

**MINUTES FOR THE PRE-BID
MEETING HELD ON 28TH
JANUARY, 2022 FOR THE
ACCREDITATION OF
MANUFACTURERS,
DISTRIBUTORS AND
SOFTWARE VENDORS OF
ELECTRONIC FISCAL DEVICES
FOR FISCALISATION OF THE
TAXPAYERS' INVOICING
AND/OR POINT OF SALE
SYSTEMS HELD VIA
MICROSOFT TEAMS.**



**ZAMBIA
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Our Destiny*

MINUTES FOR THE PRE-BID MEETING HELD ON 28TH JANUARY, 2022 FOR THE ACCREDITATION OF MANUFACTURERS, DISTRIBUTORS AND SOFTWARE VENDORS OF ELECTRONIC FISCAL DEVICES FOR FISCALISATION OF THE TAXPAYERS' INVOICING AND/OR POINT OF SALE SYSTEMS HELD VIA MICROSOFT TEAMS.

MEMBERS PRESENT:

1. Alpha Mulonda	Web Corporations Ltd
2. Asma Vero	Web Corporations Ltd
3. Chiza Zimba	Techmasters Ltd
4. Godfrey	Web Corporations Ltd
5. Henry Kabundo	Silver Concepts
6. Pacific Muhindo	Bridging Gap Solutions
7. Humphrey Chiwanza	Bridging Gap Solutions
8. Paul Siyanda	
9. Nursel Celebi	Paygo Teknoloji
10. Burak Ceylaner	Paygo Teknoloji
11. George Wanyoike	
12. Phillip Monze	Techmasters Ltd
13. Bwalya Mwango	ZRA
14. Happy Mbaleni	ZRA
15. Bbelemu Sibajene	ZRA
16. Haggai Sichizya	ZRA
17. Romeo Malupande	ZRA
18. Ntinda Kashimu	ZRA
19. Mwila Kapita	ZRA
20. Bwalya K. Nyondo	ZRA

1.0 OPENING REMARKS

The Chairperson called the meeting to order at 10:39 hours and welcomed all the members present.

2.0 INTRODUCTION

The Members present introduced themselves starting with the ZRA staff and ending with the prospective applicants.

3.0 BACKGROUND

The Chairperson informed the members present that this was a pre-bid meeting for the tender for the accreditation of manufacturers, distributors and software vendors of electronic fiscal devices for fiscalisation of the taxpayers' invoicing and/or point of sale systems, where any queries concerning the prequalification process would be clarified.

4.0 DISCUSSION POINTS

The ZRA team had outlined the following discussion points:

- Application Data Sheet
- Evaluation and Qualification Criteria
- Technical Specifications
- Clarifications of queries concerning the prequalification process

4.1 Review of the Application Data Sheet

The ZRA team reviewed the instruction to applicants with emphasis on the following salient points:

- (a) Submission of Power of Attorney which must be signed by a senior member of staff. In addition to being signed by the senior member of staff, the sample signature of the person being given the power of attorney should be there.
- (b) All Applicants are required to submit a statement regarding their current litigation status from the Applicant's Advocates. A written statement by the applicant themselves or any other person shall not be accepted. If it's a joint venture, consortium, or association, all members must submit this. Non-compliance with this requirement will result into disqualification of the application.
- (c) All applicants are required to submit documentary evidence confirming company registration and place of business operation. Whether foreign or local applicant, this requirement is mandatory and shall be subject to verification by ZRA. If it's a joint venture, consortium, or association, all members must submit this.
- (d) All applicants are required to provide a latest Tax Clearance Certificate from Zambia Revenue Authority. For Foreign Applicants, they should demonstrate strict adherence to tax compliance in their own countries of registration by way of attaching a certificate of tax clearance issued by Tax authorities in their respective countries. If it's a joint venture, consortium, or association, all members must submit this. Non-compliance with this requirement shall render the application non-responsive.
- (e) Submission of Audited Financial Reports for the three (3) years: 2017, 2018 and 2019. Failure to comply with this requirement will render the application non-responsive. If it's a joint venture, consortium, or association, all members must submit this.

