidays: 00h00 – 23h59				
NFR-16	Maintenance Hours	§ Saturday: 12h00 – 23h59				5pts
		§ Sunday: 12h00 – 23h59				
NFR-17	Mean Time to Repair (MTTR)	The ERP time out due to user inactivity shall be after 5mins (with a warning). Upon timeout, the system must cancel the transaction, and must allow the user to start over.				10pts
		Payment transactions in progress will however be exempted from this.				
1.8.5. Recoverability						
REQ#	Item	Description				

NFR-19	Audit Trail Failure	In the event that an audit trail function fails before the user saves updates to the transaction, the system shall be able to recover all changes in up to one minute prior to the failure.				20pts
NFR-20	Update Failure	When an update failure is detected, all updates performed during the failed session shall be rolled back to restore the data to pre-session condition.				10pts
NFR-21	Roll-back	All data recovered in a roll-back condition shall be recorded for use in forward recovery under user control.				10pts
NFR-22	Safe mode	When operating after a failure, the user must be informed that the application is operating in a 'safe mode' and all data is available for review without update.				10pts
NFR-23	Module Function Failure /	The system shall prevent access to a failed module(s) while providing access to all currently operational modules				10pts
1.8.6. Architectural Qualities						
REQ#	Item	Description				
NFR-24	Information Retention requirements	All stored data must be backed up and archived to be available within 24hrs				10pts
NFR-25	Capacity Scalability /	Current number of internal users (staff): 50				20pts
		Current number of external users (Members and Students): 15000				
		Anticipated Growth percentage: 8%				
		The system should cater for future enhancements and increase in volume (users/data) without affecting the system performance				
1.8.7. Development Qualities						
REQ#	Item	Description				

NFR-26	Integration	The ERP must be able to integrate with other existing systems currently in use by ZICA (such as Cybersource and Aruti Payroll) and new (to be systems such as KOHA and LTS)				20pts
--------	-------------	---	--	--	--	-------

Table of Contents: Technical Requirements

A. Background.....	Error! Bookmark not defined.
0.1 The Procuring Entity	Error! Bookmark not defined.
0.2 Business Objectives of the Procuring Entity	Error! Bookmark not defined.
0.3 Acronyms Used in These Technical Requirements	Error! Bookmark not defined.
B. Business Function and Performance Requirements	Error! Bookmark not defined.
1.1 Business Requirements to Be Met by the System.....	Error! Bookmark not defined.
1.2 Functional Performance Requirements of the System	Error! Bookmark not defined.
1.3 Related Information Technology Issues and Initiatives	Error! Bookmark not defined.
C. Technical Specifications	Error! Bookmark not defined.
2.0 General Technical Requirements	Error! Bookmark not defined.
2.1 Computing Hardware Specifications	Error! Bookmark not defined.
2.2 Network and Communications Specifications	Error! Bookmark not defined.
2.3 Software Specifications.....	Error! Bookmark not defined.
2.4 System Management, Administration, and Security Specifications ...	Error! Bookmark not defined.
2.5 Service Specifications	Error! Bookmark not defined.
2.6 Documentation Requirements	Error! Bookmark not defined.
2.7 Consumables and Other Recurrent Cost Items	Error! Bookmark not defined.
2.8 Other Non-IT Goods	Error! Bookmark not defined.
D. Testing and Quality Assurance Requirements.....	Error! Bookmark not defined.
3.1 Inspections	Error! Bookmark not defined.
3.2 Pre-commissioning Tests	Error! Bookmark not defined.
3.3 Operational Acceptance Tests.....	Error! Bookmark not defined.
E. Implementation Schedule.....	Error! Bookmark not defined.
Implementation Schedule Table	167
System Inventory Table (Supply and Installation Cost Items) [insert: identifying number]...	170
System Inventory Table (Recurrent Cost Items) [insert: identifying number]	173
Site Table(s).....	175
Table of Holidays and Other Non-Working Days	176
F. Required Format of Technical Bids	177
5.1 Description of Information Technologies, Materials, Other Goods, and Services	177
5.2 Item-by-Item Commentary on the Technical Requirements	177
5.3 Preliminary Project Plan	177
5.4 Confirmation of Responsibility for Integration and Interoperability of Information Technologies	178
G. Technical Responsiveness Checklist	179
Technical Responsiveness Checklist	180
H. Attachments	214
Attachment 1. Existing Information Systems / Information Technologies.....	214
Attachment 2. Site Drawings and Site Survey Information.....	214
Attachment 3. Sample Reports, Data Entry Forms, Data, Coding Schemes, Etc.	214

Attachment 4. Relevant Legal Codes, Regulations, Etc.	214
Attachment 5. Available Training Facilities.....	214
Attachment 6. The Procuring Entity’s Project and Corporate Management Structure	214

	Term	Explanation
	bps	bits per second
	cps	characters per second
	DBMS	Database Management System
	DOS	Disk Operating System
	dpi	dots per inch
	Ethernet	IEEE 802.3 Standard LAN protocol
	GB	gigabyte
	Hz	Hertz (cycles per second)
	IEEE	Institute of Electrical and Electronics Engineers
	ISO	International Standards Organization
	KB	kilobyte
	kVA	Kilovolt ampere
	LAN	Local area network
	lpi	lines per inch
	lpm	lines per minute
	MB	megabyte
	MTBF	Mean time between failures
	NIC	Network interface card
	NOS	Network operating system
	ODBC	Open Database Connectivity
	OLE	Object Linking and Embedding
	OS	Operating system
	PCL	Printer Command Language
	ppm	pages per minute
	PS	PostScript -- Adobe page description language
	RAID	Redundant array of inexpensive disks
	RAM	Random access memory
	RISC	Reduced instruction-set computer
	SCSI	Small Computer System Interface
	SNMP	Simple Network Management Protocol
	SQL	Structured Query Language

	Term	Explanation
	TCP/IP	Transmission Control Protocol / Internet Protocol
	V	Volt
	WLAN	Wireless LAN

Implementation Schedule TableSystem, Subsystem, or lot number: *“entire System procurement”**[Specify desired installation and acceptance dates for all items in Schedule below, modifying the sample line items and sample table entries as needed.]*

Line Item No.	Subsystem / Item	Configuration Table No.	Site / Site Code	Delivery (Bidder to specify in the Preliminary Project Plan)	Installation (weeks from Effective Date)	Acceptance (weeks from Effective Date)	Liquidated Damages Milestone
0	Project Plan	--	--		--	W6	no
1	Headquarters Subsystem	1	HQ		--	--	--
1.1	Hardware, LAN & General-Purpose Software	1	“		W16	W20	yes
1.2	Database system	1	“		W20	W24	yes
1.3	Training	1	“		--	W44	no
2.0	Region 1 Branch Offices Subsystem(s)	2	R1.1, R1.2, ... R1.n				
2.1	Hardware, LAN & General-Purpose Software	2	“				
2.2	Training	2	“				
	etc.						

Line Item No.	Subsystem / Item	Configuration Table No.	Site / Site Code	Delivery (Bidder to specify in the Preliminary Project Plan)	Installation (weeks from Effective Date)	Acceptance (weeks from Effective Date)	Liquidated Damages Milestone
j	Region J Branch Offices Subsystems	j	Rj.1, Rj.2, ... Rj.m				
j.1	Hardware, LAN & General-Purpose Software	“	“				
j.2	Training	“	“				
j.3	etc.						
:							
k	WAN and integrated database access Subsystems	k	all sites				
k.1	WAN	“					
k.2	Database access software	“					
k.3	Training	“					
k.4	etc.						
l	etc.						
m	Data conversion service	m	HQ				

Line Item No.	Subsystem / Item	Configuration Table No.	Site / Site Code	Delivery (Bidder to specify in the Preliminary Project Plan)	Installation (weeks from Effective Date)	Acceptance (weeks from Effective Date)	Liquidated Damages Milestone
:	etc.						
x	Operational Acceptance of the System as an integrated whole	--	all sites		--	W__	yes
z	Recurrent Cost Items		--				
z.1	Headquarters Recurrent Cost Items	n.1	HQ				no
x.2	Region 1 Recurrent Cost Items	n.2	R1.1, R1.2, ... R1.m				no
x.3	etc.	:	:				
x.j+1	Region J Recurrent Cost Items	n.j	Rj.1, Rj.2, ... Rj.m				no
	etc.						

Note: Refer to the System Inventory Table(s) below for the specific items and components that constitute the Subsystems or item. Refer to the Site Table(s) below for details regarding the site and the site code.

-- indicates not applicable. “ indicates repetition of table entry above.

System Inventory Table (Supply and Installation Cost Items) [insert: *identifying number*]

System, Subsystem, or lot number: [*if a multi-lot procurement, insert: **lot number**, otherwise state “entire System procurement”*]

Line item number: [*specify: **relevant line item number from the Implementation Schedule (e.g., 1.1)***]

*[as necessary for the supply and installation of the System, specify: **the detailed components and quantities in the System Inventory Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the System Inventory Table as needed to cover each and every line item in the Implementation Schedule that requires elaboration.**]*

Component No.	Component	Relevant Technical Specifications No.	Additional Site Information (e.g., building, floor, department, etc.)	Quantity
1.	Hardware (Headquarters)		- -	- -
1.1	Hardware -- Finance Department		Main Building, fourth floor	- -
1.1.1	Advanced workstations		“	4
1.1.2	Standard workstations		“	12
1.1.3	High-speed laser printer		“	1
1.1.4	Standard-speed laser printer		“	3
1.1.4	Continuous-feed printer		“	3
1.1.5	etc.			
:				
2.	LAN (Headquarters)			- -

Component No.	Component	Relevant Technical Specifications No.	Additional Site Information (e.g., building, floor, department, etc.)	Quantity
2.1	Wiring Closet Hardware		One set each for floors 1-5 of Main Building and floors 3-4 of Annex	--
2.1.1	Hubs		“	7
2.1.2	Punch-down panel		“	7
2.1.3	Uninterruptible power supply (small)		“	7
2.1.4	Lockable equipment rack		“	7
2.1.5	etc.			
:				
2.2	In-building Wiring			--
2.2.1	Server Room		Room 44, 4th floor of Annex	--
2.2.1.1	dedicated telephone lines (data)		“	2 nodes
2.2.2	Backbone and risers (fiber optic)		Server room and all wiring closets	28 nodes
2.2.3	Departmental wiring			--

Component No.	Component	Relevant Technical Specifications No.	Additional Site Information (e.g., building, floor, department, etc.)	Quantity
2.2.3.1	Finance Department		Main Building, 4th floor, all offices, secretarial stations, and printer stations	40 nodes
:				
3.	General-Purpose Software			
:				

Note: - - indicates not applicable. “ indicates repetition of table entry above.

System Inventory Table (Recurrent Cost Items) [insert: *identifying number*]System, Subsystem, or lot number: [if a multi-lot procurement, insert: *lot number*, otherwise state “*entire System procurement*”]Line item number: [specify: *relevant line item number from the Implementation Schedule (e.g., z.1)*]

[as necessary for the supply and installation of the System, specify: *the detailed components and quantities in the System Inventory Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the System Inventory Table as needed to cover each and every line item in the Implementation Schedule that requires elaboration.]*

Component No.	Component	Relevant Technical Specifications No.	Y1	Y2	Y3	Y4	...	Yn
1.	Hardware Maintenance		Incl. in Warranty	Incl. in Warranty	Incl. in Warranty	all items, all sites	...	main server & WAN
	...							
2.	Software Licenses and Updates:							
2.1	System and General-Purpose Software		Incl. in Warranty	all items, all sites	all items, all sites	all items, all sites	none	none
2.2	Application, Standard, and Custom Software		Incl. in Warranty	HQ	HQ	HQ	HQ	HQ
	...							
3.	Technical Services							
3.1	Sr. Systems Analyst		80 days	40 days	20 days	10 days	0	0

Component No.	Component	Relevant Technical Specifications No.	Y1	Y2	Y3	Y4	...	Yn
3.2	Sr. Programmer		20 days	40 days	60 days	40 days	0	0
3.3	Sr. Network Specialist, etc.		- -	20 days	20 days	0	0	0
	...							
4.	Telecommunications Services	
5.	[Other recurrent services, if any]	

Note: - - indicates not applicable. “ ” indicates repetition of table entry above.

Site Table(s)

System, Subsystem, or lot number: [if a multi-lot procurement, insert: **lot number**, otherwise state “**entire System procurement**”]
[specify: **the detailed information regarding the site(s) at which the System is to be operated**]

Site Code	Site	City / Town / Region	Primary Street Address	Drawing Reference No. (if any)
HQ	Headquarters			
R1	Region 1			
R1.1	Region 1 Head Office			
R1.2	ABC Branch Office			
R1.3	DEF Branch Office			

Table of Holidays and Other Non-Working Days

[specify: the days for each month for each year that are non-working days, due to Holidays or other business reasons (other than weekends).]

