

27th December 2023

MINUTES OF THE PRE-BID MEETING FOR THE TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR THE ZAMBIA INSTITUTE OF CHARTERED ACCOUNTANTS (ZICA)

OBN NO. ZICA/DMCS/TD/0001/2023

The Zambia Institute of Chartered Accountants held a Pre-bid meeting for the tender for the design, supply and installation of an Enterprise Resource Planning (ERP) system on 27th December 2023 at 15:00hrs local time.

Present

Name	Company
Husen Daudi	Serpent Consulting Services Pvt. Ltd.
Nisha Patel	Serpent Consulting services Pvt. Ltd.
Lucky Somili	Bridging Gap Solutions
Mulanda Miyutu	Bridging Gap Solutions
Fitzwell Kabunda	Bridging Gap Solutions
Jones Nkhata	Bridging Gap Solutions Limited
Guruparan B	Solufy Zambia Limited, Agro-Fuel Group
Samuel Olaniyan	ZICA
Valarie Nambeye	ZICA
Quincy Kabamba	ZICA
Lillian Musonda	ZICA

The following issues were discussed:

Item	Question/Comment	Answers
1.	Under ITB 6.1 (a), Please clarify on the Membership Category required for ICT Association of Zambia (ICTAZ).	A Valid 2024 Corporate Membership with the ICT Association of Zambia (ICTAZ). Foreign Bidders whose companies are not registered locally should provide similar corporate membership certificates to professional ICT regulatory bodies or organizations.
2.	There is a 50 Internal Users and 15000 Other users who use portal. Please advise if ZiCA will buy the portal user licenses or use free portal users?	ZICA will use free portal user licences. A new portal user should be able to create a free new user account.
3.	Please advise on the maximum and minimum number for the users.	The Maximum number of internal users is 80 and the minimum is 50. For external (portal) user the minimum is 20,000 and the maximum is 40,000.
4.	The implementation deadline is 31 st Dec 2023. Is it extendable?	Please note that the implementation period shall be negotiated with the Best Evaluated Bidder at Contract Stage.
5.	Under ITB 6.1 (a) point 13, on the requirement for Audited Financials, please advise in the case of a start-up company with no Audited Financials.	Please note that Audited Financial Statements for three (3) years for the periods ending 2022, 2021, and 2020 are mandatory requirements. 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
6.	Please advise on whether or not a Joint Venture will be acceptable.	No. Kindly note that a Joint Venture is not a requirement for this tender. It is the Intention of Institute to engage one vendor for the requirement.
7.	Is it compulsory for prospective bidders to attend the Pre-Bid Meeting?	No.
8.	Please advise if it a requirement for bidders to submit Manufacturer's Authorization.	No. However under ITB 6.1 (a) point 12, bidders shall be required to provide 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
9.	Please advise if the deadline for bid submissions will be subject to extensions?	No. The Last Date and Time for receiving of bids at ZICA is 31 st January 2024 at 10:00hrs Local Time



Quincy Kabamba
Chairperson



Lillian Musonda
Secretary