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

ADDENDUM NO.3

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  |
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| 1.  | Please clarify whether the information requested for under Preliminary Evaluation Criteria must be provided by all associating consultants or its only for the lead consultant.  | The information requested for under the Preliminary Evaluation Criteria must be provided by all associating consultants. |
| 2.  | We have just come across the bid for your new head office that will be closing next week.<br><br>Please confirm that our team can submit a proposal even though we missed the pre-contract meeting on 30 Oct 2023?<br><br>We have extensive experience in green buildings and are busy with the first Green Building Council of South Africa Building (GBCSA) in Zambia. | Yes. However, there shall be no extension of time for submission of bids.  |

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|    | We have also done the first GBCSA buildings in Gaborone Botswana.   |  |
| 3. | We write to seek clarification on the above tender regarding the Preliminary Evaluation Criteria. With regards to Foreign registered companies, do you require them to register for VAT and Tax in Zambia before bidding or are they required to produce VAT Reg certificates and Tax Clearance Certificates from their own countries. Or are they exempt from these requirements if they have not operated in Zambia before?   | Foreign companies are not expected to have Zambian VAT registration. They are therefore, requested to submit equivalent documentation that demonstrates compliance to tax provisions in their jurisdiction and adequate documentation must be submitted for jurisdictions that are tax exempt. |
| 4. | During the pre-bid meeting, participants were advised that the Bid Currency could be US Dollar, Euro and the Zambian Kwacha would be the default Currency. However, Item No.3 of Addendum No.1 states the Bid Currency to be the Zambian Kwacha. Please clarify?  | The applicable bid currency is the Zambian Kwacha. The meeting was informed that clarification would be provided via the addendum.   |
| 5. | Addendum No.1 Item 10, The answer in the last paragraph states ".....last two (5) years...."<br>"Must show evidence for the provision of services in at least three (3) similar projects, which have successfully been executed within the last two (5) years with a contract cost (provide a table of works delivered for each Team Member)."  | The requirement was removed and shall not constitute part of the RFP as stated in the response (Addendum No. 1 Item 10).   |
| 6. | During the pre-bid meeting held on 30 <sup>th</sup> October, 2023, we were advised not to change the format for the financial proposal. However, the last sentence Clause 6 (Fee Proposal) on page 22 states as follows: "The consultant is free to ADJUST THE SCHEDULING OR PROPOSE A more suitable scheduling and cost structure"<br><br>However, bullet point 2 (page 23) indicates as follows:<br>"Note : Bidders may indicate any other applicable charges and Services. "Please clarify?" | Bidders are expected to maintain the format of the financial proposal but may include any additional information as may be required.   |



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| 7. | We are of the opinion that ZANACO can at least provide an approximate total square area of the proposed development to even the ground for submission of fees by all competing consultants. We understand that the winning bidder shall be provided with full scope which shall be subject to negotiations however we kindly request if an approximate square area can be provided. | Approximately between 8,000 and 11,000 square meters. |
| 8. | Reference is made to addendum 1 Item No.3 which clarifies that the Bid Currency shall be submitted in Zambian Kwacha. Provided that consultants are teaming up with foreign entities could the fee structure be quoted in foreign currency with a fixed rate attached.  | The applicable bid currency is the Zambian Kwacha.    |

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

  
 Vincent Chuunga

CHIEF OPERATIONS OFFICER