

Failure to Describe Goods Appropriately on Import Documents Could Lead to Delays in Clearance. It is the responsibility of the importer to instruct his supplier as to how the goods should be described. In any cases where importers consider that the description on the overseas suppliers' invoices are insufficient for Custom Department purposes, additional material should be supplied to enable Statistical Keys to be verified.

CLOSING OF BIDS

15. Bids must be received by the Registrar of Tenderers in Wellington by the closing date and time specified in the Call for Tenders.

16. Bids may be submitted by post, courier, the Post Office Bureaufax system or by hand. Bids will not be accepted on other than the official bid form. Bids should be addressed to the Registrar of Tenderers, P.O. Box 3146, Wellington, and envelopes should be clearly marked "Import Licence Tender" in the bottom right hand corner of the envelope. This avoids bids being opened in error.

17. Withdrawals and substitute bids will be accepted up to 10 a.m. the day after the closing date.

18. Substitute bids must be clearly marked **Substitute** and be filled out correctly and the tender number and bids to be cancelled or amended must be clearly identified.

19. The Registrar may extend the closing date where necessary.

LATE BIDS

20. Bids received after the closing time will not be accepted. A photocopy of late bids and envelopes will be sent to the tenderers concerned.

PROCESSING OF BIDS

21. Bids are opened under the supervision of a Justice of the Peace. Each bid is given a security number. A computer tape is then prepared. The registration number is entered at this stage to identify each tenderer and to produce the correct name and address on result letters, invoices and licences. It is extremely important therefore to enter the registration number on all bid forms. Until the bids are processed and a computer print-out is obtained it is difficult for staff to confirm the arrival of particular bids.

INVALID BIDS

22. The following aspects, individually or together, are the main factors making a bid invalid:

- (a) No tender number recorded or other information lacking.
- (b) Registration number not entered by a registered bidder.
- (c) Bid not legible.
- (d) Bid not signed.
- (e) Late Bid.
- (f) Bidder does not meet requirements under Who May Bid.
- (g) Non-existent or past tender number entered.
- (h) Bid made on incorrect type of bid form.
- (i) Bids from overdue debtors.

DETERMINATION OF RESULTS

23. The highest bids win the licence units available. If insufficient units are available to satisfy the requirements of the lowest winning bidder, that tenderer may forego accepting the licence offered.

24. Where the lowest winning bids are all at the same rate per licence unit, the computer is programmed to make a random choice of the winning bid.

25. The value of all winning bids made by a tenderer in any particular tender number will be amalgamated into one licence. The premiums due for such licence will likewise be amalgamated into one invoice.

ANNOUNCEMENT OF RESULTS

26. The results of each tenderer's bids are sent out on a computer printed letter. These are usually ready within a month of the closing of bids. Not until the results are ready for despatch will results be given over the telephone.

27. A period of usually 5 days is allowed for questions to be raised about the results contained in the result letters. Copies of all results on the computer print-out are available for inspection at all offices of the department shortly after the result letters are posted.

PUBLICATION OF RESULTS

28. All results are published in the *New Zealand Gazette*. These become available usually within a month of the notification of individual results.

29. Copies of the *New Zealand Gazette* may be obtained on a subscription basis from the New Zealand Government Printer on a March year basis on payment of \$30. Payment should be made direct to the Subscription Clerk, Government Printer, Private Bag, Wellington. Alternatively, copies may be obtained through the bookshops of the Government Printer.

WAIVING OF BIDS

30. The Registrar may use his discretion to waive bids where a gross error is brought to his attention by the bidder. Where a bid

is waived after the announcement of results, a substitute bid will not be accepted and no adjustment will be made to the results.

INVOICES

31. Invoices are sent to all successful bidders shortly after the announcement of results. The premiums due must be paid within 6 months of the date of the invoice. The payment date will be shown on the invoice.

ISSUE OF LICENCES

32. Tender licences are in general valid for a year from the date of the invoice. Licences are issued by the department in Wellington on payment of the premium. Payment must *not* be made before invoices are received. The invoice should be returned at the time of payment.

33. Payment by *bank cheque* allows the department to issue licences more promptly than if payment is made by personal cheque. Other cheques take up to 15 working days to be cleared through the banking system.

34. Payment should be made to the Finance Officer, Department of Trade and Industry, Private Bag, Wellington.

NON-PAYMENT OF PREMIUMS

35. Before the final date for payment of premiums for any round a final payment notice is sent to licence winners who have not yet redeemed their licences. If at the end of the payment period any licences are still unredeemed, the tenderer will be barred from all further tendering for a period of 2 years or alternatively until payment has been received.

36. To re-enter the tendering scheme within the 2-year period outstanding debtors will be required to pay overdue premiums *without* the issue of the associated licence. These provisions apply to all transactions covered in these notes.

37. Unredeemed licence will normally be re-tendered in a following round and will not therefore be available to be uplifted or assigned after the payment period.

LICENCES NOT BID FOR

38. Where there are more licences available than bid for this is recorded in the results shown in the *New Zealand Gazette* under the tender numbers concerned. The results will show the average weighted premium for each such tender number. These licences will be available at this cost.

39. Licences not bid for in a particular round will be allocated among applicants 3 weeks after the date of publication of the results gazetted. This delay is designed to give applicants in all parts of the country equal opportunity to apply for this licence. The licences will be valid only for the balance of the licence year applicable to the round concerned. Invoices will be payable by the same payment date for that round.

40. Where more licences are applied for than is available, the computer will be programmed to make a selection.

41. Licences obtained in this way will qualify for continuity licence if the licence is redeemed within the payment period for that round of tenders.

42. Any licence left over after this initial allocation has been completed will be available *on request* at the premium indicated above at any time during the period of validity of the licence. These licences will be valid for the balance of the licence year concerned. These licences must be paid for when the invoice is received. If payment is not received promptly the licence may be allocated to another applicant.

43. Licence referred to in paragraph 42 will not qualify for continuity licence.

44. Licence not bid for will not be available to overdue debtors.

CONTINUITY LICENCE

45. Successful tenderers may elect to carry over up to 50 percent of the total value (or volume) of licence won in tendering in 1 year into the following year. Continuity licence will be issued after invoicing and on payment of the appropriate proportion of the premium paid for the original licence. Licences and invoices will be made out to the nearest dollar.

46. This option will be offered to tenderers after the end of the 6-month payment period and in time to allow for appropriate adjustments to be made to the amount of licence available for tender in the next year.

47. Licences will be available for a period of one year starting with the next tender licence period. Invoices will be for payment within 6 months of the licence starting date. However, it should be noted that:

- (a) Tender licence which has been assigned to another party will not qualify for carryover by either party.
- (b) Licences which have been less than 75 percent used will not qualify. A declaration of actual and intended licence usage will be required.
- (c) Licence entitlement carried over into a second year will not qualify for the third year.