Month	20xy	20xy+1	20xy+2	20zz
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

F. REQUIRED FORMAT OF TECHNICAL BIDS

5.1 Description of Information Technologies, Materials, Other Goods, and Services

- 5.1.0 The Bidder must provide detailed descriptions of the essential technical, performance, or other relevant characteristics of all key Information Technologies, Materials, other Goods, and Services offered in the bid (e.g., version, release, and model numbers). Without providing sufficient clear detail, Bidders run the risk of their bids being declared non-responsive.
- 5.1.1 To assist in the bid evaluation, the detailed descriptions should be organized and cross referenced in the same manner as the Bidder's item-by-item commentary on the Technical Requirements described in Section 5.2 below. All information provided by cross reference must, at a minimum, include clear titles and page numbers.
- 5.1.2 *[specify: any other technical information related to the Information Technologies, Materials, other Goods, and Services necessary to assess the responsiveness of the Technical Bid, for example, histories of the Information Technologies offered, if demonstrated capacity to revise and extend these technologies is a mandatory criterion for technical responsiveness to be used in the evaluation.]*

5.2 Item-by-Item Commentary on the Technical Requirements

- 5.2.0 The Bidder must provide an item-by-item commentary on the Procuring Entity's Technical Requirements, demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Requirements, see ITB Clause 16.2 (b) (ITB Clause 14.2 (b) in the two-stage SBD).
- 5.2.1 In demonstrating the responsiveness of its bid, the Bidder is strongly urged to use the Technical Responsiveness Checklist provided in Section G of the Technical Requirements. Failure to do so, increases significantly the risk that the Bidder's Technical Bid will be declared technically non-responsive. Among other things, the checklist should contain explicit cross references to the relevant pages in the Bidder's Technical Bid.

5.3 Preliminary Project Plan

- 5.3.0 The Bidder must prepare a Preliminary Project Plan describing, among other things, the methods and human and material resources that the Bidder proposes to employ in the design, management, coordination, and execution of all its responsibilities, if awarded the Contract, as well as the estimated duration and completion date for each major activity. The Preliminary Project Plan must also address the topics and points of emphasis specified in *[state: "SCC Clause 19" including any additional items stated in the Bid Data Sheet for ITB Clause 16.2 (c) (ITB Clause 14.2 (c) in the two-stage SBD)]*. The Preliminary Project Plan should also state the Bidder's assessment of the major responsibilities of the Procuring Entity and any other involved third parties in System supply and installation, as well as the Bidder's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.
- 5.3.1 In addition to the topics and points of emphasis, the Preliminary Project Plan **MUST** address *[for example, specify: what steps will be taken if there is a failure; how project progress will be reported; etc.]*.

- 5.3.2 *[specify: any additional requirements regarding the format of the Preliminary Project Plan, for example, must it be submitted in a specific word processing format, in addition to hard copy, etc.].*

5.4 Confirmation of Responsibility for Integration and Interoperability of Information Technologies

- 5.4.0 The Bidder must submit a written confirmation that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Bidding Document.

G. TECHNICAL RESPONSIVENESS CHECKLIST

Note on Preparation of the Checklist for Procuring Entity: The following is a sample format that is designed to help Bidders quickly understand:

- (a) the Technical Specification given in the Technical Requirements;
- (b) whether each Requirement is mandatory or only “preferred”; and
- (c) to ensure that each Bidder includes along with a specific response to the Procuring Entity, a cross reference to the supporting information provided elsewhere in its Technical Bid.

It is important that the tables be prepared carefully and completely, with accurate references to the relevant section and paragraph numbers in the Technical Requirements so that Bidders will be more likely to submit complete information, particularly regarding the mandatory and scored Requirements. In preparing each Checklist entry, Procuring Entitys should start with an abbreviated text of each Requirement so that Bidders can quickly confirm that they are responding to the right Requirement. Inconsistencies between the Checklist and the referenced section in the Technical Requirements should be avoided. Giving Bidders a revisable, “electronic” version of the Checklist as part of the Bidding Document will enhance the completeness of bids.

Technical Responsiveness Checklist

Note to Bidders: The following Checklist is provided to help the Bidder organize and consistently present its Technical Bid. For each of the following Technical Requirements, the Bidder must describe how its Technical Bid responds to each Requirement. In addition, the Bidder must provide cross references to the relevant supporting information, if any, included in the bid. The cross reference should identify the relevant document(s), page number(s), and paragraph(s). The Technical Responsiveness Checklist does not supersede the rest of the Technical Requirements (or any other part of the Bidding Documents). If a requirement is not mentioned in the Checklist, that does not relieve the Bidder from the responsibility of including supporting evidence of compliance with that other requirement in its Technical Bid. One- or two-word responses (e.g. “Yes,” “No,” “Will comply,” etc.) are normally not sufficient to confirm technical responsiveness with Technical Requirements.

1.1. Finance						
REQ#	ITEM	DESCRIPTION	COMPLIANCE (PARTIALLY / FULLY)	COMMENT (AA / PAR / CUS / WS / NF)	CROSS REFERENCE PAGE NUMBER AS PER SOLUTION DOCUMENT SUBMITTED	SCORE
FIN-01	To keep up to date electronic bin card	<ul style="list-style-type: none"> To link stores and the sales(all books bought through electronic payments should be updated immediately) 				
	To sell manuals online	<ul style="list-style-type: none"> To link the inventory module to the purchases 				
		<ul style="list-style-type: none"> manuals should be linked to students so that they view the available stock 				
	To request e-stores requisitions with all the approvals	§ Create e-approvals for e-stores				
FIN-002	To provide full accounting module	Chart of accounts				
		§ Provide for an index of every account in the accounting system				
		§ Provide for addition of account codes				
		§ Provide for deletion of account codes				
		§ Provide for blocking of account codes				

		§ Provide for viewing of accounts				
		General ledger				
		§ Provide accounts in the order they appear in the Financial Statements i.e assets, liabilities, members fund (Balance sheet) shown first and followed by revenue and expenses (income Statement)				
		§ Branches				
		§ Departments				
		§ Facility for journal batches				
		§ Facility for journal enquiries				
		Bank reconciliation				
		§ Bank manager to pull data from the bank account to the cash book.				
		§ Bank reconciliation statement				
		Budgets				
		§ Facility to input and report on budgets				
		Cash book				
		§ Cash book journals				
		§ Cash book batches				
		Accounts Receivable				
		§ Capable of maintaining payment records and generation of receipts				
		§ Debtor accounts				
		Accounts Payable				
		§ Capable of generating creditor statements				
		§ Maintaining supplier accounts				
		Reporting				

		§ Provision to produce income reports per income line per specified period				
		§ Reports for account balances				
		§ Account transactions				
		§ Income statement				
		§ Balance sheet				
		§ Trial balance				
		§ Budget Vs actual				
		§ Facility to develop adhoc reports				
		§ Facility to produce charts				
		§ Facility to import and export data				
		Fixed asset				
		§ Facility to add new assets per category				
		§ Depreciation at the applicable rates				
		§ Disposal				
		§ Revaluation				
		Inventory Management				
		§ Additions				
		§ Sales				
		§ Valuations				
		§ Write off				
		§ Credit notes				
		§ Debit notes				
		§ Dash board				
FIN-003	To reduce human intervention in payment processing by 95%	§ Real time updating of members and Students accounts, accounting records and able produce income reports per income line per specified period.				

FIN-004	Self -billing by members and students	To have a provision for members and students to select their details using unique ID and submit bulk payments and a proof of payment.				
FIN-005	Integration with payment platforms	§ Integration with VISA, BillMuster and mobile money payment platforms				
		§ Provision to upload bulk payments using excel csv files				
1.2. Procurement						
REQ#	Item	Description				
PO-001	Automate the Supplier Management by 90%	§ An online Supplier Creation interface for procurement staff to be able to create, activate, delete and blacklist suppliers and maintain a supplier's database				
		§ Generate various reports on Suppliers from the Suppliers Database				
PO-002	Enhance budgetary control by 80%	§ Provision to upload an approved annual budget for all procurements				
		§ ERP to decline multiple Purchase Requisition with depleted or unavailable budget lines per Directorate				
PO-003	Automate the Procurement Process by 80%	§ Provision / Interface for End users to create / alter / cancel / close serialized Purchase Requisitions.				
		§ Purchase Requisition Approval as per provided workflow(s)				
		§ Provision to attach necessary documents to a purchase order				
		§ Auto-creation of Purchase Order(s) (POs) from a purchase requisition after an evaluation				
		§ Provision to enter Terms and Conditions (delivery, payment, ICOTERMS, etc) for a purchase order				

		§ Purchase Order Approval as per provided workflow(s)				
		§ Automated email notifications to users / approvers				
		§ Provision for creation of a Goods Received Note (by stores) or a Service Completion Certificate (by the user) linked to the Purchase Order				
PO-004	Improve Reporting Efficiency by 90%	Provision for automated reports				
		§ PO payment status report.				
		§ Goods/Service delivered/received status reports				
PO-005	Improve Contract Management by 90%	Provision for Contract Management				
		§ Allow for creation of contract templates				
		§ Assignment of contract management responsibilities				
		§ Tracking and Monitoring of contracts				
		§ Enable change detection and other notifications				
1.3. Membership						
REQ#	Item	Description				
MD-01	Automate the Membership application process by 95%	New Regular/Provisional and Temporal members should be able to:				
		1. Complete an Application for assessment purposes and submit the following documents;				
		ü CV,				
		ü Professional Certificates				
		ü Academic certificates				
		ü				
		Once the assessment is approved, the system should allow the applicant to proceed to apply for the appropriate membership.				

		If not eligible, they should receive a regret email and their submission should be Archived.			
		2. The applicant who is eligible for membership should be able to complete an online application form which will capture their personal details.			
		- The new applicant should be able to Upload the following documents;			
		ü One passport size			
		ü certified photocopy of their National Registration Card or Valid Passport or Driver's License; or a Valid Passport			
		ü Proof of residence (letter from their employer or utility bill in their names)			
		ü Two letters of reference			
		ü Letter confirming employment			
		ü Certified copies of their academic and professional certificates			
		ü Most Recent CV			
		ü The proof of payment in case of a bank transfer			
		- new applicant should be able to make payment;			
		ü VISA			
		ü Bill muster			
		ü POS			
		ü Mobile money			
		ü Bank transfer			
		v The Applicant should not be allowed to click on submit when any of the documents listed above are missing			
		Staff should be able to:			
		Reject/Review / Escalate an application for Approval..			

		Membership Upgrades- Existing Members should be able to;			
		1. Submit their CV, professional and Academic certificates for assessment online indicating clearly their email address.			
		v After the assessment by the staff. The applicant should be able to:			
		ü If eligible they should receive a notification for them to proceed with the registration link to complete the online upgrade form which should be linked to their already existing record via the email address they provided when submitting their credentials.			
		ü If not eligible, they should receive a regret email and their submission deleted from the system within 24 hours.			
		2. The applicant who is eligible for membership upgrade should be able to complete an online upgrade form which will allow them to edit their personal details.			
		- The existing member should be able to Upload the following documents;			
		1. One passport size photo (if not submitted)			
		2. Certified photocopy of National Registration Card or Passport (if not submitted)			
		3. Proof of residence (in case of change of physical address)			
		4. One Reference Letter (Recommendation for upgrade)			

		5. Certified copies of the academic and professional certificates attained including transcript of results				
		6. Most recent detailed CV				
		7. The Proof of payment				
		- Existing member should be able to make payment;				
		ü VISA				
		ü Bill muster				
		ü POS				
		ü Bank Transfer				
		ü Mobile money				
		v The Applicant should not be allowed to click on submit when # 4-7 are missing				
		Staff should be able to:				
		Reject/Review / Escalate an application for Approval.				
		New student members should be able to;				
		- Complete an online application form with their personal details indicating clearly their programme of study and their student registration number they were issued by the university or professional body				
		- Upload their Copy of their NRC				
		- New student member should be able to make payment;				
		ü VISA				
		ü Bill muster				
		ü POS				
		ü Mobile money				
		ü Bank Transfer				

		<p>v The Applicant should not be allowed to click on submit when the student number from their university or professional body, the name of the university or professional body they are affiliated to and copy of the NRC are missing.</p> <p>Staff should be able to:</p> <p>Reject/Reviewed / Escalate an application for Approval.</p>				
MD-02	Automate the membership approval process by 95%	<p>v Rejected applications should be deleted from the system after 24hours. The staff should be able to provide reasons why the application was rejected within the system and the response must be sent to the applicant via email.</p> <p>- The complete application form/ upgrade form must follow the following internal procedures;</p> <p>1. The Reviewer of the application must be able to review the forms and documents submitted sign off and submit to the first line approver</p> <p>2. The first line approver must be able to review as well like the reviewer. The first line approver must be able to submit the complete application to Finance for clearance of payment. Once the payment is cleared, the first line approver must be able to submit the application to the second line approver for approval</p> <p>3. The second line approver must be able to approve and submit for Authorization</p> <p>4. Once applications have been authorized. Bulk email notifying the members that the application was successful should be sent.</p>				

		5. The reviewer and the first line approver should be able to generate an electronic summary listings in excel format of all the applications that are fully authorized indicating the members full names, Membership numbers allocated by the system and NRC numbers for the printing of membership certificates and cards (hard copies). Members must be grouped according to the membership categories and new applicants must be separated from the upgrades on the membership listing.				
		6. The reviewer and the first line approver should be able to generate the admission letters for all approved applications.				
		7. The reviewer and the first line approver should be able to close an application once the admission pack is ready for collection. An automatic email should be sent to all applicants whose applications were closed to notify them of the collection of the certificate and cards, username and password for new applicants should be communicated as well.				
		v The same procedure for student members, except only the admission letter indicating their student number, username and password should be sent via email once the application has been closed by the Reviewer or first line approver.				
MD 03	Automate the invoicing and payment process by 95%	Members should be able to:				
		ü Access their membership invoices from their personal accounts for both current and arrears.				
		ü Access their receipts once payment is updated				

		<ul style="list-style-type: none"> ü Upload group payments for more than 5 members online. The template should be shared with the members to allow for the automatic update of members payment to their respective accounts. Finance should be able to confirm the payment before the members' records are updated. 				
MD 04	To maintain the key fields and improve user interface under the customers tab in IMIS desktop.	Staff should be able;				
		<ul style="list-style-type: none"> ü To update the membership category and admission date when the application or upgrade form has been reviewed 				
		<ul style="list-style-type: none"> ü To indicate the qualification on which membership was issued 				
		<ul style="list-style-type: none"> ü To change the membership status (active, inactive, deceased, retired, provisional, regular member, member in practice, suspended, expelled etc.) 				
MD 05	Automate the Membership verification process by 90%	Staff should be able to;				
		<ul style="list-style-type: none"> ü To input the names and NRC numbers in the system for membership verification process after a compliance visit. 				
		<ul style="list-style-type: none"> ü Generate a membership verification report(indicating whether the individuals found during a compliance audit are registered or not) 				
		<ul style="list-style-type: none"> ü Upload the compliance reports on the system. 				
MD 06	Reduce manual intervention on	The system should be able to:				

	the system to 80%	ü Automatically accumulate the membership fee if the member has been inactive for more than a year				
		ü Automatic reminder to members for systematic upgrade of membership from Graduate to Associate on their 2 ND anniversary.				
		ü Automatically upgrade Associate members on their 5 th anniversary to fellow level of membership.				
		ü Automatically send invoices to associate members due for upgrade to fellow membership in the year.				
		ü Allow members to generate payment statements on their individual accounts.				
		ü Auto alert to staff when the provisional member passes the required examinations.				
		ü Auto upgrade of provisional members to regular membership – an alert should be sent to the reviewer, the first line approver, second line approver, and authorizer and should be closed off by the reviewer or first line approver once the certificate is printed. An alert message should then be sent to member who has been upgraded for collection of certificate and card (refer to the registration process above)				
		ü Provide for online communities for members and discussion fora				
		ü Provide for a member directory via a web interface				

		ü Issue automated membership numbers for temporal, provisional, regular members and OAP students once the application is authorized.				
		ü Indicate the admission date once an application has been closed for a particular month				
		ü Provide address labels and admission letters based on admission dates				
		ü Send auto reminders to inactive members to pay their annual fees quarterly				
		ü Provide for extra users in case of temp staff				
		ü The system should automatically allocate invoice numbers				
		ü Allow for input of annual fees				
		and circulation of invoices via email to all the members for renewal				
MD 07	Automate the process of capturing member employment data – for board nominations and employment purposes by 90%.	1. For employment purposes members should be able to				
		ü Enter their employment history				
		ü Competences				
		ü Skills				
		ü Membership category				
		ü Qualifications obtained				
		ü Expertise				
		2. For board nominations purposes, members should be able to;				

		<ul style="list-style-type: none"> ü Enter their membership category ü location ü Expertise/specialization. ü Board Membership and the number years served on each board ü Employment history ü Qualifications Obtained 				
		<ul style="list-style-type: none"> v Staff should be able to generate a summarized report of the two. 				
MD 08	Automate the workshop registration process by 95%	Members should be able to;				
		ü Register for the workshop online				
		ü Make online payment				
		ü Upload group payments that should be cleared by finance before the accounts are updated if the payment is for more than 5 participants.				
		ü Complete an online evaluation form after each sessions during a workshop				
		ü Register non-members for the event				
		ü Make bulk enrolments for both members and non-members if they have more than 5 participants.				
		ü To receive their registration bar code once payment is updated (the code should be scanned when a member arrives and leaves the workshop).				
		The System should be able to:				
		ü Automatically update the CPD hours for a member immediately after the workshop				

		<ul style="list-style-type: none"> • Issue electronic CPD certificates to members immediately after a workshop 			
		<ul style="list-style-type: none"> • Attendance of the workshop should be logged into the system. (check in and check out when a member arrives and leaves the workshop) 			
		<ul style="list-style-type: none"> • Provide an evaluation report based on members submissions 			
		<ul style="list-style-type: none"> • Provide giveaways report, indicating if a member collected all the goodies for the workshop. 			
		<ul style="list-style-type: none"> • Randomly select members for CPD verification 			
		<ul style="list-style-type: none"> • Provide for the submission of CPD evidence for verification purposes by staff 			
		<ul style="list-style-type: none"> • Send reminders to members who have not met their minimum CPD hours 			
		<ul style="list-style-type: none"> • Provide a report for staff to view members who have not complied with the CPD requirement. 			
		<ul style="list-style-type: none"> • Send bulk SMSs to participants 			
		<ul style="list-style-type: none"> • Send Bulk emails to participants 			
		<ul style="list-style-type: none"> • Allow members to complete an electronic annual return form or upload an annual return form. 			
		Staff should be able to;			
		<ul style="list-style-type: none"> • View and generate a report for members who are non-compliant with the CPD requirement. 			
		<ul style="list-style-type: none"> • Share presentations to all the members that attended the workshop via email 			
		<ul style="list-style-type: none"> • Staff should be able to view and approve documents submitted for CPD verification. 			

		ü Give access to non-members to make bulk enrolments of their employees if they have more than 5 participants.				
MD 09	Automate the generation of membership reports by 100%	Staff should be able to:				
		ü Generate demographic data for members (age, sex, race, location, occupation)				
		ü Run a year end on the system to avoid loss of membership stats				
		ü Generate Monthly/annual membership stats according to membership categories for both new and existing active members				
		ü Generate Monthly/annual membership stats according to membership categories for new applicants in that month/year				
		ü Generate Monthly/annual membership stats according to membership categories for existing active members only				
		ü Generate a report for inactive members monthly, quarterly and annually				
		ü Generate membership stats for insurance cover on monthly, quarterly and annually				
		ü Generate monthly/ annual OAP Student stats for new applicants only				
		ü Generate OAP student stats for new and existing students monthly/annually				
		ü Generate OAP Students stats for existing students monthly/annually				
1.4. Technical						

REQ#	ITEM	Description	Bidder Response (AA / PAR / CUS / WS / NF)	Comment		
TD-01	Automate 80% of the workshop registration	Members should be able to;				
		· Register for the workshop online.				
		· Make online payment				
		· Upload group payments that should be cleared by finance before the accounts are updated if the payment is for more than 5 members.				
		· To receive their registration bar code once payment is updated (the code should be scanned when a member arrives and leaves the workshop).				
		· Download presentations for each workshop attended				
		· Download their CPD certificates at any time from their records				
		· Complete an online evaluation form after each sessions during a workshop				
		Staff should be able to				
		· Create an Event to allow for online registration of members				
		· Upload an events calendar for use by the members.				
		· Give access to non-members to make bulk enrolments of their employees if they have more than 5 participants.				
		· Share an evaluation link via email after each session of the workshop for feedback purposes				
		The System should be able to:				

		<ul style="list-style-type: none"> - Receive automated response of application being received by ZICA and indicate processing time of the application 			
		<ul style="list-style-type: none"> - Retrieve acknowledgment of registration notice 			
		<ul style="list-style-type: none"> - Retrieve exemption notice 			
		<ul style="list-style-type: none"> - View missing information for incomplete application 			
		Existing students should be able to:			
		<ul style="list-style-type: none"> - Receive invoices for subscriptions 			
		<ul style="list-style-type: none"> - receive reminders about amounts overdue 			
		<ul style="list-style-type: none"> - buy e-books online 			
		<ul style="list-style-type: none"> - download a statement of results 			
		<ul style="list-style-type: none"> - Apply for exemptions 			
		<ul style="list-style-type: none"> - Apply to move from one programme to another 			
		<ul style="list-style-type: none"> - Receive information on upcoming events like graduation and student conference 			
		<ul style="list-style-type: none"> - Request for services like recommendation letter and certificate verification 			
		Staff should be able to:			
		<ul style="list-style-type: none"> - Review applications submitted by new students 			
		<ul style="list-style-type: none"> - Reject / Approve / Escalate an application 			
		<ul style="list-style-type: none"> - Approve exemptions applied for by new students 			
		<ul style="list-style-type: none"> - Run reports from the system e.g. Number of New Registrations, Subscriptions, Re Registrations, Trainees on Practical Training 			
		<ul style="list-style-type: none"> - Edit student information 			
		<ul style="list-style-type: none"> - Seek more clarification from students 			

		<ul style="list-style-type: none"> - Send out acknowledgement/confirmation of registration - Send reminders to students on payments for exemptions and exams - de-activate students who have not paid subscription fee for the year - Send request for conversion to CA when a student completes DA - Send services like recommendation letters and certified copy of certificates 				
ED-02	Reduce manual processing of Practical Training documents by 90%	Practical Training By having a provision / feature for online assessment of Practical Training documents in the ERP.				
		Trainees should be able to: <ul style="list-style-type: none"> - Upload CVs for exemption application - View the status of application - Receive outcome of exemption application - Upload Practical training documents for review - Receive feedback on reviewed documents - Track their training period and progress 				
		Staff should be able to: <ul style="list-style-type: none"> - Approve exemptions - Review documents - Send reviewed documents -View students on practical training according to categories (version 1, 2 or 3) - Track the start to end period of the Practical Training on the system - View status of trainee - Approve mentor applications 				

		Mentors should be able to:				
		- Apply for approval as a mentor				
		- Review trainees documents and submit online				
		- Send mentors final report				
		Approved Employers should be able to:				
		- Fill in an online application for approved employer for practical training, which will capture their details, including mentor details.				
		- View and print reports on trainees and mentors within their organisation				
		-				
ED-04	Provide access to eporting Services (Reports) by 90%	- View, save or print report / letters for :				
		- Students who have applied for any programme,				
		- Students who have been accepted and those not accepted for a programme within a period, month, quarter, year				
		- Report on students not accepted should include reasons for non-acceptance				
		- Students who have subscribed within a period, month, quarter, year				
		- Students who have re-registered within a period, month, quarter, year				
		- Tuition providers – location, Head of institution, Programmes Coordinator, dates when accreditation given, number of students per programme.(all items in accreditation form to show in ERP)				
		- Discharge of practical training letters				
		- Graduation letters				
		- Exemption letters				

		- Student registration letters showing acceptance or rejection with reasons.				
ED-06	Allow Approvals of Examination Results and Reports at different authorization levels by 90%	System should have provision for approval of results and reports. The levels must include Manager Exams, DET, and CEO				
ED-07	Automated Access Rights Management by 90%	<ul style="list-style-type: none"> Clear access rights must be given to each level of Officers from Temp to CEO to either, view, amend or approve depending on their level of responsibility. 				
		<ul style="list-style-type: none"> There must be a clear audit trail for candidates entering or amending student data or accessing any report. 				
ED -08	Capability to integrate with other systems	Integration with KOHA Library System				
		Integration with Learning Tracking System (LTS)				
1.6. Examinations						
ID	Item	Description				
EX-01	To reduce the manual examination processes by 90%	Student Services				
		<ul style="list-style-type: none"> Students should be able to choose the eligible subjects (as per the progression rules) for which they are appearing in a session (e.g., exam for June 2023). 				
		<ul style="list-style-type: none"> Students should be able to register and pay online for an examination session they prefer to sit for when the year begins. 				
		<ul style="list-style-type: none"> Students should be able to choose the exam center 				

		<ul style="list-style-type: none"> Students should be able to make Online/Offline Payments. 			
		<ul style="list-style-type: none"> Students should be able to access Dockets (admit card) for exams once the payment is completed. 			
		<ul style="list-style-type: none"> Students should be able to download the Dockets for printing. 			
		<ul style="list-style-type: none"> Students should be able to request for changing of the examination center limited to a set cutoff date. 			
		<ul style="list-style-type: none"> Provide automatic upgradation of levels based on the pass marks. 			
		Staff Services			
		<ul style="list-style-type: none"> ZiCA staff should be able to review and approve the change request limited to a set cutoff date. 			
		<ul style="list-style-type: none"> Automatic sending of revised dockets to students on approval. 			
		<ul style="list-style-type: none"> Provision for the students to apply for deferment of the enrolled subject(s) limited to a set cutoff date. 			
		<ul style="list-style-type: none"> Provision to attach mandatory documents along with the request. 			
		<ul style="list-style-type: none"> Provision for ZiCA staff to review the request and seek more clarification, if required. 			
		<ul style="list-style-type: none"> Provision for ZiCA staff to approve or reject the request limited to a set cutoff date. 			
		<ul style="list-style-type: none"> If approved, automatic adjustment of examination fees for the next upcoming session. 			
		<ul style="list-style-type: none"> Provision for ZiCA Staff to Create/Edit/De-active examination centers. 			
		<ul style="list-style-type: none"> Provision for ZiCA Staff to Create/Edit/De-activate casual workers. 			

