

REGISTER OF TENDERERS

6. A Register of Tenderers is maintained by the department. Each tenderer is allocated a confidential registration number. The registration number must be entered on all bid forms submitted. The Registrar may require a tenderer to provide evidence of the intention and ability to import the goods bid for. If satisfactory evidence is not forthcoming the tendering bids could be declared invalid and the registration cancelled.

7. Tenderers on the Register receive free of charge all mailings of the Calls for Tenders, other notes, confirmation of the confidential registration number and a supply of bid forms.

8. Tenderers who submit bids without first having been allocated a registration number will be given their number at the time bids are opened. They will be required, however, to complete the official registration application before tendering again. The registration number will only be supplied when the Tendering Section has all the information it needs from a firm to be able to operate the scheme. They should use this number in tenders thereafter.

Any Change to Information Held on the Register Should Be Notified to The Registrar

CALLS FOR TENDERS

9. Calls for Tenders will specify the tender number, the item code, the tariff item, a brief description of the goods involved, the total number of licence units to be tendered under each tender number (each unit is for \$2,000 c.i.f. unless otherwise stated). Each separate Call for Tenders is referred to as a Round. The Call for Tenders is normally open for at least 21 days.

10. The Call for Tenders is published in the *New Zealand Gazette* or in supplements to the *Gazette*. These are posted to tenderers on the Register or may be purchased from bookshops of the New Zealand Government Printer.

11. The Registrar may amend the Call for Tenders and withdraw tenders where necessary. The Registrar may attach conditions to tenders.

HOW TO BID

12. Bid forms T & I 335D are supplied with the mailing of the *Gazette* or they may be obtained from any office of the department. Each form is designed to allow a total of 30 bids to be made under as many as 6 different tender numbers. If, however, more than 5 bids per tender number are required, 2 or more bidding panels may be used for the same tender number. The tender number blocks need to be completed in each case. Item codes and tariff numbers are not acceptable. To complete the bid form:

- (a) Fill in the correct tender number from the *Gazette* in each of the bidding panels used.
- (b) Enter the number of licence units sought (each unit is for \$2,000 c.i.f. unless otherwise stated).
- (c) Enter the amount bid per unit. Zero bids may be made. Zero bids should be entered as 0. Other bids should be in whole dollars.
- (d) If an information label is attached to the bid form the bidder needs only to complete the bid panels and sign the form. A form with an information label may be photocopied for the submission of other bids providing they are all the one entity. Each such form must bear an original signature and the photocopy must be legible.
- (e) Where an information label is not attached, the registration number and all other information required must be entered by the bidder. Failure to enter the registration number will invalidate the bids. Where, however, a registration number has not yet been allocated to the bidder, bid forms may be submitted with the registration number still blank on the first occasion only. A number will be allocated to the bidder when the tender is opened but will not be communicated to the bidder until he has officially registered by making an application on the official form. Failure to officially register will invalidate future bids.
- (f) Sign the form. *Failure to do so will invalidate the bids.*

The Bid Must be Typed and Signed in Ink.

Several Bids Forms May be Sent in One Envelope.

Only Original Typed Bids Should be Sent.

Carbon Copies Are Not Accepted.

Duplicate Copies Are Not Required.

RESPONSIBILITY FOR CLASSIFICATION

13. It is the responsibility of the tenderer to ensure that the goods to be imported against a given tender number are correctly classified in the Item Code, Tariff Item(s) and/or Statistical Keys included in the relevant tender number. It is likewise the responsibility of the importer to observe all statutory regulations pertaining to the goods concerned.

IMPORT DOCUMENTATION

14. Tender import licences are frequently issued on a Tariff Item or Statistical Key basis. Port Officers will determine the appropriate Statistical Key for the goods from the descriptions of goods on overseas suppliers' invoices provided the descriptions are sufficiently specific. In any case where importers consider that the descriptions on the overseas suppliers' invoices are insufficient for Customs Department purposes, additional material should be supplied to enable Statistical Keys to be verified. This will avoid delay in clearance.

CLOSING OF BIDS

15. Bids must be received by the Registrar of Tenders 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 Tenders, 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. Substituted bids must have a covering note explaining the change and the form should be clearly marked **Substitute** and be filled out correctly. A copy of the bid form to be cancelled or amended should be attached and must be clearly identifiable.

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 into the computer 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 that the correct registration number appear on all bid forms. Until the bids are processed and a computer print-out is obtained, it is not possible for staff to confirm the arrival of particular bids. It is also important that any change of company name or address be communicated to the Registrar otherwise mail and licences could go astray.

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) No Registration number 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 forgo accepting the licence offered. These units may be offered to unsuccessful bidders.

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 and be payable as a 10 percent deposit and a 90 percent balance.

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 result letters are ready for despatch will results be given over the telephone.

27. A period of 14 days is allowed for questions to be raised about the results contained in the letters. The results as shown in the letter are therefore provisional. Adjustments may be necessary following the 14-day period and the final outcome is as set out in the invoices which follow. The overall provisional results are available at offices of the department but the final copy is not produced until after the 14-day period.