SMART ZAMBIA INSTITUTE

THE WORLD BANK

REPUBLIC OF ZAMBIA

SMART ZAMBIA INSTITUTE
DIGITAL ZAMBIA ACCELERATION PROJECT (DZAP)

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR BIDS (RFB)

SUPPLY AND DELIVERY OF DIGITISATION EQUIPMENT

Country: Zambia
Project: Digital Zambia Acceleration Project (DZAP)
Grant No.: P505094
Contract Title: Supply of Digitisation Equipment
RFB Reference No.: ZM-SZ-562537-GO-RFB
Date of Issue: Monday, 5th October 2026

The Government of the Republic of Zambia (GRZ) has received financing from the International Development Association of the World Bank towards the cost for the Digital Zambia Acceleration Project (DZAP) and Smart Zambia Institute intends to apply a portion of the proceeds of this financing to eligible payments under the contract for the supply and delivery of Digitisation Equipment. “For this contract, the Borrower shall process the payments using the Direct Payment disbursement method, as defined in the World Bank's Disbursement Guidelines for Investment Project Financing, except for those payments, which the contract provides to be made through letter of credit.”

The SMART Zambia Institute (SZI) hereby invites sealed bids from eligible bidders for the supply and delivery of digitization equipment, as detailed below. The equipment shall be delivered to the Smart Zambia Institute Headquarters.

S/No	Description	Quantity
1	Servers	02
2	Scanners	50
3	Laptops	100

3. Bidding will be conducted through National Competitive Procurement using a Request for Bids (RFB) as specified in the World Bank's “Procurement Regulations for IPF Borrowers - Procurement in Investment Projects Financing” Seventh edition, September 2025” (“Procurement Regulations”) and is open to all eligible Bidders as defined in the Procurement Regulations.

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4. Interested eligible bidders may obtain further information from Smart Zambia Institute, office of the Head - Procurement & Supplies Unit (PSU) and inspect the proposal Documents at the address given at the end of this RFB below from 08:00 hours to 13:00 hours and 14:00 hours to 17:00 hours daily from Monday to Friday.

5. The Request for Bids (RFB) document in English Language may be purchased by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a non-refundable fee of Zambian Kwacha One Thousand (ZMW 1,000.00) or its equivalent in a freely convertible currency. The method of payment will be Bank / electronic transfer or Bank Certified Cheque. For convenience only, RFB document is available and can be downloaded for viewing purposes from the following Websites; www.szi.gov.zm. For convenience of preparation of bids, the RFB document will on request be sent by *email to interested bidders upon sending proof of payment.*

6. Bids must be delivered to the address below on or before **Friday, 6th November 2026, at 10:00 am local time.** Electronic Bidding will *not* be permitted. Late Bids will be rejected. The outer Bid envelopes marked **"TENDER FOR THE SUPPLY AND DELIVERY OF DIGITISATION EQUIPMENT"** will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend, at the address below on **Friday, 6th November 2026 at 10:00 am local time.**

7. All Proposals must be accompanied by a **Bid-Securing Declaration in the format provided in the RFB document.**

8. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful bidder's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the bidding document.

9. The address(es) referred to above is (are):

(a) Address for Inspection, seeking clarifications or information on the Bidding Documents

The Head - Procurement and Supplies Unit
Smart Zambia Institute
ICCC Office Suite, 1st Floor, Corner of Nationalist and Independence Avenue
P.O. Box 31998
Lusaka - Zambia
E-Mail: dzap_procurements@grz.gov.zm

(b) Address for Bid Submission

The National Coordinator
ICCC Office Suite
Office of the President, E-Government Division,
SMART Zambia Institute,
Corner of Nationalist Road and Independence Avenue
P.O. Box 31998,
Lusaka, ZAMBIA.

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(c) Address for Bid Opening

SZI Board room
ICCC Office Suite, 1st Floor, Corner of Nationalist and Independence Avenue
Lusaka - Zambia

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