		<ul style="list-style-type: none"> Provision to Create/Edit/Delete material types. Provision for ZICA Staff to view materials required for distribution to Exam Centers. Provision for examiners to enter marks of the students for each subject. 				
		Examiner and Casual worker services				
		<ul style="list-style-type: none"> Provision for automated invitation letters for marking, panel setting, moderation or examination paper review once selected by ZICA Staff. 				
		<ul style="list-style-type: none"> Provision for Markers to enter marks 				
		<ul style="list-style-type: none"> Provision for Team Leaders to approve the marks entered. 				
		<ul style="list-style-type: none"> Provision for casual workers to verify data entered by marking panels 				
		<ul style="list-style-type: none"> Provision for online pre-recorded video streaming 				
		<ul style="list-style-type: none"> Provision of online/offline marking registers 				
		<ul style="list-style-type: none"> Provision of functionality to moderate results by 5% and 10% 				
		1. List of Examination centres with				
	Automate report generation by 100%	(i) location, Head of institution, Exams Coordinator, dates when MoU Signed,				
		2. List of Internal and External Examiners				
		(i) with dates when contract signed, qualifications, subject examined, panel set or moderated per year.				
EX -02						
		3. Ability for chief invigilators, monitors and markers to upload their reports into the system				

		4. Examinations Results Report per sitting per year showing			
		(i) Overall pass rate per qualification			
		(ii) comparative overall pass rates for the last eight sittings			
		(iii) pass rates in accordance with gender comparative to the last four sittings.			
		(iv) pass rates in accordance with study mode comparative to the last four sittings			
		(v) number of attempts statistics comparative to the last three sittings for 1 st , 2 nd , 3 rd and 4 th attempt.			
		(vi) attendance and pass rates per subject comparative to the last four sittings for each qualification (including graphical presentation)			
		(vii) Provision of automated question by question analysis reports.			
		(viii) Performance statistics of candidates with raw results and after application of the 45% rule and 48% rule.			
		(ix) Overall Pass rate of candidates at each centre per qualification per sitting per year			
		(x) Pass rate of candidates at each centre per subject per sitting per year.			
		(xi) Average pass mark for each subject per sitting per year.			
		(xii) Best student per sitting per year for each subject.			
		(xi) Graduates per sitting per year for each qualification.			
		(xii) Best overall graduate per year for each qualification			
		5) Provision for system approval of results at Director and CEO level.			

		6) Publication of results must be done instantaneously following approvals.				
		7) Statements result for each sitting must be accessible anytime for each student using their student portal.				
EX-03	Approvals	System should have provision for approval of results and reports. The levels must include Manager Exams, DET, and CEO				
EX-04	To reduce the manual computation of the stationeries to be packet for the examinations by 90%	<ul style="list-style-type: none"> Provision for the generation of the number of answer booklets to be packed for each centre according to the entries. 				
		<ul style="list-style-type: none"> Provision for the generation of the number of tamper envelopes to be packed for each centre according to the subjects registered. 				
		<ul style="list-style-type: none"> Provision for the generation of assistant invigilators forms to be packed for each centre according to the entries. 				
		<ul style="list-style-type: none"> Provision for the generation of the chief invigilator forms to be packed for each centre. 				
		<ul style="list-style-type: none"> Provision for the generation of attendance registers for each centre according to the entries. 				
EX -05	Capability to integrate online examinations option	<ul style="list-style-type: none"> Ability to integrate with online examination systems such as PearsonVue 				
EX - 06	Controls	<ul style="list-style-type: none"> Clear access rights must be given to each level of Officers from Temp to CEO to either, view, amend or approve depending on their level of responsibility. 				

		There must be a clear audit trail for candidates entering or amending results or accessing any report.				
1.7. Practice Review						
REQ#	Item	Description				
PR-01	Automate Manual Processes by 95%	An online CPE examination registration platform to allow eligible members to register for exams.				
		§ Eligible Members (Associates and Fellows) should be able to login online and submit an 'Intent to Register' for CPE.				
		§ The 'Intent to Register' for CPE should be submitted together with an up to date CV and other relevant documents of the application.				
		§ Staff should be able to review the CV and other documents submitted and either approve or decline.				
		§ An approved 'Intent to Register' application should prompt the member for payment				
		§ A member should then login and make payment or submit a proof of payment.				
PR-03	Reduce manual process and back and forth interactions by 95%	§ Provision for Staff to register accountants in Public Practice				
		§ Provision for Staff to register accounting firms				
PR-04	Reduce manual interventions by 100%	Provision for Practitioners to Renewal their annual licenses				
PR-08	Enhance communication	Provision for automated emailing				
PR-09	Reduce manual processes by 100%	Provision of access to audit monitoring calendar by staff				

PR-10	Reduce manual intervention by 95%	Provision for staff to log/record practice review visits				
PR-11	Reduce manual process by 90%	Provision for automated systems to review the practice review process up to issuance of review report				
PR-12	As above	Provision for administering workshops for practitioners and online payment system.				
PR-13	Paperless office and increase on office space	Provision for automated archiving system for reports generated during the inspections or audit monitoring inspections.				
PR-16	Improve on work process by 100%	Provision for linkages with other systems being used by the department, e.g. CaseWare/any other available software				
PR-21	Reduce on manual processes by 100%	Provision for downloading the CPD certificates by the attended users.				
PR-23	Reduce manual process by 90%	Provision for practitioners to make payment using Online/Offline				
PR-24	Reduce manual process by 100%	Provision for sending the invoice to all the members for renewal.				
PR-25	As above	Provision to revise the generated invoice along with penalty who failed to pay in time.				
PR-26	As above	Automatic alerts through SMS/Emails for renewal				
PR-27						
PR-28	Reduce manual process by 100%	Provision for online accessing CPE results				
1.8. Non-functional Requirements						
1.8.1. Operational						
REQ#	Item	Description				
NFR-01	Accessibility	The system should be accessible using Desktop and Mobile devices using a network cable, WiFi and/or 3G/4G/5G				

NFR-01	Responsiveness	Front-end/host/back end: max 12 seconds				
1.8.2. Security and Privacy						
ID	Item	Description				
NRF-03	Identification and authentication	Users must be assigned unique identities within the system, which clearly identifies who they are.				
		The system must only be accessed by legitimate and authorized users including external stakeholders (Members, Students).				
		The system must utilise login credentials (username and password) to authenticate users and support two-factor authentication.				
NFR-04	Single Sign On	System User Identities (for staff) must automatically be linked to Active Directory to allow single sign on to the ERP system.				
NFR-05	User Group Definitions	Roles-based access control shall be used to define content and functionality applicable to users (staff). This must be in line with the user's job function.				
		Segregation of duties rules must be enforceable on a system level				
NFR-06	Database Security	The ERP database must be secured by allowing only authenticated and authorized users to access the data. This will also be applicable to only allowing web application to access data through service accounts.				
NFR-07	Confidentiality	Data must only be accessed by authenticated and authorized users in line with their job function or role.				
		Data and passwords must never be viewable at the point of entry or at any other time during the ERP processes lifecycle.				

NFR-08	Data Loss (Disclosure of information about individuals or entities)	Security policies must be enabled to prevent leakage/disclosure of sensitive information to unauthorized users.				
NFR-09	Data Encryption	All data flowing with the internal and external ERP modules must be encrypted with the latest industry standard encryption technology.				
		All data utilised within the ERP system must be encrypted when in storage, or in transit.				
NFR-10	Data Integrity (Data Corruption)	The integrity of all information flowing within and across the ERP modules should be maintained.				
		Information must not be compromised during changes and must still be intact after any changes or updates to the ERP system.				
NFR-11	Implementation and development lifecycle	Development of the ERP applications must be in compliance with Open Web Application Security Project guidelines and ISO 27001 standard.				
NFR-12	Access Reports	Reports on user access and activities must be available to monitor policy violations				
1.8.3. Audit Trail						
REQ#	Item	Description				
NFR-13	Audit Trail	Audit trails must be created for all user actions that are performed in the ERP. Information to be recorded in the audit log will include (but not limited to):				
		§ Username				
		§ Date and time of action				
		§ Field name				
		§ Before value				
		§ After value				
		§ Effective date				
		§ Source (Direct/Web/other interface)				

		Audit logs will be stored in a separate database				
1.8.4. Reliability						
REQ#	Item	Description				
NFR-14	Availability (Percentage of time available)	100%				
NFR-15	Hours of Use	§ Monday to Friday: 00h00 – 23h59				
		§ Saturday: 00h00 – 23h59				
		§ Sunday and public holidays: 00h00 – 23h59				
NFR-16	Maintenance Hours	§ Saturday: 12h00 – 23h59				
		§ Sunday: 12h00 – 23h59				
NFR-17	Mean Time to Repair (MTTR)	The ERP time out due to user inactivity shall be after 5mins (with a warning). Upon timeout, the system must cancel the transaction, and must allow the user to start over.				
		Payment transactions in progress will however be exempted from this.				
1.8.5. Recoverability						
REQ#	Item	Description				
NFR-19	Audit Trail Failure	In the event that an audit trail function fails before the user saves updates to the transaction, the system shall be able to recover all changes in up to one minute prior to the failure.				
NFR-20	Update Failure	When an update failure is detected, all updates performed during the failed session shall be rolled back to restore the data to pre-session condition.				
NFR-21	Roll-back	All data recovered in a roll-back condition shall be recorded for use in forward recovery under user control.				

NFR-22	Safe mode	When operating after a failure, the user must be informed that the application is operating in a 'safe mode' and all data is available for review without update.				
NFR-23	Module / Function Failure	The system shall prevent access to a failed module(s) while providing access to all currently operational modules				
NFR-24	Hardware failure	All hardware components shall be replicated, such that failure of any one hardware component shall not render the system unavailable to end-users. Poor than normal system performance following the failure or replacement of a piece of hardware will only be acceptable up to 2 business days.				
1.8.6. Architectural Qualities						
REQ#	Item	Description				
NFR-25	Information Retention requirements	All stored data must be backed up and archived to be available within 24hrs				
NFR-26	Capacity Scalability /	Current number of internal users (staff): 50				
		Current number of external users (Members and Students): 15000				
		Anticipated Growth percentage: 8%				
		The system should cater for future enhancements and increase in volume (users/data) without affecting the system performance				
1.8.7. Development Qualities						
REQ#	Item	Description				
NFR-27	Integration	The ERP must be able to integrate with other existing systems currently in use by ZICA (such as Cybersource and Aruti Payroll) and new (to be systems such as KOHA and LTS)				

Tech. Require. No. 1	Technical Requirement: <i>[insert: abbreviated description of Requirement]</i>	<i>[specify: Mandatory or Preferred]</i>
Bidder's technical reasons supporting compliance:		
Bidder's cross references to supporting information in Technical Bid:		

Tech. Require. No. 2	Technical Requirement: <i>[insert: abbreviated description of Requirement]</i>	<i>[specify: Mandatory or Preferred]</i>
Bidder's technical reasons supporting compliance:		
Bidder's cross references to supporting information in Technical Bid:		

H. ATTACHMENTS

Attachment 1. Existing Information Systems / Information Technologies

Attachment 2. Site Drawings and Site Survey Information

Attachment 3. Sample Reports, Data Entry Forms, Data, Coding Schemes, Etc.

Attachment 4. Relevant Legal Codes, Regulations, Etc.

Attachment 5. Available Training Facilities

Attachment 6. The Procuring Entity's Project and Corporate Management Structure

SECTION VII. SAMPLE FORMS

Notes to Bidders on working with the Sample Forms

The Procuring Entity has prepared the forms in this section of the Bidding Documents to suit the specific requirements of the System being procured. In its bid, the Bidder must use these forms (or forms that present in the same sequence substantially the same information). Bidders should not introduce changes without the Procuring Entity's prior written consent. If the Bidder has a question regarding the meaning or appropriateness of the contents or format of the forms and/or the instructions contained in them, these questions should be brought to the Procuring Entity's attention as soon as possible during the bid clarification process, either at the pre-bid meeting or by addressing them to the Procuring Entity in writing pursuant to ITB Clause 10.

The Procuring Entity has tried to provide explanatory text and instructions to help the Bidder prepare the forms accurately and completely. The instructions that appear directly on the forms themselves are indicated by use of typographical aides such as italicized text within square brackets as is shown in the following example taken from the Bid Submission Form:

Duly authorized to sign this bid for and on behalf of [insert: *name of Bidder*]

In preparing its bid, the Bidder must ensure all such information is provided and that the typographical aides are removed.

The sample forms provide a standard set of documents that support the procurement process as it moves forward from the stage of bidding, through Contract formation and onto Contract performance. The first set of forms must be completed and submitted as part of the bid prior to the deadline for bid submission. These include: (i) the Bid Submission Form; (ii) the Price Schedules; (iii) the Manufacturer's Authorizations and key Subcontractor agreements; (iv) the List of Proposed Subcontractors; (v) the form(s) for securing the bid (if and as required); and other forms as found in sub-sections 1 through 4 of this Section VII of the Bidding Documents.

