

## PRE- BID QUESTIONS & RESPONSES

1. **SUPPLY AND DELIVERY OF STATIONERY - Tender No. CARE-ZMB03/OS/NCB03**
2. **HUMANITARIAN EMERGENCY RESPONSE SUPPLIES - Tender No. CARE-ZMB03/HE/NCB04**

No.	QUESTION	RESPONSE
<b>1</b>	Under Bidder Technical Guarantee, is it enough to put a tick symbol “ ✓ ” or to indicate “Compliant)?	Bidders are advised to indicate the actual specifications of goods to be supplied. However, bidders will not be disqualified for indicating “complied”
<b>2</b>	Should references be in form of previous purchase orders?	<ol style="list-style-type: none"> <li>1. Fill in the reference form provided in the tender document</li> <li>2. You may attach purchase orders or contract to support your Bid</li> </ol>
<b>3</b>	Is there a possibility to guide on the annual required quantity for each Lot?	Due to the unpredictable nature of emergencies which can vary widely in scale, type, and duration, it is difficult to determine exactly how much supplies may be needed.
<b>4</b>	Under Lot 12 “Maize mealie meal”, Do we need to quote for all the 4 different milling companies?	<b>YES.</b> The bidder must quote for all items under lot 12 and for all milling companies.
<b>5</b>	What happens if we submit a valid NAPSA certificate then it expires before the evaluation of bids take place?	Bidders will not be disqualified if the NAPSA compliance certificate is valid on the tender closing date “8th October 2024”
<b>6</b>	Apart from original copy of bid, how many extra copies are needed	Submit a total of 3 copies
<b>7</b>	Is it a must that all companies including those on Turnover Tax (TOT) should submit a tax clearance certificate?	Submission of a valid tax clearance certificate is mandatory for ALL companies/ bidders
<b>9</b>	When does the 6 months period of holding the price firm begin?	It is 6 months from the date of contract signing.
<b>10</b>	Is it possible to request consideration to supply all locations, provided we maintain the same pricing and offer free delivery to all locations as specified in the bid document?	The purpose of framework agreements is to shorten delivery lead times; therefore, proximity to the location is crucial and will not be compromised
<b>11</b>	Can CARE be used as reference?	YES

<b>13</b>	I am bases in Choma distict, can I tender for Monze & Zimba Offices?	<b>Yes.</b> Considering that it's a short distance however, the delivery costs will be the responsibility of the bidder.
<b>14</b>	In the case of stationery, are you able to pick up your order from our stores. We have stores in Choma, Chipata, Ndola, Kabwe, Chipata, Solwezi and Chingola	If you have a store in Chipata and Choma for stationery, you can submit your bid for both locations. Kindly indicate in your cover letter that you are submitting for 2 locations. Note that both locations Chipata and Choma will be visited during due diligence.  Similarly with other companies who have presence in different locations, you can indicate in your cover letter or submit your bids in all your locations.
<b>15</b>	Should we include transport cost in our bid?	Within the district, delivery cost shall be a responsibility of the bidder and should not be included on the quotation/ bid.  However, if the bidder is engaged by the buyer to delivery to another district, delivery cost shall be a responsibility of the buyer.