



## ELECTORAL COMMISSION OF ZAMBIA

# INVITATION FOR BIDS

### **ECZ/PW /002/2025: TENDER FOR COMPLETION OF THE BUILDING CONSTRUCTION OF THE NEW MOTOR SERVICE BAY AT THE ELECTORAL COMMISSION OF ZAMBIA HEAD OFFICE**

IFB N<sup>o</sup>: [ECZ/PW/002/2025]

Issue date: [24<sup>th</sup> November, 2025]

The Electoral Commission of Zambia has made budgetary provisions towards the cost of the completion of the building construction of the new motor service bay at the Electoral Commission of Zambia, Head office.

The Electoral Commission of Zambia now invites bids from interested bidders registered in Zambia with the **National Council for Construction (NCC) in Grade 4B or 4C/ 5B or 5C.**

Bidding will be conducted through Open National Bidding (ONB) procedures specified in the Public Procurement Act No. 8 of 2020 as amended by Act No. 17 of 2023 and the Public Procurement Regulations of 2022 and is restricted to **eligible citizen and local bidders**. The terms citizen and local bidder are defined in the Public Procurement Act No. 8 of 2020 as amended by Act No. 17 of 2023.

The Scope of works for the completion of the building construction of the new motor service bay at the Electoral Commission of Zambia Head office shall involve rehabilitation works, drainage and associated external works.

Bidders will be required to undertake a mandatory site visit organized by the Electoral Commission of Zambia which will take place on **Friday, 28<sup>th</sup> November, 2025 at 9:30 hours**. Please note that no site visit shall be allowed after Friday, 28<sup>th</sup> November, 2025.

A site visit certificate shall be issued to all Bidders that will visit the site on the date of the mandatory site visit. Please note that no site visit certificates shall be issued after the site visit.

Bidders shall meet at Electoral Commission of Zambia, Elections House, Haile Selassie Avenue, Lusaka.

A complete set of the bidding document in English can be purchased from the Zambia Public Procurement Authority (ZPPA) e-GP System, upon payment of a non-refundable fee of ZMW 1,000.00.

Further information can be obtained from the Procurement Unit, Electoral Commission of Zambia, Elections House, Haile Selassie Avenue, P.O Box 50274, Lusaka and electronic requests for clarification can be submitted on the e-GP system on or before **Friday, 5<sup>th</sup> December, 2025**

The bids shall be valid for a period of **90 days** after Bid closing and must be accompanied by a duly authorized Bid Securing Declaration form duly signed by the Guarantor(s) and submitted together with the bidding document.

Submission of the bids for the tender is through electronic means **ONLY** on the Zambia Public Procurement Authority (ZPPA) e-Government Procurement platform. Full information regarding the tender can be found on the e-government procurement website <https://eprocure.zppa.org.zm/epps/>. For assistance on how the tender can be submitted enquiries could be made to the Zambia Public Procurement Authority on the following:

[support@zppa.org.zm](mailto:support@zppa.org.zm) or call: +260 211 377 415, +260 211 377 416, +260 970 412 200, +260 968 006 707, +260 957 091 050;

The closing date for the receipt of the bids is 10:00 hours e-GP System time on **Tuesday, 23<sup>rd</sup> December, 2025** and any bids received after the time and date stipulated above will not be accepted.

Issued by



**Brown Kasaro**  
**Chief Electoral Officer**  
**Electoral Commission of Zambia**