- **Bid Submission Form:** In addition to being the place where official confirmation of the bid price, the currency breakdown, the completion date(s), and other important Contract details are expressed, the Bid Submission Form is also used by the Bidder to confirm - in case adjudication applies in this Contract - its acceptance of the Procuring Entity's proposed Adjudicator, or to propose an alternative. If the bid is being submitted on behalf of a Joint Venture, it is essential that the Bid Submission Form be signed by the partner in charge and that it be supported by the authorizations and power of attorney required pursuant to ITB Clause 6.2. Given widespread concern about illegal use of licensed software, Bidders will be asked to certify in the Bid Submission Form that either the Software included in the bid was developed and is owned by the Bidder, or, if not, the Software is covered by valid licenses with the proprietor of the Software.
- **Price Schedules:** The prices quoted in the Price Schedules should constitute full and fair compensation for supply, installation, and achieving Operational Acceptance of the System as described in the Technical Requirements based on the Implementation Schedule, and the terms and conditions of the proposed Contract as set forth in the Bidding Documents. Prices should be given for each line item provided in the Schedules, with costs carefully aggregated first at the Subsystem level and then for the entire System. If the Price Schedules provide only a summary breakdown of items and components, or do not cover some items unique to the Bidder's specific technical solution, the Bidder may extend the Schedules to capture those

items or components. If supporting price and cost tables are needed for a full understanding of the bid, they should be included.

Arithmetical errors should be avoided. If they occur, the Procuring Entity will correct them according to ITB Clause 26.2 (ITB Clause 38.2 in the two-stage SBD) without consulting the Bidder. Major omissions, inconsistencies, or lack of substantiating detail can lead to rejection of a bid for commercial non-responsiveness. Presenting prices according to the breakdown prescribed in the Price Schedules is also essential for another reason. If a bid does not separate prices in the prescribed way, and, as a result, the Procuring Entity cannot apply the domestic preference provision described in ITB Clause 29 (ITB Clause 41 in the two-stage SBD), if they are applicable in this bidding, the Bidder will lose the benefit of the preference. Once bids are opened, none of these problems can be rectified. At that stage, Bidders are not permitted to change their bid prices to overcome errors or omissions.

- **Manufacturer's Authorizations and written agreements by key Subcontractors:** In accordance with ITB Clauses 6.1 (b) and (c), a Bidder may be required to submit, as part of its bid, Manufacturer's Authorizations in the format provided in the Bidding Documents, and agreements by Subcontractors proposed for key services, for all items specified in the Bid Data Sheet. There is no particular format (or sample form) for Subcontractor agreements.
- **List of Proposed Subcontractors:** In accordance with ITB Clause 6.3, a Bidder must submit, as part of its bid, a list of proposed subcontracts for major items of Technologies, Goods, and/or Services. The list should also include the names and places of registration of the Subcontractors proposed for each item and a summary of their qualifications.
- **List of Software and Materials:** In accordance with ITB Clause 13.1 (e) (vi) (ITB Clauses 13.1 (c) (vi) and 25.1 (e) (vi) in the two-stage SBD), Bidders must submit, as part of their bids, lists of all the Software included in the bid assigned to one of the following categories: (A) System, General-Purpose, or Application Software; or (B) Standard or Custom Software. Bidders must also submit a list of all Custom Materials. If provided for in the Bid Data Sheet, the Procuring Entity may reserve the right to reassign certain key Software to a different category.
- **Qualification information forms:** In accordance with ITB Clause 6, the Procuring Entity will determine whether the Bidder is qualified to undertake the Contract. This entails financial, technical as well as performance history criteria which are specified in the BDS for ITB Clause 6. The Bidder must provide the necessary information for the Procuring Entity to make this assessment through the forms in this sub-section. The forms contain additional detailed instructions which the Bidder must follow.
- **Securing the bid:** If the BDS for ITB Clause 17 (ITB Clause 29 in the two-stage SBD) requires that bids be secured, the Bidder shall do so in accordance with the type and details specified in the same ITB/BDS Clause, either using the form(s) included in these Sample Forms or using another form acceptable to the Procuring Entity. If a Bidder wishes to use an alternative form, it should ensure that the revised format provides substantially the same protection as the standard format; failing that, the Bidder runs the risk of rejection for commercial non-responsiveness.

Bidders need not provide the Performance Security and Advance Payment Security with their bids. Only the Bidder selected for award by the Procuring Entity will be required to provide these securities.

The following forms are to be completed and submitted by the successful Bidder following notification of award: (i) Contract Agreement, with all Appendices; (ii) Performance Security; and (iii) Advance Payment Security.

- **Contract Agreement:** In addition to specifying the parties and the Contract Price, the Contract Agreement is where the: (i) Supplier Representative; (ii) if applicable, agreed Adjudicator and his/her compensation; and (iii) the List of Approved Subcontractors are specified. In addition, modifications to the successful Bidder's Bid Price Schedules are attached to the Agreement. These contain corrections and adjustments to the Supplier's bid prices to correct errors, adjust the Contract Price to reflect – if applicable - any extensions to bid validity beyond the last day of original bid validity plus 56 days, etc.
- **Performance Security:** Pursuant to GCC Clause 13.3, the successful Bidder is required to provide the Performance Security in the form contained in this section of these Bidding Documents and in the amount specified in accordance with the SCC.
- **Advance Payment Security:** Pursuant to GCC Clause 13.2, the successful Bidder is required to provide a bank guarantee for the full amount of the Advance Payment - if an Advance Payment is specified in the SCC for GCC 12.1 - in the form contained in this section of these Bidding Documents or another form acceptable to the Procuring Entity. If a Bidder wishes to propose a different Advance Payment Security form, it should submit a copy to the Procuring Entity promptly for review and confirmation of acceptability before the bid submission deadline.

The Procuring Entity and Supplier will use the following additional forms during Contract implementation to formalize or certify important Contract events: (i) the Installation and Operational Acceptance Certificates; and (ii) the various Change Order forms. These and the procedures for their use during performance of the Contract are included in the Bidding Documents for the information of Bidders.

Table of Sample Forms

1. Bid Submission Form (Single-Stage Bidding)	220
2. Price Schedule Forms	224
2.1 Preamble	225
2.2 Grand Summary Cost Table	226
2.3 Supply and Installation Cost Summary Table	227
2.4 Recurrent Cost Summary Table	230
2.5 Supply and Installation Cost Sub-Table [insert: identifying number]	231
2.6 Recurrent Cost Sub-Table [insert: identifying number]	236
2.7 Country of Origin Code Table	238
3. Other Bid Forms and Lists	239
3.1 Manufacturer's Authorization	240
3.2 List of Proposed Subcontractors	241
3.3 Software List	242
3.4 List of Custom Materials	243
3.5.1 General Information Form	244
3.5.2 General Information Systems Experience Record	245
3.5.2a Joint Venture Summary	246
3.5.3 Particular Information Systems Experience Record	247
3.5.3a Details of Contracts of Similar Nature and Complexity	248
3.5.4 Summary Sheet: Current Contract Commitments / Work in Progress	249
3.5.5 Financial Capabilities	250
3.5.6 Personnel Capabilities	252
3.5.6a Candidate Summary	253
3.5.7 Technical Capabilities	254
3.5.8 Litigation History	255
4. Bid-Securing Declaration	256
4A. Bid Security (Bank Guarantee)	257
4B. Bid Security (Bid Bond)	259
5. Contract Agreement	260
Appendix 1. Supplier's Representative	264
Appendix 2. Adjudicator	265
Appendix 3. List of Approved Subcontractors	266
Appendix 4. Categories of Software	267
Appendix 5. Custom Materials	268
Appendix 6. Revised Price Schedules	269
Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments	270
6. Performance and Advance Payment Security Forms	271
6.1 Performance Security Form (Bank Guarantee)	272
6.2 Advance Payment Security Form (Bank Guarantee)	273
7. Installation and Acceptance Certificates	274
7.1 Installation Certificate	275

7.2	Operational Acceptance Certificate	276
8.	Change Order Procedures and Forms.....	277
8.1	Request for Change Proposal Form	278
8.2	Change Estimate Proposal Form	280
8.3	Estimate Acceptance Form	282
8.4	Change Proposal Form.....	284
8.5	Change Order Form.....	286
8.6	Application for Change Proposal Form	288

1. BID SUBMISSION FORM (SINGLE-STAGE BIDDING)

Date: [Bidder insert: **date of bid**]

Procurement No.: [Procuring Entity insert: **number**]

IFB: [Procuring Entity insert: **IFB title and number**]

Contract: [Procuring Entity insert: **name of Contract**]

To: [Procuring Entity insert: **name and address of Procuring Entity**]

Dear Sir or Madam:

Having examined the Bidding Documents, including Addenda Nos. [insert **numbers**], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply, install, achieve Operational Acceptance of, and support the Information System under the above-named Contract in full conformity with the said Bidding Documents for the sum of:

	[insert: amount of local currency in words]	([insert: amount of local currency in figures from corresponding Grand Total entry of the Grand Summary Cost Table])
plus	[insert: amount of foreign currency A in words]	([insert: amount of foreign currency A in figures from corresponding Grand Total entry of the Grand Summary Cost Table])
[as appropriate, add the following]		
plus	[insert: amount of foreign currency B in words]	([insert: amount of foreign currency B in figures from corresponding Grand Total entry of the Grand Summary Cost Table])
plus	[insert: amount of foreign currency C in words]	([insert: amount of foreign currency C in figures from corresponding Grand Total entry of the Grand Summary Cost Table])

or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence work on the Information System and to achieve Installation and Operational Acceptance within the respective times stated in the Bidding Documents.

If our bid is accepted, and if these Bidding Documents so require, we undertake to provide an advance payment security and a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

[As appropriate, include or delete the following paragraph]

“We accept the appointment of *[Procuring Entity insert: **name of proposed Adjudicator from the Bid Data Sheet**]* as the Adjudicator.”

[and delete the following paragraph, or, as appropriate, delete the above and include the following, or, if no Adjudicator is stated in the Bid Data Sheet, delete both the above and the following]

“We do not accept the appointment of *[Procuring Entity insert: **name of proposed Adjudicator from the Bid Data Sheet**]* as the Adjudicator, and we propose instead that *[insert: **name**]* be appointed as Adjudicator, whose résumé and hourly fees are attached.”

We hereby certify that the Software offered in this bid and to be supplied under the Contract (i) either is owned by us, or (ii) if not owned by us, is covered by a valid license from the proprietor of the Software.

We agree to abide by this bid, which, in accordance with ITB Clauses 13 and 16, consists of this letter (Bid Submission Form) and the enclosures listed below, for a period of *[Procuring Entity insert: **number from Bid Data Sheet**]* days from the date fixed for submission of bids as stipulated in the Bidding Documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to Contract execution if we are awarded the Contract, are listed below:

Name and Address of Agent	Amount and Currency	Purpose of Commission or Gratuity
------------------------------	------------------------	---

Etc. *[if none, state: “none”]*

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this *[insert: **ordinal**]* day of *[insert: **month**], [insert: **year**]*.

Signed:

Date:

In the capacity of *[insert: **title or position**]*

Duly authorized to sign this bid for and on behalf of *[insert: **name of Bidder**]*

ENCLOSURES:

Price Schedules

Bid-Securing Declaration or Bid-Security (if and as required)

Signature Authorization *[plus, in the case of a Joint Venture Bidder, list all other authorizations pursuant to ITB Clause 6.2]*

Attachment 1. Bidder's Eligibility

Attachment 2. Bidder's Qualifications (including Manufacturer's Authorizations and Subcontractor agreements if and as required)

Attachment 3. Eligibility of Goods and Services

Attachment 4. Conformity of the Information System to the Bidding Documents

Attachment 5. Proposed Subcontractors

Attachment 6. Intellectual Property (Software and Materials Lists)

[if appropriate, specify further attachments or other enclosures]

Bid Table of Contents and Checklist

Note: Procuring Entitys should expand and modify (as appropriate) the following table to reflect the required elements of the Bidder's bid. As the following note to Bidders explains, it is in both the Procuring Entity's and Bidder's interest to provide this table and accurately fill it out.

Note: Bidders should expand and (if appropriate) modify and complete the following table. The purpose of the table is to provide the Bidder with a summary checklist of items that must be included in the bid as described in ITB Clauses 13.1 and 16, in order for the bid to be considered for Contract award. The table also provides a summary page reference scheme to ease and speed the Procuring Entity's bid evaluation process.

Item	present: y/n	page no.
Bid Submission Form.....		
Price Schedules		
Bid-Securing Declaration / Bid-Security (if and as required).		
Signature Authorization (for Joint Ventures additionally including the authorizations listed in ITB Clause 6.2)		
Attachment 1		
Attachment 2		
Manufacturer's Authorizations		
Subcontractor agreements.....		
Attachment 3		
Attachment 4		
Attachment 5		
Attachment 6		
.....		

2. PRICE SCHEDULE FORMS

Note: in information systems procurement, the Contract Price (and payment schedule) should be linked as much as possible to achievement of operational capabilities, not just to the physical delivery of technology.

2.1 Preamble

Note: Procuring Entitys should highlight any special requirements of the System and Contract in a Preamble to the Price Schedules. The following is an example of one such preamble.

General

1. The Price Schedules are divided into separate Schedules as follows:
 - 2.2 Grand Summary Cost Table
 - 2.3 Supply and Installation Cost Summary Table
 - 2.4 Recurrent Cost Summary Table
 - 2.5 Supply and Installation Cost Sub-Table(s)
 - 2.6 Recurrent Cost Sub-Tables(s)
 - 2.7 Country of Origin Code Table

[insert: any other Schedules as appropriate]
2. The Schedules do not generally give a full description of the information technologies to be supplied, installed, and operationally accepted, or the Services to be performed under each item. However, it is assumed that Bidders shall have read the Technical Requirements and other sections of these Bidding Documents to ascertain the full scope of the requirements associated with each item prior to filling in the rates and prices. The quoted rates and prices shall be deemed to cover the full scope of these Technical Requirements, as well as overhead and profit.
3. If Bidders are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Instructions to Bidders in the Bidding Documents prior to submitting their bid.

