

Zambia Institute of Advanced Legal Education

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF A CONSULTANT FOR THE PREPARATION OF ARCHITECTURAL, STRUCTURAL, ELECTRICAL, WATER AND SEWER RETICULATION DRAWINGS AND BILL OF QUANTITIES FOR THE ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION (ZIALE) ANDREW MWENYA CAMPUS

RFP No. ZIALE/AMWENYA/01/2026

1.0 BACKGROUND

The Council of the Zambia Institute of Advanced Legal Education (ZIALE) is a body corporate with perpetual succession and a common seal established by Chapter 49 of the Laws of Zambia.

The Institute is currently operating from its Andrew Mwenya Road Campus in Rhodespark, Lusaka. The Andrew Mwenya Road Campus is owned by ZIALE and is on title. The Campus sits on a 1.6 acres piece of land.

In view of the above, ZIALE has reserved funds in its 2026 budget to engage a consultant for preparation of engineering, architectural designs and bill of quantities for construction of additional office space and Learner Legal Practitioners learning facilities aimed at addressing the limitations in office and learning space at the Andrew Mwenya Road Campus in Rhodespark, Lusaka.

2.0 SCOPE OF WORKS

The scope of work shall include but not be limited to the following:

- (i) The preparation of detailed architectural and engineering designs;
- (ii) Preparation of the specifications and Bill of Quantities (BOQ);
- (iii) Preparation of the solicitation document.

3.0 SHORTLISTING CRITERIA

The shortlisting criteria will be as follows:

- i. Certificate of Incorporation/Registration. (In line with Section 41 (3) of the Public Procurement Act No. 8 of 2020. Participation in Open National Selection shall be limited to **Citizen Bidders**. Bidders are therefore required to submit a PACRA printout showing the shareholding structure). Non-submission of the PACRA printout will render your Expression of Interest (EOI) non-responsive;
- ii. Attach a copy of a valid 2026 Zambia Revenue Authority (ZRA) Tax Clearance Certificate;
- iii. Attach a copy of a valid National Pensions Scheme Authority (NAPSA) Social Security Contribution Compliance Certificate or any other social security compliance document, which should be valid at the date of tender closing;
- iv. Attach a copy of a valid National Council for Construction (NCC) Certificate;
- v. Attach a copy of a valid Engineering Institute of Zambia (EIZ) Certificate;
- vi. Submission of a company profile (field of specialization and must have a minimum of five (05) years' experience in similar projects);
- vii. Description of assignments of a similar nature including a list of clienteles (the firm should have undertaken similar assignments in Zambia including construction, project management, and or related performance evaluations);
- viii. Proof of appropriate skills among the Principals of the firm and proof of registration to appropriate professional bodies.
- ix. Bidders must submit Curricula Vitae of Proposed Key Consultant/Project Manager and Team members as per provided minimum qualification and experience criteria.

4.0 SELECTION METHOD

Bidding will be conducted using the Open National Selection (ONS) procedures specified in the Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations of 2022 and is open to Citizen Bidders eligible, that meet the minimum qualifications.

Interested Consultants may obtain further information/clarifications from the Procurement Unit on or before 8th April, 2026 through the electronic Government (e-GP) System. Clarifications sought outside the system will not be attended to. Detailed Terms of Reference shall be availed to the shortlisted consultants only.

5.0 SUBMISSION

The Expression of Interest (EOI) shall be submitted via the e-GP System by logging into the ZPPA website on or before Wednesday 1st April, 2026. Hardcopies shall not be accepted. The closing date for the receipt of the EOI is **Wednesday 1st April, 2026 at 14:00 hours local time**. Bids will be opened online.

Bidders are advised to pay attention to the following timelines

1.	Date of Publication of Tender	18 th March, 2026
2.	Last Date for requesting any clarifications	25 th March, 2026
3.	Tender Closing Date	1 st April, 2026
4.	Date of Opening of Bids	1 st April, 2026

THE INSTITUTE RESERVES THE RIGHT TO REJECT OR ACCEPT ANY EXPRESSION(S) OF INTEREST WITHOUT ASSIGNING ANY REASON.

Only shortlisted firms will be contacted.

**DIRECTOR AND CHIEF EXECUTIVE OFFICER
ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION**