Insert letter head

<div align="right">**APPENDIX A**</div>

Price Schedule

To: Zambezi River   Reference: …………………
     Authority

                                      Date:………………………

We offer to supply and deliver on the terms of the bid under the above reference dated
……………………… ("the invitation to bid").

We accept that any resultant Purchase Order will be subject to the Zambezi River Authority terms
referred to in the invitation bid.

Delivery and installation of the goods shall take place within the period stated from the date of the
Supplier's receipt of the Purchase Order.

We confirm that the goods offered will be new and fully meet the required specification.

	Description of Goods	Quantity	Unit Price (indicate currency)	Extended Price (indicate currency)
1	Initial Audit Software system Acquisition Cost from Owner (two licenses)	2		
2	Annual license fees /upgrades (if applicable)			
3	Other costs			
Total System Owners Costs				

Local Support costs

	Description of Goods	Quantity	Unit Price (ZMW)	Extended Price (ZMW)
1	Initial Installation costs	2		
2	Annual local support costs			
3	Other costs including training for both technical and end-user training to ZRA as part of the implementation process			
VAT				
Total local installation and support costs for Year 1.				

Note: Bidders may expand on the descriptions of the above indicated costs.

Delivery and installation lead time from the date of receipt of the Purchase Order………………………………

Payment Terms………………………………….

Payment terms

Zambezi River Authority proposes to pay the owner's costs directly in the currency of the systems vendor.

Local costs will be paid within 15 days from completion and certification of the services.

However, kindly note for advance payments ZRA requires Supplier to provide a Commercial Bank Guarantee within 15 days of Purchase Order failure which the Order will be issued to the next bidder without further notice.

This quotation is valid for acceptance until ………………………..

....

Authorized Name in Capitals   Signature   Position

Company Name and Address:

Telephone Number:

E-mail address:

STATEMENT OF COMPLIANCE

	ZRA Audit Software System Technical Specification	Warranty being Offered	STATEMENT OF COMPLIANCE Indicate: Comply/Non Comply	Supplier Detailed specification attached (Yes /No)
	System Functionalities /Capabilities			
1	1.) Financial Controls Management 2.) Internal Audit Workflow management and Reporting • Audit Planning and Scheduling - Be able to allocate audit tasks over a defined period, to individual auditors. • Audit Execution – Be able to allow for the electronic compilation of audit working papers and files, including attachment and uploading of external documents. • Audit Review – Be able to allow for the review of audit work being carried out. • Audit Reporting – Be able to allow for the compilation of standard audit reports including high level audit reports to the Audit Committee • Performance Reporting – Be able to allow for the reporting of work carried out against a defined standard e.g. plan			

	3.) Knowledge and Document management • Knowledge Management – Be able to allow for the retention and storage of working papers. Should have an option of rolling forward prior year files to current period. 4.) Operational and Enterprise Risk management Use process-based risk assessment to identify and manage risks in each audit universe of the Authority 5.) Governance Should have mechanisms of checking for alignment of Authority operations with corporate goals and business objectives and exposure of Organisation to ICT related risk 6.) Data Abstraction The system should be capable of sampling and analysing data for patterns, relationships or trends for the purposes of drawing conclusions about the data			
	System Architecture capabilities			
3	i.) Client server architecture ii.) Web enabled iii.) Should have a dashboard iv.) Offline and online access v.) User friendliness vi.) The system should be customisable to meet the specific requirements of ZRA vii.) Should support both on premise and on cloud deployment.			

	viii.) Should be compatible with at Least Windows server 2012R2 and at least windows 7 and 8 desktop operating Systems			

Note: Detailed Supplier specification mandatory

....

Authorized Name in Capitals   **Signature**   **Position**

Date:…………………………………………………..