Pricing

4. Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the Bidder. As specified in the Bid Data Sheet, prices shall be fixed and firm for the duration of the Contract.
5. Bid prices shall be quoted in the manner indicated and in the currencies specified in ITB Clauses 14 and 15 (ITB Clauses 27 and 28 in the two-stage SBD). Prices must correspond to items of the scope and quality defined in the Technical Requirements or elsewhere in these Bidding Documents.
6. The Bidder must exercise great care in preparing its calculations, since there is no opportunity to correct errors once the deadline for submission of bids has passed. A single error in specifying a unit price can therefore change a Bidder's overall total bid price substantially, make the bid noncompetitive, or subject the Bidder to possible loss. The Procuring Entity will correct any arithmetic error in accordance with the provisions of ITB Clause 26.2 (ITB Clause 38.2 in the two-stage SBD).
7. Payments will be made to the Supplier in the currency or currencies indicated under each respective item. As specified in ITB Clause 15.1 (ITB Clause 28.1 in the two-stage SBD), no more than three foreign currencies may be used. The price of an item should be unique regardless of installation site.

2.2 Grand Summary Cost Table

		<i>[insert: Local Currency]</i> Price	<i>[insert: Foreign Currency A]</i> Price	<i>[insert: Foreign Currency B]</i> Price	<i>[insert: Foreign Currency C]</i> Price
1.	Supply and Installation Costs (from Supply and Installation Cost Summary Table)				
2.	Recurrent Costs (from Recurrent Cost Summary Table)				
3.	Grand Totals (to Bid Submission Form)				

Name of Bidder:		
Authorized Signature of Bidder:		

2.3 Supply and Installation Cost Summary Table

System or Subsystem number: [if a multi-lot procurement, insert: **Subsystem number**; otherwise state “**entire System procurement**”] [as necessary for supply, installation, and achieving Operational Acceptance of the System, specify items in the Table below, modifying, deleting, or expanding the sample line items and sample table entries as needed.]

Costs MUST reflect prices and rates quoted in accordance with ITB Clauses 14 and 15 (ITB Clauses 27 and 28 in the two-stage SBD).

			Supply & Installation Prices				
			Locally supplied items	Items supplied from outside the Procuring Entity's Country			
Line Item No.	Subsystem / Item	Supply and Installation Cost Sub-Table No.	[insert: Local Currency] Price	[insert: Local Currency] Price	[insert: Foreign Currency A] Price	[insert: Foreign Currency B] Price	[insert: Foreign Currency C] Price
0	Project Plan	--	--	--	--	--	--
1	Headquarters Subsystem	1					
1.1	Hardware, LAN & General-Purpose Software	1					
1.2	Database System	1					
1.3	Training	1					
2	Region 1 Branch Offices Subsystems	2					
2.1	Hardware, LAN & General-Purpose Software	2					

			Supply & Installation Prices				
			Locally supplied items	Items supplied from outside the Procuring Entity's Country			
Line Item No.	Subsystem / Item	Supply and Installation Cost Sub- Table No.	<i>[insert: Local Currency]</i> Price	<i>[insert: Local Currency]</i> Price	<i>[insert: Foreign Currency A]</i> Price	<i>[insert: Foreign Currency B]</i> Price	<i>[insert: Foreign Currency C]</i> Price
2.2	Training	2					
j	Region J Branch Offices Subsystems	j					
j.1	Hardware, LAN & General-Purpose Software	“					
j.2	Subsystem Design and Programming Services						
j.3	Training	“					
:							
k	WAN and integrated database access Subsystems	k					
k.1	WAN	“					
k.2	Database Access Software	“					
k.3	Training	“					
:							
m	Data Conversion Service	m					

			Supply & Installation Prices				
			Locally supplied items	Items supplied from outside the Procuring Entity's Country			
Line Item No.	Subsystem / Item	Supply and Installation Cost Sub- Table No.	<i>[insert: Local Currency]</i> Price	<i>[insert: Local Currency]</i> Price	<i>[insert: Foreign Currency A]</i> Price	<i>[insert: Foreign Currency B]</i> Price	<i>[insert: Foreign Currency C]</i> Price
SUBTOTALS							
TOTAL (To Grand Summary Table)							

Note: - - indicates not applicable. “ indicates repetition of table entry above. Refer to the relevant Supply and Installation Cost Sub-Table for the specific components that constitute each Subsystem or line item in this summary table

Name of Bidder:		
Authorized Signature of Bidder:		

2.4 Recurrent Cost Summary Table

System or Subsystem number: [if a multi-lot procurement, insert: **Subsystem number**, otherwise state “**entire System procurement**”] [as necessary for the operation of the System, specify items in the Table below, modifying the sample line items and sample table entries as needed.]

Costs **MUST** reflect prices and rates quoted in accordance with ITB Clauses 14 and 15 (ITB Clauses 27 and 28 in the two-stage SBD).

Line Item No.	Subsystem / Item	Recurrent Cost Sub-Table No.	[insert: Local Currency] Price	[insert: Foreign Currency A] Price	[insert: Foreign Currency B] Price	[insert: Foreign Currency C] Price
z	Recurrent Cost Items					
z.1	Headquarters Recurrent Cost Items	n.1				
z.2	Region 1 Recurrent Cost Items	n.2				
	Subtotals (to Grand Summary Table)					

Note: Refer to the relevant Recurrent Cost Sub-Tables for the specific components that constitute the Subsystem or line item in this summary table.

Name of Bidder:		
Authorized Signature of Bidder:		

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Procuring Entity's Country				Supplied Locally	Supplied from outside the Procuring Entity's Country			
Component No.	Component Description	Country of Origin Code	Quantity	<i>[insert: local currency]</i>	<i>[insert: local currency]</i>	<i>[insert: foreign currency A]</i>	<i>[insert: foreign currency B]</i>	<i>[insert: foreign currency C]</i>	<i>[insert: local currency]</i>	<i>[insert: local currency]</i>	<i>[insert: foreign currency A]</i>	<i>[insert: foreign currency B]</i>	<i>[insert: foreign currency C]</i>
1.1.4	Standard-speed Laser Printer		3										
1.1.5	Continuous-feed Printer		3										
1.1.6	Design and Programming Services related to Financial Report												
:1.1.7	Local transport and insurance												
2.	LAN - Headquarters		--	--	--	--	--	--					

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Procuring Entity's Country				Supplied Locally	Supplied from outside the Procuring Entity's Country			
Component No.	Component Description	Country of Origin Code	Quantity	<i>[insert: local currency]</i>	<i>[insert: local currency]</i>	<i>[insert: foreign currency A]</i>	<i>[insert: foreign currency B]</i>	<i>[insert: foreign currency C]</i>	<i>[insert: local currency]</i>	<i>[insert: local currency]</i>	<i>[insert: foreign currency A]</i>	<i>[insert: foreign currency B]</i>	<i>[insert: foreign currency C]</i>
2.1	Supply of Wiring Closet Hardware		--	--	--	--	--	--					
2.1.1	Hubs		7										
2.1.2	Punch-down panel		7										
2.1.3	Uninterrupted Power Supply (small)		7										
2.1.4	Lockable Equipment Rack		7										
:													
2.2	In-Building Wiring		--	--	--	--	--	--					
2.2.1	Server Room		--	--	--	--	--	--					

[illegible]

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Procuring Entity's Country				Supplied Locally	Supplied from outside the Procuring Entity's Country			
Component No.	Component Description	Country of Origin Code	Quantity	[insert: local currency]	[insert: local currency]	[insert: foreign currency A]	[insert: foreign currency B]	[insert: foreign currency C]	[insert: local currency]	[insert: local currency]	[insert: foreign currency A]	[insert: foreign currency B]	[insert: foreign currency C]
3.	Supply of General-Purpose Software	--	--	--	--	--	--	--					
Subtotals (to [insert: line item] of Supply and Installation Cost Summary Table)													

Note: -- indicates not applicable.

Name of Bidder:		
Authorized Signature of Bidder:		

2.6 Recurrent Cost Sub-Table [insert: identifying number]

Lot number: [if a multi-lot procurement, insert: **lot number**, otherwise state “**single lot procurement**”]

Line item number: [specify: **relevant line item number from the Recurrent Cost Summary Table (e.g., z.1)**]

Currency: [specify: **the currency of the Recurrent Costs in which the costs expressed in this Sub-Table are expressed**]

[as necessary for operation of the System, specify: **the detailed components and quantities in the Sub-Table below for the line item specified above, modifying the sample components and sample table entries as needed.** Repeat the Sub-Table as needed to cover each and every line item in the Recurrent Cost Summary Table that requires elaboration.]

Costs MUST reflect prices and rates quoted in accordance with ITB Clauses 14 and 15 (ITB Clauses 27 and 28 in the two-stage SBD). Unit prices for the same item appearing several times in the table must be identical in amount and currency.

Component No.	Component	Maximum all-inclusive costs (for costs in [insert: currency])						Sub-total for [insert: currency]
		Y1	Y2	Y3	Y4	...	Yn	
1.	Hardware Maintenance	Incl. in Warranty	Incl. in Warranty	Incl. in Warranty				
2.	Software Licenses & Updates	Incl. in Warranty						
2.1	System and General-Purpose Software	Incl. in Warranty						
2.2	Application, Standard and Custom Software	Incl. in Warranty						
3.	Technical Services							
3.1	Sr. Systems Analyst							
3.2	Sr. Programmer							

Component No.	Component	Maximum all-inclusive costs (for costs in [insert: currency])						Sub-total for [insert: currency]
		Y1	Y2	Y3	Y4	...	Yn	
3.3	Sr. Network Specialist, etc.							
4.	Telecommunications costs [to be detailed]							
5.	[Identify other recurrent costs as may apply]							
	Annual Subtotals:							- -
Cumulative Subtotal (to [insert: currency] entry for [insert: line item] in the Recurrent Cost Summary Table)								

Name of Bidder:		
Authorized Signature of Bidder:		

2.7 Country of Origin Code Table

[illegible]

3. OTHER BID FORMS AND LISTS

3.1 Manufacturer's Authorization

Invitation for Bids Title and No.:

[If applicable:] Lot, Slice, Subsystem No(s).:

To: _____

WHEREAS _____ who are official producers of
_____ and having production facilities at
_____ do hereby authorize
_____ located at
_____ (hereinafter, the "Bidder") to
submit a bid and subsequently negotiate and sign a Contract with you for resale of the following
Products produced by us:

We hereby confirm that, in case the bidding results in a Contract between you and the Bidder, the
above-listed products will come with our full standard warranty.

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the authorization for and on behalf of : _____

Dated on _____ day of _____, _____.

Note: This authorization should be written on the letterhead of the Manufacturer and be signed by a
person with the proper authority to sign documents that are binding on the Manufacturer.

3.2 List of Proposed Subcontractors

[illegible]

3.3 Software List

[illegible]

3.4 List of Custom Materials

[illegible]

3.5.1 General Information Form

All individual firms and each partner of a Joint Venture that are bidding must complete the information in this form. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

Where the Bidder proposes to use named Subcontractors for highly specialized components of the Information System, the following information should also be supplied for the Subcontractor(s), together with the information in Forms 3.5.2, 3.5.3, 3.5.3a, 3.5.4, and 3.5.5. Joint Ventures must also fill out Form 3.5.2a.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners ¹		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		
^{1/} To be completed by all owners of partnerships or individually owned firms.		

3.5.2 General Information Systems Experience Record

Name of Bidder or partner of a Joint Venture
--

All individual firms and all partners of a Joint Venture must complete the information in this form with regard to the management of Information Systems contracts generally. The information supplied should be the annual turnover of the Bidder (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to U.S. dollars at the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications. This form may be included for Subcontractors only if the Bid Data Sheet for ITB Clause 6.1 (a) explicitly permits experience and resources of (certain) Subcontractors to contribute to the Bidder's qualifications.

A brief note on each contract should be appended, describing the nature of the Information System, duration and amount of contract, managerial arrangements, Procuring Entity, and other relevant details.

Use a separate page for each partner of a Joint Venture, and number these pages.

Bidders should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Annual turnover data (applicable activities only)		
Year ¹	Turnover	US\$ equivalent
1.		
2.		
3.		
4.		
5.		
^{1/} Commencing with the partial year up to the date of submission of bids		

3.5.2a Joint Venture Summary

Names of all partners of a Joint Venture
1. Partner in charge
2. Partner
3. Partner
4. Partner
5. Partner
6. etc.

Total value of annual turnover, in terms of Information System billed to clients, in US\$ equivalent, converted at the rate of exchange at the end of the period reported:

Annual turnover data (applicable activities only; US\$ equivalent)						
Partner	Form 3.5.2 page no.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Etc.						
Totals						

3.5.3 Particular Information Systems Experience Record

Name of Bidder or partner of a Joint Venture
--

On separate pages, using the format of Form 3.5.3a, the Bidder is requested to list contracts of a similar nature, complexity, and requiring similar information technology and methodologies to the contract or contracts for which these Bidding Documents are issued, and which the Bidder has undertaken during the period, and of the number, specified in the BDS for ITB Clause 6.1 (a). Each partner of a Joint Venture should separately provide details of its own relevant contracts. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award.

