

PRE- BID QUESTIONS & RESPONSES

TENDER FOR THE SUPPLY AND DELIVERY OF STATIONERY & OTHER COMMON USE ITEMS (OFFICE SUPPLIES)

No.	QUESTION	RESPONSE
1	Is this tender meant for big companies or not? Because how can a small shop owner have audited financial report	It is a mandatory that both small and big businesses maintain annual audited financial reports
2	Should references be in form of previous purchase orders?	1. Fill in the reference form under section 5 2. You may attach purchase orders or contract to support your Bid
3	What is the minimum pass mark on Section 3 Part A under preliminary evaluation criteria?	Section 3: A) Preliminary Evaluation • Total Marks 8 • Pass Mark for Stationery and Other Common Use Items is 8 marks
4	What input is required in the column for " Bidder technical guarantee? "	Under Bidder Technical Guarantee, you must indicate the specifications for the goods in your Bid
5	Are bank statements acceptable in place of audited financial statements	NO
6	Apart from original copy of bid, how many extra copies are needed	Submit a total of 3 copies
7	Am interested in zimba and my shop in monze. Can I still bid?	NO, but you may participate for Monze District
8	Am based in katete . can I still bid for chipata?	NO
9	How many lots is one allowed to bid	• Under Stationery and Other Common Use Items , there is no restriction on the number of Lots. The bidder can bid for Lot 1 or Lot 2 or both Lots
10	What else can be considered as F/S? in place of Audited Financial Statements,	Only Audited Financial reports are required
11	Can CARE be used as reference?	YES
12	I am In Choma where do I Submit the Tender?	Address: CARE ZAMBIA, PLOT NO. 350A/D KABANANA AREA, CHOMA (Refer to the Tender Document)

13	Am based in Nyimba, can I still bid for Chipata.	NO
14	If you are bidding for two lots, are we supposed to have three copies of each lot?	NO, only three copies are enough. BUT remember to attach three references for each Lot
15	Why is it that under quantity required CARE has indicated “ 1”	Qty “1” is just for bidding purposes. Actual qty shall be given at Purchase Order stage

ADDENDUM

1. SECTION 3, under Preliminary Evaluation No.5

Bidders must provide at least three (3) references for previous similar contracts by filling in the bidder.

Must read:

“Bidders must provide at least three (3) references for the previous similar contracts by filling in the reference form under **section 5**

2. **PART C** under general condition and clauses **No.2**

- To conduct a due diligence exercise **with prior** notification to the vendor

Must read:

- To conduct a due diligence exercise **without** prior notification to the vendor

3. Under section 3, the criteria below must not indicate any mark

No.	Particulars	Marks	Compliant	Non-compliant
	ENSURE that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on top page	1 or 0		

Must read:

No.	Particulars	Marks	Compliant	Non-compliant
	ENSURE that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on top page	1 or 0		