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13th April, 2022

ADDENDUM NO.1

ZNCB/RFP/CR/04/2022: REGISTRATION OF PROPERTY VALUATION SURVEYORS FOR PROVISION OF PROPERTY VALUATION SERVICES TO THE ZAMBIA NATIONAL COMMERCIAL BANK PLC


Reference is made to the above captioned tender.

The questions and clarifications provided to the bidders in the meeting were as tabulated below:

No.	Questions from Bidders	Response from Zanaco
1.	Would you consider revising the number of registered Valuation surveyors from 5 to 2 because the registered surveyors usually each firm has is 1 or 2.	The Number of valuation surveyors has been reduced to 2.
2.	The audited financials don't apply to individual consultants, in this case what should we do?	We don't deal with individual consultants but registered firms.
3.	We recommend having a number of surveyors so that maybe the Bank can do rotations on the selected surveyors.	The Bank shall not engage a single valuation surveyor but a panel of eligible surveyors from whom the Banks clients will select.
4.	Can we consider Bank Statements instead of audited financial statements?	Audited Financial Statements are a requirement and NOT Bank Statements.
5.	On geographical spread, the Bank requires the Valuer who has "Has more than 2 branches each in more than 3 provincial centers of Zambia". Most firms have presence in two regions. Will the Bank consider revising this requirement to one office in atleast two different provinces?	Geographical spread has been revised to one office in atleast 2 different provinces.
6.	Will reference letters from firms that are non-financial institutions be accepted?	The Bank shall require at least one reference letter from a financial institution.
7.	Proof of Registration to be provided.	Must be registered with the Valuation Surveyors Registration Board (VSRB).
8.	Minimum Qualifications.	B.Sc. Real Estate or B.Sc. Land Economy from the Copperbelt University and BA Real Estate Management from University of Lusaka, B.Sc. Property Studies, B.Sc. Estate Management and similar such qualifications.

9.	Valuation Surveyors are not mandated to verify title deeds of any property.	This is excluded from the duties of the Valuers.
10.	Consider Revision the Evaluation Criteria.	Revised Criteria is attached.
11.	Closing Date	The Closing Date Has Been Extended to Friday, 22 nd April, 2022 at 15:00 Hours Local Time.

Please note that all other details pertaining to this RFP remain unchanged.



Mundia Siyauya

ACTING HEAD - SUPPLY CHAIN MANAGEMENT

ATTACHMENT : EVALUATION CRITERIA

1. PRELIMINARY EVALUATION CRITERIA

To be eligible bidders shall submit the documents below which will be considered under Preliminary Evaluation:

No.	Criteria	Compliance (Yes/No)
1.	Copies of Valid Tax Clearance Certificate	
2.	Copies of Certificate of Incorporation/Registration (Firm <u>Must be incorporated as a Company</u>) (Attach Certificate of Incorporation)	
3.	Supplier Declaration Form to be properly signed by authorized executive officer (Attach Signed Form)	
4.	Fully signed Bid securing declaration form (Attach Duly Signed Form)	
5.	Listing of the company's Board of Directors Including National Registration Card Numbers. A copy of the Passport must be attached for foreign Board members.	
6.	Latest copy of Pacra printout (Must Be Attached)	
7.	Must possess a current certificate of registration as a valuer from the Valuation Surveyors Registration Board (VSRB). (Attach Copy of Certificate)	
8.	Responsiveness (Yes/No)	

Non-compliance with these requirements may result into disqualification of the bid.

2. TECHNICAL EVALUATION CRITERIA -- COMPLIANCE TO TECHNICAL SPECIFICATIONS

S/N	Risk Acceptance Criteria	Qualify Criteria	Score
1.	Years Of Experience Of the Company (20 Marks)	More Than 10 Years In Valuation Business (20 Points)	20
		5 – 9 Years In Valuation Business (10 Points)	
		3-4 Years In Valuation Business (5 Points)	
		Less Than 3 Years In Valuation Business (0 Points)	
2.	Proven Performance (20 Marks)	Four (4) Or More Reference Letters From Satisfied Financial Institutions (20 Points)	20
		Three (3) Reference Letter From Satisfied Financial Institutions (15 Points)	
		Two (2) Reference Letter From Satisfied Financial Institutions (10 Points)	
		One (1) Reference Letter From A Satisfied Financial Institution (5 Points)	
		If No Letter Is Provided, The Valuer Will Not Be Granted Any Marks (0 Points)	
3.	Adequacy/Competence Of Staff (20 Marks)	i. Has 2 Or More Valuers with minimum 5 years' experience (10 Points)	20
		ii. Has Less Than 2 Valuers with minimum 5 years' experience (5 Points) (Attach Curriculum Vitae and Copies of Qualifications/Certificates for the Valuers)	

		Each Of The Professionals Has More Than 5 Years Professional Experience Each Of The Two Valuers (10 Points)	
		Has No Estate Surveyors/Valuers (0 Points)	
4.	Registration As A Valuer/Professional Membership (10 Marks)	Evidence Of Registration As A Valuer/Professional Membership (10 Points)	10
		Neither A Registered Valuer/Professional Member (0 Points)	
5.	Financial Strength (10 Marks)	Evidence Of Audited Financial Statements/Management Accounts (10 Points)	10
		Evidence Of Less Than 2 Years Audited Financial Statements/Management Accounts (0 Points)	
6.	Geographical Spread (10 Marks)	Has Evidence Of Having One Office In At Least 2 Different Provinces. (10 Points)	10
7.	Indemnity Against Performance (10 Marks)	i. Provision Of A Professional Insurance Indemnity Issued By A Reputable And Registered Insurance Company. (10 Points)	10
		ii. Non Provision Of Professional Insurance Indemnity.	
8.	Total Points		100

Note:

Only Bidders that score a minimum of 75 points and above will be considered responsive under Technical Evaluation.

3. PRICE SCHEDULE

N/A – Fees shall be borne by the Customer.