3.5.3a Details of Contracts of Similar Nature and Complexity

Name of Bidder or partner of a Joint Venture
--

Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Procuring Entity	
3.	Procuring Entity address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one) <input type="checkbox"/> Prime Supplier <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Partner in a Joint Venture	
6.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts) Currency Currency Currency	
7.	Equivalent amount US\$ Total contract: \$_____; Subcontract: \$_____; Partner share: \$_____;	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation).	
10.	Contract was completed US\$ _____ equivalent under/over original contract amount (if over, provide explanation).	
11.	Special contractual/technical requirements.	
12.	Indicate the approximate percent of total contract value (and US\$ amount) of Information System undertaken by subcontract, if any, and the nature of such Information System.	

3.5.4 Summary Sheet: Current Contract Commitments / Work in Progress

Name of Bidder or partner of a Joint Venture
--

Bidders and each partner to an Joint Venture bid should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Procuring Entity, contact address/tel./fax	Value of outstanding Information System (current US\$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US\$/month)
1.				
2.				
3.				
4.				
5.				
etc.				

3.5.5 Financial Capabilities

Name of Bidder or partner of a Joint Venture
--

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the BDS for ITB Clause 6.1 (a). Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in U.S. dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in U.S. dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in US\$ equivalent	Actual: Previous five years					Projected: Next two years	
	5	4	3	2	1	1	2
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in the BDS for ITB Clause 6.1 (a).

Source of financing	Amount (US\$ equivalent)
---------------------	--------------------------

1.	
2.	
3.	
4.	

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the period stated in the BDS for ITB Clause 6.1 (a) (for the individual Bidder or each partner of a Joint Venture).

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns,

3.5.6 Personnel Capabilities

Name of Bidder

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form 3.5.6a for each candidate.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

1.	Title of position
	Name of prime candidate
	Name of alternate candidate
2.	Title of position
	Name of prime candidate
	Name of alternate candidate
3.	Title of position
	Name of prime candidate
	Name of alternate candidate
4.	Title of position
	Name of prime candidate
	Name of alternate candidate

3.5.7 Technical Capabilities

Name of Bidder

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

4. BID-SECURING DECLARATION

IFB: *[insert: title and number of IFB]*

To: *[insert: name and address of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we, and in the case of a Joint Venture all partners to it, will automatically be suspended from being eligible for participating in bidding for any contract with you for the period of time of *[five (5) years]*, in case of, and starting from the date of, breaching our obligation(s) under the bidding conditions due to:

- (a) withdrawing our bid, or any part of our bid, during the period of bid validity specified in the Bid Submission Form or any extension of the period of bid validity which we subsequently agreed to; or
- (b) having been notified of the acceptance of our bid by you during the period of bid validity, (i) failing or refusing to execute the Contract Agreement, or (ii) failing or refusing to furnish the performance security, if required, in accordance with the Instructions to Bidders.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the period of bid validity.

If the submission of alternative bids was permitted, and in case we did submit one or more alternative bids, this Bid-Securing Declaration applies to these parts of our bid as well.

Signed: *[insert: signature of person whose name and capacity are shown below]*

Name: *[insert: name of person signing the Bid-Securing Declaration]*, in the capacity of *[insert: legal capacity of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert: name of Bidder]*

Dated on _____ day of _____, 20__

[add Corporate Seal (where appropriate)]

[Note to Bidders: Joint Ventures need to ensure that, their Bid-Securing Declaration meets the requirements for Joint Ventures as stated in the ITB Clause on "Securing the Bid".]

4A. BID SECURITY (BANK GUARANTEE)

[insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: *[insert: Name and Address of Procuring Entity]*

Date: *[insert: date]*

BID GUARANTEE No.: *[insert: Bid Guarantee Number]*

We have been informed that *[insert: name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert: bid date]* (hereinafter called "the Bid") for the execution of *[insert: name of contract]* under Invitation for Bids No. *[insert: IFB number]*.

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we *[insert: name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert: amount in figures]* (*[insert: amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- (b) having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Signature(s)]

[Note to Bidders: Instructions on amount and currency can be found in the ITB Clause and BDS for "Securing the Bid." Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint Ventures as provided in the same Clause.]

4B. BID SECURITY (BID BOND)**BOND NO.:** _____

BY THIS BOND, *[insert: name of Bidder]* as Principal (hereinafter called "the Principal"), and *[insert: name, legal title, and address of surety]*, authorized to transact business in *[insert: name of Procuring Entity's country]*, as Surety (hereinafter called "the Surety"), are held and firmly bound unto *[insert name of Procuring Entity]* as Obligee (hereinafter called "the Procuring Entity") in the sum of *[insert amount of Bond in currency, figures and words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written bid to the Procuring Entity dated the ____ day of _____, 20__, for the execution of *[insert: name of contract]* (hereinafter called "the Bid"). If the Principal was permitted by the bidding conditions to submit alternative bid(s) and did so, then these are deemed part of the Bid and thus covered by this Bond.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws the Bid (or any parts of it) during the period of the Bid's validity specified in the Bid Submission Form, or any extension of the period of the Bid's validity the Principal subsequently agreed to, notice of which to the Surety is hereby waived; or
- (b) having been notified of the acceptance of the Bid by the Procuring Entity during the period of the Bid's validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders;

then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has/have occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid's validity.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this ____ day of _____ 20__.

Principal: _____ Surety: _____

[add Corporate Seal(s) (where appropriate)]

[Signature]

[Signature]

[state: **printed name and title**]

[state: **printed name and title**]

[Note to Bidders: Instructions on amount and currency can be found in the ITB Clause and BDS for "Securing the Bid." Joint Ventures need to also ensure that their Bid Bond meets the requirements for Joint Ventures as provided in the same Clause.]

5. CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made

the [*insert: ordinal*] day of [*insert: month*], [*insert: year*].

BETWEEN

- (1) [*insert: Name of Procuring Entity*], a [*insert: description of type of legal entity, for example, an agency of the Ministry of . . .*] of the Government of the **Republic of Zambia**, or corporation incorporated under the laws of the **Republic of Zambia** and having its principal place of business at [*insert: address of Procuring Entity*] (hereinafter called “the Procuring Entity”), and
- (2) [*insert: name of Supplier*], a corporation incorporated under the laws of [*insert: country of Supplier*] and having its principal place of business at [*insert: address of Supplier*] (hereinafter called “the Supplier”).

WHEREAS the Procuring Entity desires to engage the Supplier to supply, install, achieve Operational Acceptance of, and support the following Information System [*insert: brief description of the Information System*] (“the System”), and the Supplier has agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

NOW IT IS HEREBY AGREED as follows:

Article 1.

1.1 Contract Documents (Reference GCC Clause 1.1 (a) (ii))

Contract Documents

The following documents shall constitute the Contract between the Procuring Entity and the Supplier, and each shall be read and construed as an integral part of the Contract:

- (a) This Contract Agreement and the Appendices attached to the Contract Agreement
- (b) Special Conditions of Contract
- (c) General Conditions of Contract
- (d) Technical Requirements (including Implementation Schedule)
- (e) The Supplier’s bid and original Price Schedules
- (f) [*Add here: any other documents*]

1.2 Order of Precedence (Reference GCC Clause 2)

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above, provided that Appendix 7 shall prevail over all provisions of the Contract Agreement and the other Appendices

attached to the Contract Agreement and all the other Contract Documents listed in Article 1.1 above.

1.3 Definitions (Reference GCC Clause 1)

Capitalized words and phrases used in this Contract Agreement shall have the same meanings as are ascribed to them in the General Conditions of Contract.

Article 2.

**Contract Price
and Terms of
Payment**

2.1 Contract Price (Reference GCC Clause 1.1(a)(viii) and GCC Clause 11)

The Procuring Entity hereby agrees to pay to the Supplier the Contract Price in consideration of the performance by the Supplier of its obligations under the Contract. The Contract Price shall be the aggregate of: [*insert: amount of foreign currency A in words*], [*insert: amount in figures*], plus [*insert: amount of foreign currency B in words*], [*insert: amount in figures*], plus [*insert: amount of foreign currency C in words*], [*insert: amount in figures*], [*insert: amount of local currency in words*], [*insert: amount in figures*], as specified in the Grand Summary Price Schedule.

The Contract Price shall be understood to reflect the terms and conditions used in the specification of prices in the detailed price schedules, including the terms and conditions of the associated Incoterms, and the taxes, duties and related levies if and as identified.

Article 3.

**Effective Date
for Determining
Time for
Operational
Acceptance**

3.1 Effective Date (Reference GCC Clause 1.1 (e) (ix))

The time allowed for supply, installation, and achieving Operational Acceptance of the System shall be determined from the date when all of the following conditions have been fulfilled:

- (a) This Contract Agreement has been duly executed for and on behalf of the Procuring Entity and the Supplier;
- (b) The Supplier has submitted to the Procuring Entity the performance security and the advance payment security, in accordance with GCC Clause 13.2 and GCC Clause 13.3;
- (c) The Procuring Entity has paid the Supplier the advance payment, in accordance with GCC Clause 12;
- (d) [*specify here: any other conditions, for example, opening/confirmation of letter of credit*].

Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.

- 3.2 If the conditions listed under 3.1 are not fulfilled within two (2) months from the date of this Contract Agreement because of reasons not attributable to the Supplier, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time for Achieving Operational Acceptance and/or other relevant conditions of the Contract.

- Article 4.**
- Appendixes**
- 4.1 The Appendixes listed below shall be deemed to form an integral part of this Contract Agreement.
- 4.2 Reference in the Contract to any Appendix shall mean the Appendixes listed below and attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

APPENDIXES

- Appendix 1. Supplier's Representative
- Appendix 2. Adjudicator *[if there is no Adjudicator, state "**not applicable**"]*
- Appendix 3. List of Approved Subcontractors
- Appendix 4. Categories of Software
- Appendix 5. Custom Materials
- Appendix 6. Revised Price Schedules (if any)
- Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

IN WITNESS WHEREOF the Procuring Entity and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

For and on behalf of the Procuring Entity

Signed:

in the capacity of [insert: *title or other appropriate designation*]

in the presence of

For and on behalf of the Supplier

Signed:

in the capacity of [insert: *title or other appropriate designation*]

in the presence of

CONTRACT AGREEMENT

dated the [insert: *number*] day of [insert: *month*], [insert: *year*]

BETWEEN

[insert: *name of Procuring Entity*], “the Procuring Entity”

and

[insert: *name of Supplier*], “the Supplier”

Appendix 1. Supplier's Representative

In accordance with GCC Clause 1.1 (b) (iv), the Supplier's Representative is:

Name: [insert: **name** and provide title and address further below, or state **"to be nominated within fourteen (14) days of the Effective Date"**]

Title: [if appropriate, insert: **title**]

In accordance with GCC Clause 4.3, the Supplier's addresses for notices under the Contract are:

Address of the Supplier's Representative: [as appropriate, insert: **personal delivery, postal, cable, telegraph, telex, facsimile, electronic mail, and/or EDI addresses.**]

Fallback address of the Supplier: [as appropriate, insert: **personal delivery, postal, cable, telegraph, telex, facsimile, electronic mail, and/or EDI addresses.**]

Appendix 2. Adjudicator

In accordance with GCC Clause 1.1 (b) (vi), the agreed-upon Adjudicator is:

Name: [insert: ***name***]

Title: [insert: ***title***]

Address: [insert: ***postal address***]

Telephone: [insert: ***telephone***]

In accordance with GCC Clause 6.1.3, the agreed-upon fees and reimbursable expenses are:

Hourly Fees: [insert: ***hourly fees***]

Reimbursable Expenses: [list: ***reimbursables***]

Pursuant to GCC Clause 6.1.4, if at the time of Contract signing, agreement has not been reached between the Procuring Entity and the Supplier, an Adjudicator will be appointed by the Appointing Authority named in the SCC.

Appendix 5. Custom Materials

The follow table specifies the Custom Materials the Supplier will provide under the Contract.

[illegible]

Appendix 6. Revised Price Schedules

The attached Revised Price Schedules (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the Price Schedules contained in the Supplier's Bid. These Revised Price Schedules reflect any corrections or adjustments to the Supplier's bid price, pursuant to the ITB Clauses 18.3, 26.2, and 33.1 (ITB Clauses 30.3, 38.2, and 45.1 in the two-stage SBD).

Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

The attached Contract amendments (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the relevant clauses in the GCC, SCC, Technical Requirements, or other parts of this Contract as defined in GCC Clause 1.1 (a) (ii).

6. PERFORMANCE AND ADVANCE PAYMENT SECURITY FORMS

6.1 Performance Security Form (Bank Guarantee)

*[insert: **Bank's Name, and Address of Issuing Branch or Office**]*

Beneficiary: *[insert: **Name and Address of Procuring Entity**]*

Date: *[insert: **date**]*

PERFORMANCE GUARANTEE No.: *[insert: **Performance Guarantee Number**]*

We have been informed that on *[insert: **date of award**]* you awarded Contract No. *[insert: **Contract number**]* for *[insert: **title and/or brief description of the Contract**]* (hereinafter called "the Contract") to *[insert: **complete name of Supplier**]* (hereinafter called "the Supplier"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert: **amount(s)¹ in figures and words**]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

On the date of your issuing, to the Supplier, the Operational Acceptance Certificate for the System, the value of this guarantee will be reduced to any sum(s) not exceeding *[insert: **amount(s)¹ in figures and words**]*. This remaining guarantee shall expire no later than *[insert: **number and select: of months/of years (of the Warranty Period that needs to be covered by the remaining guarantee)**]* from the date of the Operational Acceptance Certificate for the System,² and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20 (a) is hereby excluded.

