



**REQUEST FOR TENDER (RFT)**

**STUDY ON AN ASSESSMENT OF TRADE DATA LIMITATIONS AMONG SACU MEMBER STATES**

RFT Number: TFRM/01/2010

**Closing Date**

**19 March 2010**

**Delivered by hand clearly marked**

**“STUDY ON AN ASSESSMENT OF TRADE DATA LIMITATIONS AMONG SACU MEMBER STATES”**

**“TFRM/01/2010”**

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## 1. INTRODUCTION

- 1.1 At the 19<sup>th</sup> Council meeting held on 18 September 2009 at Ezulwini, Swaziland, Council noted that the absence of timely and reliable trade data hampers comprehensive policy analysis and research in SACU. Council therefore, directed the Secretariat to undertake a study to assess the trade data limitations amongst Member States.

## 1. 2. BACKGROUND

1. The need for statistics on trade in goods is self-evident. International trade forms an important part of the world economy and, as such, must be measured reliably and relevant statistical data should be comparable and widely disseminated.
2. Intra-SACU trade data serves a pivotal role both in the calculation of the customs component of the Revenue Sharing Formula (RSF) and also as a measure to determine the volume and pattern of trade in the region to inform the development of trade policies. However, intra-SACU trade data alone cannot inform the trade policies since SACU Member States also trade with the third parties.
3. Since the inception of the 2002 SACU Agreement, a number of studies to standardize the compilation of intra-SACU trade data amongst Member States have been undertaken. In October 2005, TRALAC completed the study on Trade Data Standardization and Verification which culminated in a second study undertaken by Her Majesty Revenue and Customs (HMRC) on Trade Data Audit and Verification. The HMRC study was finalized and approved by Council in October 2006. A high level implementation plan on the recommendations of the HMRC study was also approved by Council and it is currently being implemented.
4. All the studies that have been undertaken on trade data were focussed on improving the integrity of intra-SACU data for the purpose of revenue sharing with minimal consideration on extra-SACU trade

## 3. OBJECTIVE

1. The SACU Secretariat therefore wishes to appoint registered Consultant(s) in SACU Member States to assess and address intra- and extra-SACU trade data limitations amongst Member States in order to inform policy analysis and research in SACU; and also to assist the Secretariat to house reliable trade database.
- 2.

2. The purpose of this RFT is to provide the prospective supplier with a guideline of requirements for the required proposal.

#### 4. SPECIFIC TASKS

- (a) Evaluate intra- and extra SACU trade data capturing processes across Member States including but not limited to commercial, personal shoppers, re-exports, electricity, transit and postal trade;
- (b) Evaluate trade data compilation methodologies and trade systems with the aim to harmonise compilation methods across Member States;
- (c) Evaluate institutional arrangements in support of the trade data compilation chain, from port of entry to publication of data in all Member States;
- (d) Assess human and financial resources with regard to trade data compilation in all member states.
- (e) Assess compliance of member states to international standards of compiling trade statistics;
- (f) Assess data quality control measures in all Member States and make recommendations for improvement in each case;
- (g) Assess the computerization systems used by Member States in relation to their processing speed, ability to handle the volume of trade and their compatibility with developments in the area of customs procedures;
- (h) Explore the possibility of interfacing the customs computer systems used by Member States;
- (i) Assess how VAT collection at border posts impact on the accuracy of trade declaration;
- (j) Establish how re-exports, transit data, rebates and duty drawbacks are recorded and their implications on data integrity;
- (k) Provide recommendations for specific measures to enhance cooperation and coordination between Member States on the compilation of trade data;
- (l) Identify institutional, procedural, technical and coordination hindrance to the compilation of accurate data and timely publication; and
- (m) Make proposals on country specific measures to address identified data limitations and highlight possible threats to the implementation such measures.

#### 5. APPROACH

- 5.1 The consultant(s) will meet with relevant officials and role players in all Member States of SACU to discuss the issues identified in the Terms of Reference. Prior to the visits, the consultant(s) should prepare a set of questions and circulate them to the contact persons in the Member States in collaboration with the Secretariat. The consultant(s) will also undertake an extensive review of data capturing processes and compilation procedures from the port of entry to data publication.
- 5.2 The consultant(s) should be highly familiar with the 2002 SACU Agreement and its mandate to develop common policies as well as the functionality of the new

revenue sharing formula. The consultant(s) should also be familiar with computerized systems among Member States including Asycuda ++, Euro trace, CCA1, and CLIPPER systems. This study should ensure complementarily to other related SACU studies on trade data standardization and verification.

## **6. DELIVERABLES**

1. The consultant(s) will produce an inception report within two weeks of the start of the project and a draft report within six weeks of the start of the project. At the end of the project, the consultant(s) will produce a comprehensive report on the assessment of trade data limitations amongst SACU Member States and propose measures to address the identified weaknesses.
- 3.
2. The consultant(s) will also produce a detailed programme on the measures to be undertaken immediately, in the short to medium term and in the long term. The measures should be realistic and address common as well as country specific weaknesses. The Consultant(s) should also identify technical or financial assistance requirements in addressing trade data weaknesses.
3. Electronic copies and six (6) hard copies of all reports will be supplied to the Secretariat for appropriate distribution.

