ZIMBABWE ELECTRICITY TRANSMISSION & DISTRIBUTION COMPANY

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OUR REF:..... FN/ec .....

YOUR REF .....

WHEN CALLING WITH REFERENCE
TO THIS LETTER PLEASE ASK FOR

..... F. Nyamakambo.....

03 March 2023

To All Bidders

Dear Sir/Madam

CLARIFICATION NO. 1 TO TENDER NO. ZETDC/DOM/06/2023 FOR THE PROCUREMENT OF CUSTOMS CLEARANCE SERVICES FOR ZETDC

The above subject matter refers.

Kindly find attached **Clarification No. 1** in response to queries raised by participating bidder for Tender No. ZETDC/DOM/06/2023 for the Procurement of Customs Clearance Services for ZETDC.

Also attached to this clarification is **Addendum No. 1 to the Standard Bidding Document (SBD)** with the **revised Statement of Requirements/List of Service and Price Schedule.**

Yours faithfully

F. NYAMAKAMBO
SUPPLY CHAIN MANAGER

DIRECTORS: Dr S.Z Gata (Executive Chairman) Mr E. T Chikwenhere (Group Financial Controller) Eng H. Choga (Acting Managing Director),
Mrs F. Chibasa (Acting Head Corporate services), Mr F. Mazana (Acting Finance Director)

TENDER NO. ZETDC/DOM/06/2023 FOR THE PROCUREMENT OF CUSTOMS CLEARING SERVICES FOR ZETDC

CLARIFICATION NO. 1

Query	Description/Query from Bidder	ZETDC Response
1.	Page 4, Point 10 and Point 6 on Page 14 are duplication and contradictory to each other. Point 10 on Page 4 states – **" Minimum of 3 years' experience required, not relating to the date of registration but operating experience, bidder to provide proof that they have minimum 3 years' operating".** Point 6 on Page 14 states – **"Service should have been done in the last 5 years, indicate dates when similar works were done on the reference letters."** Can the Procuring Entity advise in standard format the Proof of Requirements, specifying the acceptable documents required, to satisfy this, the above and also standardize the requirements? As the 2 above points are contradicting each other, and yet requiring the satisfaction of the same requirement.	**1st Response under Query 1** **1.1 Preparation of Bids (Page 4 of 21, SBD)** Sub-clause 9 on page 4 of the Standard Bidding Document (SBD) is hereby **amended** to read as follows: • **Minimum of three (3) Reference lists, i.e. trade reference letters from three (3) different customers (excluding ZETDC)** with active contact details showing bidders' direct experience in the provision of Customs Clearance Services respectively. The trade reference letters must clearly state date when the customs clearance services were done or executed and completed as well as the performance of the contracts. • **Minimum of three (3) years' experience** in customs clearance services, which experience or number of years' experience shall be determined from the minimum three (3) trade reference letters combined. (i.e. the minimum three (3) trade reference letters should be for services provided in at least three (3) different years in order to cover a period of at least three years' experience) **2nd Response under Query 1** Sub-clause 10 on page 4 of the SBD, **"Minimum of three (3) years' experience is required. The minimum experience does not relate to date of registration but operating experience. Bidders must provide proof that they have minimum three (3) years' operating experience"** is hereby **deleted** and no longer a requirement. The requirement has been replaced by Sub-clause 9 on page 4 of the SBD, **as amended** above.

ZETDC H/O PROCUREMENT
03 MAR 2023
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		3rd Response under Query 1 **2.2 Technical Specifications (Page 14 of 21, SBD)** Bullet 6 on page 14 of the SBD, **"Service should have been done in the last five (5) years, indicate dates when similar works were done on the reference letters"** is hereby **deleted** and no longer a requirement. The requirement has been replaced by Sub-clause 9 on page 4 of the SBD, as amended above.
2.	Page 14 Point 3 states – **"Bidders must provide proof of service value per annum which should be as follows:** **5 for below USD 1,000,000.00** **5 for above USD 1,000,000.00** The above requirement is prohibitive to SME clearing agents to engage to bid for the tender. The values stated are astronomical and shipments with such values are not common to all agents but just a few, and cannot be a basis for qualifying to be eligible to bid for the tender. We kindly request for the P.E. to revise of this requirement to accommodate and create a conducive environment that promotes fair competitive bidding, and equal opportunities for all interested prospective bidders. Such requirements are designed to only allow former or current agents whom have	**2.2 Technical Specifications (Page 14 of 21, SBD)** Bullet 3 on page 14 of the SBD, **"Bidders must provide proof of service value per annum which should be as follows:** **(i) Five (5) for below US$ 1,000,000.00** **(ii) Five (5) for above US$ 1,000,000.00"** is hereby **deleted** and no longer a requirement.