[Signature(s)]

¹ The bank shall insert the amount(s) specified and denominated in the SCC for GCC Clauses 13.3.1 and 13.3.4 respectively, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

² In this sample form, the formulation of this paragraph reflects the usual SCC provisions for GCC Clause 13.3. However, if the SCC for GCC Clauses 13.3.1 and 13.3.4 varies from the usual provisions, the paragraph, and possibly the previous paragraph, need to be adjusted to precisely reflect the provisions specified in the SCC.

6.2 Advance Payment Security Form (Bank Guarantee)

[insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: *[insert: Name and Address of Procuring Entity]*

Date: *[insert: date]*

ADVANCE PAYMENT GUARANTEE No.: *[insert: Advance Payment Guarantee Number]*

We have been informed that on *[insert: date of award]* you awarded Contract No. *[insert: Contract number]* for *[insert: title and/or brief description of the Contract]* (hereinafter called "the Contract") to *[insert: complete name of Supplier]* (hereinafter called "the Supplier"). Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[insert: amount in numbers and words, for each currency of the advance payment]* is to be made to the Supplier against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total the amount of the advance payment referred to above, upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligations under the Contract because the Supplier used the advance payment for purposes other than toward the proper execution of the Contract.

It is a condition for any claim and payment to be made under this guarantee that the advance payment referred to above must have been received by the Supplier on its account *[insert: number and domicile of the account]*.

For each payment after the advance payment, which you will make to the Supplier under this Contract, the maximum amount of this guarantee shall be reduced by the ninth part of such payment.¹ At the time at which the amount guaranteed becomes nil, this guarantee shall become null and void, whether the original is returned to us or not.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Signature(s)]

¹ This sample formulation assumes an Advance Payment of 10% of the Contract Price excluding Recurrent Costs, and implementation of the main option proposed by this SBD in the SCC for GCC Clause 13.2.2 for gradually reducing the value of the Advance Payment Security. If the Advance Payment is other than 10%, or if the reduction in amount of the security follows a different approach, this paragraph would need to be adjusted and edited accordingly.

7. INSTALLATION AND ACCEPTANCE CERTIFICATES

7.1 Installation Certificate

Date: [insert: **date**]

IFB: [insert: **title and number of IFB**]

Contract: [insert: **name and number of Contract**]

To: [insert: **name and address of Supplier**]

Dear Sir or Madam:

Pursuant to GCC Clause 26 (Installation of the System) of the Contract entered into between yourselves and the [insert: **name of Procuring Entity**] (hereinafter the “Procuring Entity”) dated [insert: **date of Contract**], relating to the [insert: **brief description of the Information System**], we hereby notify you that the System (or a Subsystem or major component thereof) was deemed to have been correctly installed on the date specified below.

1. Description of the System (or relevant Subsystem or major component: [insert: **description**]
2. Date of Installation: [insert: **date**]

Notwithstanding the above, you are required to complete the outstanding items listed in the attachment to this certificate as soon as practicable. This letter shall not relieve you of your obligation to achieve Operational Acceptance of the System in accordance with the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of: [state: **“Project Manager”** or state **the title of a higher level authority in the Procuring Entity’s organization**]

7.2 Operational Acceptance Certificate

Date: [insert: *date*]

IFB: [insert: *title and number of IFB*]

Contract: [insert: *name of System or Subsystem and number of Contract*]

To: [insert: *name and address of Supplier*]

Dear Sir or Madam:

Pursuant to GCC Clause 27 (Commissioning and Operational Acceptance) of the Contract entered into between yourselves and the [insert: *name of Procuring Entity*] (hereinafter the “Procuring Entity”) dated [insert: *date of Contract*], relating to the [insert: *brief description of the Information System*], we hereby notify you the System (or the Subsystem or major component identified below) successfully completed the Operational Acceptance Tests specified in the Contract. In accordance with the terms of the Contract, the Procuring Entity hereby takes over the System (or the Subsystem or major component identified below), together with the responsibility for care and custody and the risk of loss thereof on the date mentioned below.

1. Description of the System (or Subsystem or major component): [insert: *description*]
2. Date of Operational Acceptance: [insert: *date*]

This letter shall not relieve you of your remaining performance obligations under the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of: [state: *“Project Manager” or higher level authority in the Procuring Entity’s organization*]

8. CHANGE ORDER PROCEDURES AND FORMS

Date: [insert: *date*]

IFB: [insert: *title and number of IFB*]

Contract: [insert: *name or System or Subsystem and number of Contract*]

General

This section provides samples of procedures and forms for carrying out changes to the System during the performance of the Contract in accordance with GCC Clause 39 (Changes to the System) of the Contract.

Change Order Log

The Supplier shall keep an up-to-date Change Order Log to show the current status of Requests for Change and Change Orders authorized or pending. Changes shall be entered regularly in the Change Order Log to ensure that the log is kept up-to-date. The Supplier shall attach a copy of the current Change Order Log in the monthly progress report to be submitted to the Procuring Entity.

References to Changes

- (1) Request for Change Proposals (including Application for Change Proposals) shall be serially numbered CR-nnn.
- (2) Change Estimate Proposals shall be numbered CN-nnn.
- (3) Estimate Acceptances shall be numbered CA-nnn.
- (4) Change Proposals shall be numbered CP-nnn.
- (5) Change Orders shall be numbered CO-nnn.

On all forms, the numbering shall be determined by the original CR-nnn.

Annexes

- 8.1 Request for Change Proposal Form
- 8.2 Change Estimate Proposal Form
- 8.3 Estimate Acceptance Form
- 8.4 Change Proposal Form
- 8.5 Change Order Form
- 8.6 Application for Change Proposal Form

8.1 Request for Change Proposal Form

(Procuring Entity's Letterhead)

Date: [insert: **date**]

IFB: [insert: **title and number of IFB**]

Contract: [insert: **name of System or Subsystem or number of Contract**]

To: [insert: **name of Supplier and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

With reference to the above-referenced Contract, you are requested to prepare and submit a Change Proposal for the Change noted below in accordance with the following instructions within [insert: **number**] days of the date of this letter.

1. Title of Change: [insert: **title**]
2. Request for Change No./Rev.: [insert: **number**]
3. Originator of Change: [select **Procuring Entity** / **Supplier** (by Application for Change Proposal), and add: **name of originator**]
4. Brief Description of Change: [insert: **description**]
5. System (or Subsystem or major component affected by requested Change): [insert: **description**]
6. Technical documents and/or drawings for the request of Change:

Document or Drawing No.

Description

7. Detailed conditions or special requirements of the requested Change: [insert: **description**]

8. Procedures to be followed:
- (a) Your Change Proposal will have to show what effect the requested Change will have on the Contract Price.
 - (b) Your Change Proposal shall explain the time it will take to complete the requested Change and the impact, if any, it will have on the date when Operational Acceptance of the entire System agreed in the Contract.
 - (c) If you believe implementation of the requested Change will have a negative impact on the quality, operability, or integrity of the System, please provide a detailed explanation, including other approaches that might achieve the same impact as the requested Change.
 - (d) You should also indicate what impact the Change will have on the number and mix of staff needed by the Supplier to perform the Contract.
 - (e) You shall not proceed with the execution of work related to the requested Change until we have accepted and confirmed the impact it will have on the Contract Price and the Implementation Schedule in writing.
9. As next step, please respond using the Change Estimate Proposal form, indicating how much it will cost you to prepare a concrete Change Proposal that will describe the proposed approach for implementing the Change, all its elements, and will also address the points in paragraph 8 above pursuant to GCC Clause 39.2.1. Your Change Estimate Proposal should contain a first approximation of the proposed approach, and implications for schedule and cost, of the Change.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of: [state: ***“Project Manager” or higher level authority in the Procuring Entity’s organization***]

8.2 Change Estimate Proposal Form

(Supplier's Letterhead)

Date: [insert: **date**]

IFB: [insert: **title and number of IFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Procuring Entity and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

With reference to your Request for Change Proposal, we are pleased to notify you of the approximate cost of preparing the below-referenced Change in accordance with GCC Clause 39.2.1 of the Contract. We acknowledge that your agreement to the cost of preparing the Change Proposal, in accordance with GCC Clause 39.2.2, is required before we proceed to prepare the actual Change Proposal including a detailed estimate of the cost of implementing the Change itself.

1. Title of Change: [insert: **title**]
2. Request for Change No./Rev.: [insert: **number**]
3. Brief Description of Change (including proposed implementation approach): [insert: **description**]
4. Schedule Impact of Change (initial estimate): [insert: **description**]
5. Initial Cost Estimate for Implementing the Change: [insert: **initial cost estimate**]
6. Cost for Preparation of Change Proposal: [insert: **cost in the currencies of the Contract**], as detailed below in the breakdown of prices, rates, and quantities.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [state: ***“Supplier’s Representative” or other higher level authority in the Supplier’s organization***]

8.3 Estimate Acceptance Form

(Procuring Entity's Letterhead)

Date: [insert: **date**]

IFB: [insert: **title and number of IFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Supplier and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

We hereby accept your Change Estimate and agree that you should proceed with the preparation of a formal Change Proposal.

1. Title of Change: [insert: **title**]
2. Request for Change No./Rev.: [insert: **request number / revision**]
3. Change Estimate Proposal No./Rev.: [insert: **proposal number / revision**]
4. Estimate Acceptance No./Rev.: [insert: **estimate number / revision**]
5. Brief Description of Change: [insert: **description**]
6. Other Terms and Conditions:

In the event that we decide not to order the Change referenced above, you shall be entitled to compensation for the cost of preparing the Change Proposal up to the amount estimated for this purpose in the Change Estimate Proposal, in accordance with GCC Clause 39 of the General Conditions of Contract.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of: [state: ***“Project Manager” or higher level authority in the Procuring Entity’s organization***]

8. Estimate of the increase/decrease to the Contract Price resulting from the proposed Change: *[insert: **amount in currencies of Contract**]*, as detailed below in the breakdown of prices, rates, and quantities.
Total lump sum cost of the Change:
Cost to prepare this Change Proposal (i.e., the amount payable if the Change is not accepted, limited as provided by GCC Clause 39.2.6):
9. Additional Time for Achieving Operational Acceptance required due to the Change: *[insert: **amount in days / weeks**]*
10. Effect on the Functional Guarantees: *[insert: **description**]*
11. Effect on the other terms and conditions of the Contract: *[insert: **description**]*
12. Validity of this Proposal: for a period of *[insert: **number**]* days after receipt of this Proposal by the Procuring Entity
13. Procedures to be followed:
 - (a) You are requested to notify us of your acceptance, comments, or rejection of this detailed Change Proposal within *[insert: **number**]* days from your receipt of this Proposal.
 - (b) The amount of any increase and/or decrease shall be taken into account in the adjustment of the Contract Price.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: *[state: **“Supplier’s Representative” or other higher level authority in the Supplier’s organization**]*

8.5 Change Order Form

(Procuring Entity's Letterhead)

Date: [insert: **date**]

IFB: [insert: **title and number of IFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Supplier and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

We hereby approve the Change Order for the work specified in Change Proposal No. [insert: **number**], and agree to adjust the Contract Price, Time for Completion, and/or other conditions of the Contract in accordance with GCC Clause 39 of the Contract.

1. Title of Change: [insert: **name**]
2. Request for Change No./Rev.: [insert: **request number / revision**]
3. Change Order No./Rev.: [insert: **order number / revision**]
4. Originator of Change: [select: **Procuring Entity / Supplier**; and add: **name**]
5. Authorized Price for the Change:

Ref. No.: [insert: **number**]

Date: [insert: **date**]

[insert: **amount in foreign currency A**] plus [insert: **amount in foreign currency B**] plus
[insert: **amount in foreign currency C**] plus [insert: **amount in local currency**]

6. Adjustment of Time for Achieving Operational Acceptance: [insert: **amount and description of adjustment**]

7. Other effects, if any: [state: ***“none”*** or insert ***description***]

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of: [state: ***“Project Manager”*** or ***higher level authority in the Procuring Entity’s organization***]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [state ***“Supplier’s Representative”*** or ***higher level authority in the Supplier’s organization***]

8.6 Application for Change Proposal Form

(Supplier's Letterhead)

Date: [insert: **date**]

IFB: [insert: **title and number of IFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Procuring Entity and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

We hereby propose that the below-mentioned work be treated as a Change to the System.

1. Title of Change: [insert: **name**]
2. Application for Change Proposal No./Rev.: [insert: **number / revision**] dated: [insert: **date**]
3. Brief Description of Change: [insert: **description**]
4. Reasons for Change: [insert: **description**]
5. Order of Magnitude Estimation: [insert: **amount in currencies of the Contract**]
6. Schedule Impact of Change: [insert: **description**]
7. Effect on Functional Guarantees, if any: [insert: **description**]
8. Appendix: [insert: **titles (if any); otherwise state "none"**]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [state: ***“Supplier’s Representative” or higher level authority in the Supplier’s organization***]