

- (a) Type in the correct tender number from the Gazette in each of the bidding panels used.
- (b) Type in the number of licence units sought (each unit is for \$2,000 c.i.f. unless otherwise stated).
- (c) Type in 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 for 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. Except where an entity is bidding for the first time failure to enter the registration number will invalidate the bids. Bid forms for unregistered bidders 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 and this will be communicated to the bidder later.
- (f) Sign the form in ink. *Failure to sign the form will invalidate the bids.*

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.

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.

17. Tenders submitted through the bureaufax system of the Department of Trade and Industry or any other department will NOT be accepted.

LATE BIDS

19. Bids received after the closing time will not be accepted.

PROCESSING OF BIDS

20. 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 appears 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.

INVALID BIDS

21. Bids will be invalid where:
 - (a) No tender number is shown.
 - (b) No Registration number is entered by a registered bidder.
 - (c) The number of units required and/or the premium bid per unit is not shown.
 - (d) Bid is not legible.
 - (e) Bid is not signed.
 - (f) Late Bid.
 - (g) Bidder does not meet requirements under Who May Bid.
 - (h) Non-existent or past tender number is entered.
 - (i) Bid is not made on bid form.
 - (j) Bid is submitted through departmental bureaufax.

DETERMINATION OF RESULTS

22. The highest bids win the licence units available. See, however, notes on determination of results under ANZCERTA.

23. 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.

24. 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 20 percent deposit and an eighty percent balance.

ANNOUNCEMENT OF RESULTS

25. 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.

PUBLICATION OF RESULTS

26. Results are published in the *New Zealand Gazette*.

27. Copies of the *Gazette* may be obtained on a subscription basis from the New Zealand Government Printer on a March year basis on payment of that year's subscription. 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.

PAYMENT OF PREMIUMS

28. The results letter shows the total premiums due. A 20 percent deposit is payable within 14 days of the date of the results letter. Payment may be made by cheque.

29. Licence units which have become available through insufficient bids will be made available as residual licence. Where the deposit is not paid on up to 50 percent of the licence units tendered, those units will also become residual licence. The availability of residual licence will be published with the results of the round of tendering in the *New Zealand Gazette*.

Where, however, the deposit is not paid on 50 percent or more of the units tendered in any one tender, the licence units will be reallocated to other bidders ranked in descending bid rate order until all available units are distributed. Such tenderers will be notified of the new outcome by telegram. Payment will be required within 7 days of the time of the despatch of the telegram advice if clients wish to take up the offer. The non receipt of payment will be deemed to indicate no interest and the units will be offered to the next bidder(s) on the same basis.

30. The balance of the premiums is payable within 3 months of the date of the results letter. An invoice will be sent for this balance. Cheques are subject to a 5 working day clearance. Payment by bank cheque allows the department to issue licences more promptly than if payment is made by personal or company cheque.

31. All payments should be made to the Finance Officer, Department of Trade and Industry, Private Bag, Wellington.

MOVEMENT OF GOODS TO LICENCE ON DEMAND

(Global licence under the general tenders scheme only)

32. The notes in paragraph 33 to 35 apply only to the annual tender of global licence under the general tenders scheme.

33. After the 14 day payment period, referred to in paragraph 28 the average successful premium of each tender will be calculated, added to the percentage for the previous relevant round of tenders and divided by two. Where the simple arithmetic average of those rounds is 7.5 percent or less the goods will move to licence on demand.

34. Those who have successfully tendered for licence which later moves to licence on demand as referred to in paragraph 33, will be given the option of withdrawing from the tender(s) entirely. If instead the tenderer uplifts all licence won, a refund on the balance of licence unused when the goods become licence on demand may be requested.

35. Goods might also move to licence on demand after the 3 months' payment period when the average premiums are re-calculated for tenders where there are non-payments. In this case a refund will be made if any part of licences already paid for in full has not been used.

RESIDUAL LICENCE

36. Licence not bid for, or licence for which deposits have not been received will be made available as residual licence at the average premium determined after the 14 day period allowed for the payment of deposits in accordance with paragraph 29.

37. The availability of residual licence at this stage will be published in the *New Zealand Gazette*. A period of 3 weeks after the publication of the *Gazette* will be provided for applications to be made. Applications must be made on T&I 401. After result letters