



**ZIMABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)**

**20<sup>TH</sup> FLOOR KAGUVI BUILDING, CORNER 4<sup>TH</sup>/CENTRAL AVENUE, PO BOX CY  
342, CAUSEWAY, HARARE**

**[www.zimstat.co.zw](http://www.zimstat.co.zw)**

**PROCUREMENT REFERENCE NUMBER: DOMESTIC /CB/ZIMSTAT/10/2023**

**THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AN  
ELECTRONIC RECORDS MANAGEMENT SYSTEM TO ZIMSTAT**

**CLOSING DATE: 10<sup>th</sup> March 2023 (1000 HOURS ZIMBABWEAN TIME)**

**CLOSES AT: ZIMSTAT HEAD OFFICE**

**20<sup>TH</sup> FLOOR KAGUVI BUILDING,**

**CORNER 4<sup>TH</sup>/CENTRAL AVENUE**

**HARARE, ZIMBABWE**

Reference is made to the queries raised for procurement reference DOMESTIC/ZIMSTAT/CB/10/2023. Please find the below queries and ZIMSTAT's clarification thereto:

### **Query 1**

*Clarify on how many users will be utilising the system*

### **Clarification 1**

Please be advised that the system will be utilised by 35 users from head office. But the system should have room to decentralise to all the provinces in the future.

### **Query 2**

*Clarify on how many administrators will be trained*

### **Clarification 2**

Kindly be advised that a minimum of 2 IT administrators will be trained.

### **Query 3**

*Please explain if there are any specific business process workflows requires for automation? Incoming mail and outgoing mail. If so, kindly mention them*

### **Clarification 3**

Please be advised that Business Process to be automated is for communication i.e notifications, incoming mail .When scanning, the scanned document should be sent to the Director General/Secretary -Who allocates to the Directors /Secretaries --Allocates to Managers -Officers /Statisticians

### **Query 4**

*Please advise the scanner models that you have for capturing hard copy records*

### **Clarification 4**

Supplier to recommend scanner models that are compatible with the system.

### **Query 5**

*Please advise if there are any backlogs records for digitilisation*

### **Clarification 5**

Yes, the Agency do have a backlog for digitisation. This is the start of the project so we would like to capture all the physical documents we have.

### **Query 6**

*We have noted that your required period for delivery is too short considering there is likely to be requirements collection, reporting, developing business processes if any, carrying out some tests, train users and so on. The two weeks delivery period is most suitable for an off-the shelf system not a customised solution. Can the Delivery Period be reviewed, say to at least two months?*

### **Clarification 6**

Kindly be advised that the Agency expect to have an off the shelf system, rather than a customised system. Accordingly, the delivery period maybe be increased to 1 month.

### **Query 7**

*Kindly may you extend the submission deadline [10 March 2023] by two weeks to allow us preparing a comprehensive proposal.*

### **Clarification 6**

Kindly be advised that the Agency is urgently in need of the system, hence extending the bidding period will affect the given targets. In addition the bidding period is accordance with Section 39 of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] as read with Section 19 (1) (a) of S.I 5 of 2018.

Accordingly, the closing date of this tender shall remain as the 10<sup>th</sup> of March 2023 @ 1000 hours Zimbabwean Time.

**Query 7**

Kindly specify the exact category required for PRAZ.

xi. Proof of registration certificate with PRAZ in the relevant categor

**Clarification 7**

Please be advised that when you pay your bid security on PRAZ Portal it will give you a printout indicating the exact category required.

Accordingly, the required category is SOFTWARE DEVELOPMENT AND COMPUTER APPLICATIONS, COMPUTER SECURITY INSTALLATION AND CONSULTANCY SERVICES.

CODE: SS002

***NB: THESE CLARIFICATIONS SHALL CONFORM AS PART AND PARCEL OF THE OF THE STANDARD BIDDING DOCUMENT. THUS, THE SAME SHALL BE APPLIED ON TENDER EVALUATION AND CONTRACT. AS SUCH, THEY ARE BINDING.***