



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

**ADDENDUM No. 2**

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

Reference is made to the above captioned tender.

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

No.	Clarification	Answer
1	Please advise if the provision of technology licenses (Database & Middleware) are part of scope or out of scope?	Please note that the provision of technology licenses (Database & Middleware) are out of scope.
2	Kindly clarify if the selected vendor will provide only the sizing and recommendation of the hardware (Server, Storage, Network, Printer, LAN), of which ZICA shall procure and implement before commencement of the application software.	Yes, the selected vendor will only provide the technical specifications and recommendations for the Hardware for the LIVE environment. However, the Vendor should provide the TEST Environment.
3	Please confirm if the Technology software 24/7/365 support is part of scope or out of scope?	Kindly note that technical support during and post implementation is part of scope.
4	Please confirm if Technology software implementation is part of scope or out of scope?	Kindly note that Technology software implementation is part of scope
5	Kindly confirm if bidders can deviate from the proposed payment terms and propose standard payment terms.	Bidders may propose alternative payment terms, that will be subject to negotiations with the best evaluated bidder.
6	Please provide the budgeted amount towards the cost of implementation of an integrated Enterprise Resource Planning system?	Bidders are advised to submit their competitive offers based on the proposed solution.
7	Bidders are required to submit a Bid Securing Declaration as stipulated under ITB (a). Kindly confirm if a bid bond is also required.	Bidders shall not be required to submit a Bid Security; however, bidders shall submit a Bid Securing Declaration as stipulated under ITB (a). (Refer to sample form attached).
8	Please advise if ZICA has an ERP system currently in use that caters for the business' needs?	No. ZICA has no ERP system in use.
9	Kindly advise if the ERP server should be on premise or on cloud?	Bidders may propose on premises or cloud based solution
10	Please confirm if there are any reports that would need to be developed? And if Yes, How many?	Please note that Reports need to be developed as stipulated under the Section VI. technical requirements (including implementation schedule)

11	Please specify the number of procurement users.	Bidders are advised to note that users will be assigned role-based access, therefore the proposed solution should have a dynamic user management mechanism and User Group Definitions as stipulated under the Section VI. technical requirements (including implementation schedule)
12	Please specify the number of financial users.	Bidders are advised to note that users will be assigned role-based access, therefore the proposed solution should have a dynamic user management mechanism and User Group Definitions as stipulated under the Section VI. technical requirements (including implementation schedule)
13	Kindly advise if data migration from legacy system is part of the scope. If yes how many years?	Please note that Data Migration from current systems IMIS (MS SQL Database) & Sage Evolution (MS SQL Database) is part of the solution scope as stipulated under the Section VI. technical requirements (including implementation schedule)
14	Please advise on the business process areas needed for the system implementation?	Please refer to Section VI. Technical requirements (including implementation schedule).
15	Please advise if there will be any Integrations with other applications or systems? If yes, kindly confirm if the applications have the capability for any integrations.	Yes. Please refer to Section VI. Technical requirements (including implementation schedule).
16	Please advise on the overall timeline for the project implementation.	Bidders are advised to propose a timeline based on the solution provided. However, the implementation period shall be negotiated with the Best Evaluated Bidder at Contract Stage.

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

**Issue Date: 16<sup>th</sup> January 2024**

**ZICA IS A MEMBER OF:**



**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".]*