- (f) All applicants should submit ISO certification.
- (g) Statement of installed production capacity per annum (applicants should state their annual volume of production for the electronic fiscal devices);
- (h) If it's a joint venture, consortium, or association a legal agreement by the parties should be submitted. The agreement should highlight the roles of each party to the agreement.
- (i) Applicants are free to apply as Distributors for more than one of the following zones:
 - ZONE 1 Lusaka – Light and heavy industrial area, Copperbelt - Kitwe, North western
 - ZONE 2 Lusaka – Town center, Copperbelt – Ndola, Eastern
 - ZONE 3 Lusaka – Kamwala, Copperbelt – Luanshya – Mufulira, Luapula, Muchinga, Northern
 - ZONE 4 Lusaka – Northmead - Rhodespark upto Chongwe, Copperbelt - Chingola – Kalulushi – central
 - ZONE 5 Lusaka- Makeni- Chilanga, Northern part of Lusaka (Chaisa, Emmasdale, Kabwe Road), Kafue, Sothern, Western, Chililabombwe

4.2 Evaluation and Qualification Criteria

The ZRA Team reviewed with the following salient features:

4.2.1 Eligibility: Nationality, Conflict of Interest, ZPPA Ineligibility, Government Owned Entity, United Nations resolution or Zambian law

4.2.2 Historical Contract Non-Performance

4.2.2.1 History of Non-performance of a contract did not occur within the last Five years prior to the deadline for Application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

4.2.2.2 Failure to Sign Contract: Not being under execution of a Bid-Securing Declaration pursuant to ITA 4.6 for three years

4.2.2.3 Pending Litigation: All pending litigation shall in total not represent more than 30 % (Thirty percent) of the Applicant's net worth and shall be treated as resolved against the Applications of queries concerning the tender

4.3 Financial Situation

4.3.1 Historical Financial Performance and Financial Resources: Submission of audited balance sheets or if not required by the law of the Applicant's country, other financial statements acceptable to the Employer, for the last three years to demonstrate:

- a) the current soundness of the Applicant's financial position and its prospective long-term profitability (with net worth of not less than

US\$4,800,000 for manufacturers, US\$220,000 for distributors and US\$160,000 for software vendors

- (b) capacity to have a cash flow amount of not less than US\$2,400,000 for manufacturers, US\$66,000 for distributors and US\$40,000 for software vendors

4.3.2 Average Annual Turnover: Average annual turnover for the past three years of not less than: US\$7,200,000 for manufacturers, US\$432,000 for distributors and US\$160,000 for software vendors.

4.3.3 Experience

- a) **General Experience:** Experience under manufacturing contracts in the role of manufacturer, distributor and software vendors, for at least the last ten years for the manufacturer, five years for the distributor and three years for the software vendors prior to the Application submission deadline, and with activity in at least nine (9) months in each year.
- b) **Specific Experience:** Participation as manufacturer. Distributor and software vendor, within the last five years, the value of the goods or services for each of the last five years should be at least US\$7.2 million for manufacturers, US\$432,000 for distributors, and US\$160,000 for software vendors, that have been successfully and substantially completed and that are similar to the proposed supply and service contracts. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section IV, Application Forms

For the above or other contracts executed during the period stipulated in 4.2 (a) above, a minimum supply/distribution experience in the following key activities: For the manufacturers: manufacture of electronic fiscal devices, manufacture electronic devices such as point of sale machines, electronic cash registers and other electronic and electrical devices. For the distributors, the distribution of various electronic devices both commercial and domestic. For the software vendors, the supply and installation of various software products meant to interface various software systems.

SN	QUERIES	ZRA RESPONSE/CLARIFICATION
1.	Is an applicant free to apply for more than one zone?	Yes, applicants are free to apply for any zone and under more than one zone on the list.
2	We have noted that you have indicated the years 2017, 2018 and 2019 for the audited financial statements, can an applicant submit for other financial years.	Yes, but we will not accept audited financial statements for the years before 2017.
3	Under the ESD VEFD lot 3, is the procedure of integration with customers in the scope of the software vendor or distributor?	Under section 4(c) on contractual obligations, this role has been defined as that of the software vendor.

5.0 CLOSING REMARKS

The Chairman thanked everyone for attending the pre-bid meeting and urged the applicants to send any further clarifications as soon as possible to enable the authority respond in good time. Applicants were further urged to submit well labelled and presented documents adhering to all the instructions in the solicitation document as it is this set criteria that would be used to evaluate all applications. The meeting was declared closed at 12:27 hours.



Bwalya Mwango
For/ZRA



Bwalya K. Nyondo
Secretary/ZRA