

TENDER DECLARATION UPLOAD TEMPLATE

Instructions:

1. Fill in the 'Tender Declaration' sheet with your tender data
2. Do NOT modify column headers or sheet names
3. Enter amounts in ZMW (Zambian Kwacha) - NUMBERS ONLY, no text
4. Tender dates must fall within the selected quarter period

SIMPLE vs MULTI-ITEM TENDERS:

- SIMPLE: Each row with a UNIQUE tender number creates one tender
- MULTI-ITEM: Rows with the SAME tender number are grouped into ONE tender with each row becoming a breakdown item (line item) on that tender.
The first row sets the tender header (Date, Notes).
Each subsequent row adds an item with its own Description, Amount, and references.
The tender total = sum of all item amounts.

Example - Multi-item tender with 3 items:

TND-001 | 2026-01-15 | Excavator spare parts | 150000 | 1 - Spare parts | | Safety gear
TND-001 | 2026-01-15 | Hydraulic hoses | 80000 | 2 - Hoses | |
TND-001 | 2026-01-15 | Drill bit replacement set | 200000 | | 1000 - Drill bits |
Result: 1 tender (TND-001) with 3 breakdown items, total = 430,000

PLAN REF vs SCHEDULE ITEM COLUMNS:

- Each row MUST have at least one of: Plan Ref OR Schedule Item
- Plan Ref: select from your approved procurement plan items
Shows as: '1 - Product Name', '2 - Service Name', etc.
- Schedule Item: select from the SI 2025 schedule of goods/services
Shows as: '1000 - Item Name' (Core Good), '2000 - Item Name' (Non-Core Good), etc.

PRIORITY RULES:

- If BOTH Plan Ref AND Schedule Item are filled, Plan Ref WINS (Schedule Item is ignored)
- If only Schedule Item is filled (no Plan Ref), the item will be AUTO-ADDED to your procurement plan and you will be notified
- If NEITHER is filled, the row will be rejected with an error

IMPORTANT VALIDATION RULES:

- All dates MUST fall within the selected quarter (e.g., Q1 2026: Jan 1 - Mar 31)
- Amount column MUST contain numbers only (e.g., 500000 or 1,200,000)
- Text like 'TBD', 'N/A', or 'Five hundred thousand' will cause errors
- One declaration per quarter per company
- Uploading a new file for the same quarter will REPLACE the existing one

Column Descriptions:

- Tender Number: Requisition/tender reference (Required). Repeat for multi-item tenders.
- Tender Date: Date of tender - DD/MM/YYYY or YYYY-MM-DD format (Required)
- Description: Nature of products/services (Required per row)
- Amount (ZMW): Value in Zambian Kwacha - NUMBERS ONLY (Required per row)
- Plan Ref: Select from approved plan items dropdown (at least one of Plan Ref/Schedule Item required)
- Schedule Item: Select from SI 2025 schedule dropdown (at least one of Plan Ref/Schedule Item required)
- Notes: Additional information (Optional, applies to tender header)

Date Format Examples:

- 2026-03-15 (Preferred: Year-Month-Day)
- 15/03/2026 (Day/Month/Year)
- 03/15/2026 (Month/Day/Year)

Amount Format Examples:

- 500000 (Good)
- 1,200,000 (Good - commas allowed)
- 1200000.50 (Good - decimals allowed)
- Five hundred thousand (BAD - will cause error)
- TBD (BAD - will cause error)