**Minutes of the Clarification Meeting for the Supply, Delivery, Unloading, Commissioning, Testing and User Training of Energy Efficiency Equipment to the Zambia Energy Efficiency and Sustainable Transformation Programme (ZEEST)**

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The meeting was held on 20th February 2024 at the National Authorising Office of the European Development Fund.

The purpose of the meeting was explained by the Contracting Authority, as being an opportunity to clarify any issues that may have arisen from the tender dossier, given that the content of tender dossiers can be complex.

The following table presents the questions from the prospective tenderers and responses from the meeting:

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| **No.** | **Request for clarification** | **Responses** |
| 1. | Request for Project background and purpose of the tender | The Project background, as well as the purpose of the tender, was given by the Contracting Authority. |
| 2. | The financial thresholds were considered too high for local companies to participate in the, tender procedure. No clear understanding of the Financial and economic capacity expected. | Potential tenderers were guided of various ways of submitting tenders, including forming consortia or joint ventures to facilitate the meeting of the financial capacity requested in the tender.  Furthermore, an explanation was given as to how the average turnover under the Financial and economic capacity selection criteria will be determined, in case of consortia or joint ventures, that is, 1) By aggregating the members’ individual turnover to arrive to the average turnover; and 2) For the current ratio, each individual member of the consortium or joint venture must fulfil the current ratio criteria, separately. |
| 3. | Why are the thresholds for the Lots high? Is it only International Companies that are being targeted as potential tenderers? | No, there is no targeting of International Companies.  The thresholds are in line with the specific Lots and the procedure applicable i.e. the International open procedure. It was further clarified that tender procedure is open to all ACP and EU Member states as per regulations of the procedure. |
| 4. | Is it possible to share Drawings for Pump Soft Starters and Variable Speed Drives? | No, drawings will not be shared because they are brand specific. |
| 5. | LOT 4 – Capacitor Banks  What are the quantities required? | It was explained that there is a need to measure reactive power on load and off load. Therefore, the request is for a total of 430MVAR as total reactive power to service about 7000 SMEs. |
| 6. | LOT 1 – Contract Duration  Will the implementation period be extended due to quantity of LEDS requested? | This could be addressed during implementation, should the need arise. |
| 7. | Variable Speed Drives – Are they fixed or movable items? | VSDs are to be Stand Alone. |
| 8. | LOT 3  Is it possible for contract duration to be extended? | If necessary and in line with the rules, it may be possible to extend the duration of the contract. |

The Contracting Authority also took time to explain the “Tender Form for a supply contract”, its importance and the parts that need to be correctly completed and further advised all prospective tenderers to ensure that they read carefully and understand all the parts, including the tenderer’s declaration/s, to facilitate the submission.

The EU Delegation also advised prospective tenderers to ensure that the documents submitted were clear and legible, and guided potential tenderers to ensure that they have a checklist of expected documents in order not to overlook any important documents.

Prospective tenderers were also advised not to alter the templates, and to strictly adhere to instructions.