## **7. STEERING COMMITTEE**

- 7.1 The Finance Technical Liaison Committee will oversee the study.

## **8. RESPONSIBILITY OF THE SECRETARIAT**

- 8.1 This consultancy will be managed by the SACU Secretariat. The SACU Secretariat will liaise with Member States and make appointments for the consultant(s).

## **9. TIME FRAME**

- 9.1 It is anticipated that this consultancy will be undertaken within a period of eight weeks.

## **10. SUBMISSION TENDER PROPOSAL**

1. The tender proposal should be delivered by hand to the address specified herein in six (6) hard copies, suitable for redistribution. All envelopes should be sealed and clearly marked as indicated below:
  4. An Assessment of Trade Data Limitations among SACU Member States
  - 5.

**“TFRM/01/2010”**

The deadline for submission of the Tender is 15h00 on Friday 19 March 2010.

**11. FINANCIAL ARRANGEMENTS**

1. Bidders are solely responsible for their own costs in preparing the Tender.
2. Payments for all services covered by this RFT shall be made upon receipt of appropriate invoices and the satisfactory completion of work.
3. The term of payment is 30 days from the date of receipt of an appropriate invoice.

**12. CONFIDENTIALITY**

1. Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding.
2. All information pertaining to the SACU Secretariat obtained by the bidder as a result of participation in this RFT is confidential and must not be disclosed without written authorisation from the Executive Secretary of the Secretariat.

**13. OWNERSHIP OF TENDERS**

1. All tender proposals, including supporting documents, submitted to the Secretariat become the property of the Secretariat.

**14. MODIFICATION OF TERMS**

1. The SACU Secretariat reserves the right to add, modify or omit certain portions of the Tenders' scope at any time at its sole discretion. This includes the right to cancel this RFT at any time prior to entering into a contract with the successful bidder.

**15. REQUEST OF INFORMATION**

1. Prospective bidders have right to request clarification regarding this RFT or any other information such as personal details for employees.

**16. TENDER FORMAT**

1. Bidders are requested to address the issues and requirements as per “Appendix A” in order to ensure that each tender proposal receives full consideration.
2. No faxed or emailed copies will be considered.

6.

## 17. EVALUATION OF TENDERS & AWARD CRITERIA

### 1. Eligibility

- 1.1. Only tender proposals received as specified in Appendix A of this Document will be considered for evaluation.
- 1.2. Tenders will not be evaluated if the bidder's current or past corporate or other interests may, in the Secretariat's opinion, give rise to a conflict of interest in connection with this RFT.

### 2. Qualification Criteria

- 2.1. Tender proposal will be evaluated against the following qualification criteria:
- 2.2. Completeness of tender documentation as specified in Appendix A and
  7. other sections of this document.

### 3. Award Criteria

- 3.1. The provision of service will be awarded to prospective bidder on the basis of the most economically advantageous proposal applying the following award criteria, listed in order of priority:
  - 3.1.1. Proof of technical knowledge in the area of the required focus of the
    8. study;
    9. 17.3.1.2 Quality of the proposed approach and understanding of the
      10. assignment;
      11. 17.3.1.3 Proof of previous relevant experience;
      12. 17.3.1.4 Proof of qualifications and skills composition of the Team who will undertake the study;
      13. 17.3.1.5 Availability of consultant(s) to undertake the study; and
      14. 17.3.1.6 Costs of undertaking the study (including any specified costs related
        15. to travel, accommodation, printing; binding and copies)
      16. 17.3.1.7 Sound methodology
      - 17.
- 18.

### Appendix A – Format of Proposal

18. Bidders should address all the issues and requirements in the sequence in which they appear in this Appendix.

#### 18.1 General Information

- 1.1.1. One page letter of introduction identifying the bidder and signed by the person(s) authorised.
- 1.1.2. Title page listing the RFT number, organisation name, postal address, physical address, telephone number, fax number, cellular telephone number, emails address, website and full names

of two contact persons.

- 1.1.3. Profile of the Company (bidder).
- 1.1.4. A record of previous similar assignments.
- 1.1.5. Full contact details of any third-parties involved in the proposal.
- 1.1.6. Certified copies of a Certificate of Registration or Incorporation with relevant national authorities.
- 1.1.7. Certified copy of Tax Clearance Certificate (good standing of tax) from relevant national authorities.

## **2. Reference Sites**

- 2.1.1. Bidders must provide a minimum of three (3) existing client portfolios (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

## **3. Schedule of Costs**

- 3.1. All costs must be quoted in South African Rand (ZAR). The schedule must take the following format:
  - 3.1.1.1. The total cost (best and final offer);
  - 3.1.1.2. A full breakdown of the total cost;
  - 3.1.1.3. An itemised breakdown of the cost of any options being proposed beyond the specified Terms of Reference;
  - 3.1.1.4. The applicable rate of VAT in respect of each product or service being proposed;
  - 3.1.1.5. Details of any other costs; and
  - 3.1.1.6. Confirmation that the proposal remains valid for sixty (60) days after the closing date for receipt of proposals.

## **4. Additional Information**

- 4.1. Bidders may provide any other information which may be relevant to this proposal.