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7<sup>th</sup> November, 2023

**ADDENDUM NO.2**

**ZNCB/RFP/FP/034/2023: TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR A PROPOSED NEW HEAD OFFICE BUILDING (COMPLEX) FOR THE ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO)**

Reference is made to the above captioned tender.

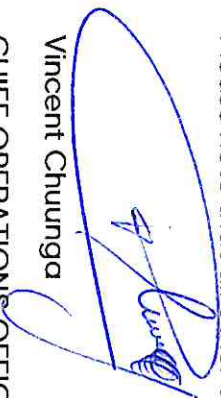
Kindly be informed as follows:

No.	Query from Prospective Bidder	Zanaco Response
1.	We understand that the design works will be implemented in the Consultant Head-Office (abroad) to reduce cost and make utmost best of head-office logistics.  Please confirm our understanding.	The Consultant should have local representation as per Zambia Institute of Architects (ZIA) framework.
2.	As the requested fees during the supervision stage is required to be as a percentage of the construction cost, and as the construction cost cannot be estimated at this stage, the different proposals will propose different teams, accordingly there will be no base for comparing proposals as different allocations and number of staff will highly vary between consultants.  In similar projects, client is requesting certain team members so that all the bidders commit for to ease evaluation.	This could be in line with the Consultants envisaged concept and project proposal. The bidder may be guided by fees as guided under Cap 442 (SI no. 106 of 1999 and relevant disbursement's) of the laws Zambia.

3.	<p>Although you have not extending the submission date (per Addendum 1), as the dead line for ZANACO to respond to bidders is 3 days before submission, this will give no chance for the bidder to revise and compile the [proposals in 2 or 3 days.</p> <p>Accordingly, again we hope that you extend the dead line for submission and confirm that as soon as possible to assess ability to compile our proposal. Please urgently advise.</p>	<p>Extension of time shall not be granted.</p> <p>Sufficient time has been provided for the bidders to review the documentation provided and raise the queries timely. In addition, a pre-bid meeting was held on Monday, 30<sup>th</sup> October 2023 for purposes of clarifying the contents of the RFP.</p>
4.	<p>Would you advise (according to your requirements) how many stories are expected for the building? is it going to be a high-rise building?</p>	<p>This can be explored at design proposal stage and is subject to Architects concepts or interpretation of requirements and Brief development.</p>
5.	<p>Also, please advise if parking is required in basements?</p>	<p>This is a design proposal and will be discussed at design stage</p>
6.	<p>For the LEED certification, although we will conduct a design that will enable the LEED certification, however commonly a 3<sup>rd</sup> party (which we will recommend with options) is assigned to process the forms and provide to the international entity for certificate. We will coordinate with that 3<sup>rd</sup> party during both design stage and construction stage and will also follow up with them during certification process at the end of the project.</p> <p>However, obtaining a quotation from that 3<sup>rd</sup> party (or even if we are required to give an estimate of the LEED certification process) will not be easy to obtain at the current stage as this cost is dependent on design and design components.</p> <p>Accordingly, we request that although the design will be conducted in compliance with the LEED certification, but the consultant will not quote for the LEED process at this stage.</p>	<p>Confirmed, Certifying Authority is a separate entity with own cost. LEED/EDGE design is Consultants responsibility.</p>
7.	<p>Please also advise what level of LEED is requested; (silver, Gold, ...)</p>	<p>This can be explored at Inception reporting stage. While there are at least four levels, the bid document refers to Certification, of which the Certified to</p>

		Silver levels may be a guiding level at the moment.
8.	The RFP is requesting "Submission of Feasibility and Inception report s" even before the "Conceptual and visualization", please advise wat is meant by the feasibility study stated and its components (as a feasibility study with the common understanding requires certain level of design to estimate initial cost). Please advise.	This may be peculiar to local practice. However, this is a preliminary exploration of the proposed project that determines its merits and viability.
9.	Logistics: To our understanding the consultant design stage will be responsible for accommodation, transportation, etc. However, during construction stage the contractor will provide office space to the consultant team. Please confirm our understanding.	The Consulting Team is understood to have a fixed aboard in Zambia. The scope of the Contractor is generated by Consulting team and any site offices for supervision is likely to be provided by Contractor under mobilization.
10.	Please advise if the contractor will be responsible for the consultant site office furniture and equipment, utilities and consumables.	Yes.
11.	Also advise if the contractor will provide transportation to the consultant staff during construction.	No.
12.	Taxes: We understand that WHT to be included in our proposal, however for VAT: - Please advise if VAT should be stated separately in the financial proposal. - Please advise if evaluation of financial will exclude VAT.	Evaluation will include all applicable taxes, i.e.; VAT and WHT.
13.	Additionally, we are seeking clarification regarding the submission requirements for taxes, specifically whether withholding tax should be included as part of our fees or if it should be separated on a separate line or not quoted for at all.	Evaluation will include all applicable taxes, i.e; VAT and WHT.
14.	Page 2 of the RFP states that "Proposers are requested to provide one copy of their proposal in paper format and  one copy in soft format (either Microsoft Office or PDF)" whilst page 4 of the same document states that submission of the bid is as follows:  <ul style="list-style-type: none"> <li>• Two (2) copies for Technical proposals sealed in one envelope</li> <li>• Two (2) copies for Financial proposals sealed in one envelope.</li> </ul> Kindly clarify.	The submission of the bids must be made as follows:  1. Two (2) copies for Technical proposals sealed in one envelope.  2. Two (2) copies for Financial proposals sealed in one envelope.

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



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CHIEF OPERATIONS OFFICER