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	previously cleared or are currently clearing for the procuring entity competitive advantage to outbid new prospective bidders, as they will be the only ones to satisfy the requirement.	
3.	Page 14 Point 1 states – "Proposed Methodology, Work Plan & Schedule". Page 14 Point 9 states – "Bidder to Provide Costing Book". We kindly request for the Procuring Entity to clarify and be specific to the format and required documents to satisfy eligibility, as the above statement is very open and vague and does not have any guidelines or format as to how to prepare the required, to be used to draft the Methodologies, Work Plan and Schedule. In respect to the Costing Book that there is a Table of The Prices of The Service Descriptions in the Statement of Requirements, this is a duplication of the requirements.	**2.2 Technical Specifications (Page 14 of 21, SBD)** Bullet 1 on page 14 of the SBD, **"Proposed Methodology, Work Plan and Schedule. The Bidder must state the methodology/work plan and associated resources required for the delivery of the service"** **remains** a **mandatory** requirement where for example, you define standard operational procedures in customs clearance, which operational procedures i.e. methodologies, work plans and schedules may vary from organization to organization. Bullet 9 on page 14 of the SBD, **"Bidders to provide costing book"** is hereby **deleted** and no longer a requirement. Other **deleted** clauses/bullets are as follows: Bullet 8 on page 14 of the SBD, **"Bidders must provide proof of a minimum warehouse bond limit of not less than US$500,000.00 or equivalent in ZWL at the prevailing interbank rate"** is hereby **deleted** and no longer a requirement. Bullet 10 on page 14 of the SBD, **"Bidders must provide proof that they own or have access to a bonded warehouse including the physical address of the same"** is hereby **deleted** and no longer a requirement.

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4.	Page 13 – **Statement of Requirements** On the Price Item Description Table, according to standard practice in the clearing fraternity the Evaluation of the Price Bids cannot be evaluated as a total price bid i.e. Total Prices Excluding VAT, this is based in the below facts: A. The Price Table takes into account the Total Price Cost of all the Service Description, which is not the actual basis for evaluation, as all the Service Indicated on the Service Description cannot be all provided for a single particular clearance or simultaneously. **FOR EXAMPLE** – The Charge for Clearing 20ft Container cannot be separated from Agency fee as these two mean the same thing. Hence the service description should be evaluated independently and not a sum of all the Service Description, even though some shipments may require a combination of the services but there is no way the clearance of a single shipment will require all service descriptions. B. Some Services indicated on the Service Description, cannot be quoted in monetary terms, and some are third party charges that are	**Part 2: STATEMENT OF REQUIREMENTS** **2.1 List of Services and Price Schedule (Page 13 of 21, SBD)** Attached herewith is **Addendum No. 1 to the Standard Bidding Document (SBD)** with the **revised Statement of Requirements/List of Service and Price Schedule.**

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	passed to the Procurement Entity at cost or with an additional disbursement charge, these can include the agency Fee indicated as % percentage of the VDP, Handling Costs of Third Party agencies. These include GMS, AGS, NHS, DHL & FEDEX Document Release Fees, Administrative Charge Per Abnormal Loads (these can only be charges upon the request and presentation of documents of the shipment). Furthermore can the Procuring Entity assist to standard the service description and standardize the evaluation criteria based on clearing Industry Standards, Practice and Evaluate Each Service Description for a particular bidder independently and not to collective sum up the charges to a Total Bid Price.	
ADDITIONAL CLARIFICATIONS BY ZETDC		
	SBD Clause/Page Number	**Clarification**
1.	1.1 **Preparation of Bids**, Sub-clause 4 on page 4 of the SBD	Sub-clause 4 on page 4 of the SBD, **"Bidders must submit proof of registration with PRAZ in the relevant category"** has been amended to read as follows: 9. **Bidders must submit proof of registration with PRAZ in the category of "Customs Clearance & related Import-Export Services (SC010).**

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ADDENDUM NO. 1

TO STANDARD BIDDING DOCUMENT (SBD) FOR TENDER NO. ZETDC/DOM/06/2023

FOR THE

PROCUREMENT OF CUSTOMS CLEARANCE SERVICES FOR ZETDC

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PART 2: STATEMENT OF REQUIREMENTS

List of Goods/Services and Price Schedule

Procurement Reference Number: ZETDC/DOM/06/2023

Bidder's Name: _____

Bidder's Reference Number: _____

{Note to Bidders: Complete the currency of your quotation and the unit and total price/rates for each item listed below}.

Currency of Bid ……..

Item No	Description of Goods	Total Price
1	***Agency Fee** per entry (to be stated in the total price column in monetary terms) *(State here) ___% of VDP*	
2	Documentation charge per consignment	
3	Communication charge per consignment	
4	**Handling and Delivery (Within City Limits)**	
	(i) Non-containerised cargo (transport)	
	• Up to 100kgs	
	• 101 – 300kgs	
	• 301 – 500kgs	
	• 501 – 1000kgs	
	• 1001 – 3000kgs	
	• 3001 – 8000kgs	
	• 8001 +	
	(ii) Containers	
	• 20 Foot	
	• 40 Foot	
Sub-Total excluding VAT		
VAT		
Total Tender Price including VAT		

N.B. See notes to the above Price Schedule below

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Note:

(a) *For the purposes of evaluation, the Agency Fee per entry in item 1 above shall be based on a shipment worth USD 10,000.00.

(b) The minimum and maximum agency fee payable at contracting stage shall be based on SFAAZ rates.

(c) The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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