

USAID GLOBAL HEALTH SUPPLY CHAIN PROGRAM
Procurement and Supply Management



Human Resource and Payroll management services

Addendum #1 – RFQ-2022-PSM-ZMB-PAYROLL SERVICES

Date of Issue: January 10, 2022

NOTE: The Authorized Representative of the Offeror shall confirm receipt of this addendum by reply e-mail to SPDprocurement@ghsc-psm.org no later than January 17, 2022, 17:00 local Lusaka time.

The purpose of this addendum is to respond to all questions submitted as of January 4th, 2022. Offerors shall note that the deadline to submit questions has passed and Chemonics International will not respond to questions submitted after the January 4th, 2022 deadline.

Additionally, all offerors shall note that Chemonics International will be the sole contracting party to any resulting subcontract. Bidders must rely only on written guidance from Chemonics International in preparing their proposals and should not rely on any promises or speculation from a third party.

Any inquiries regarding this correspondence should be addressed to SPDprocurement@ghsc-psm.org. No phone calls will be accepted, and all questions must be in writing. Thank you for your continued interest in GHSC-PSM Zambia.

	QUESTION	ANSWER
1	We would like to know the number of employees of each organisation before we issue a quote	As specified in the RFQ, ZAMMSA has 98 employees and ZAMRA has 13
2	Do you have any other information which will be of help in the tender preparation	Please refer to the RFQ published on Chemonics's website for the terms of reference: RFQ for payroll Services
3	Will the employment contracts of the 111 project staff embedded to Zambia Medicines and Medical Supplies Agency (ZMMSA) and Zambia Medicines Regulatory Authority (ZAMRA) be under the subcontractor's name ?	Yes, they will be under the subcontractor's name (They will be submitting NAPSA, NHI, Personal levy and PAYEE under the subcontractor's company name)
4	Kindly clarify whether the one time fee to issue and modify fixed term agreements per employee will require a modification of one general contract or there are categories of employee contracts. If there are categories of employee contracts, please advise how many they are?	There will be 2 categories of agreements, under ZAMMSA and ZAMRA embedded staff.

5	What will be the duration of the employee fixed term contracts and by implication, what will be the duration of the subcontract?	Employee fixed term contracts will be for 1 year from March 1st, 2022 so is the subcontract.
6	What is the expected duration of the contract that will be awarded to the successful vendor?	1 year from March 1st 2022
7	Will there be an increase on the current personnel, or it is fixed at 111 as per the RFQ?	We do not anticipate a high variation of number of employees. No more than +/- 5% from the current number of 111
8	Is there an indicative timeline when feedback will be given to the successful bidder?	Feedback will be given to successful and unsuccessful bidders by mid-February 2022
9	The successful tenderer will be invoicing what entity and what will the tax jurisdiction of this entity be?	The successful bidder will be invoicing Chemonics and the tax jurisdiction will be Zambia
10	Paragraph 8 - VAT charges. The employees will be working in Zambia, for a Zambian VAT vendor providing services within Zambia.	PSM project is VAT exempt.
11	Paragraph 8 - Does Chemonics/ USAID have a VAT exemption dispensation from the Zambia Revenue Authority that will entitle the successful tenderer not to charge VAT.	Chemonics has been granted a VAT Exemption dispensation from ZRA and is able to issue Local Purchase Orders so that the successful tenderer does not charge VAT
12	Paragraph 8 - On successfully tendering, will the VAT exemption in place be provided to the tenderer in order to ensure compliance with the applicable tax laws.	Yes, VAT exemption will be provided, and Local Purchase Orders will be issued to ensure compliance with the applicable tax laws