

# INVITATION FOR EXPRESSION OF INTEREST (EOI)

## Staff Transportation Services – 2025

Sandvik Mining & Construction Zambia (SMCZ), located in Kitwe, is a leading provider of mining and construction solutions and part of the global Sandvik Group. SMCZ hereby invites Expressions of Interest (EOI) from suitably qualified and experienced transportation service providers to manage the transportation of its staff employees for a period of 24 months.

The scope of services includes daily transportation of employees to and from designated pick-up points and Sandvik operational sites, as well as ad hoc transport requirements for business needs.

## Required Documentation

Interested companies must submit the following documentation and information:

- Certificate of Incorporation
- Business Levy
- Copy of Taxpayer Identification Number (TPIN) and valid Tax Clearance Certificate
- Valid Road Service Licence issued by relevant authorities
- Certificate of Membership with a recognized transport association (if applicable)
- Company profile detailing experience in staff transportation services (if any)
- Brief CVs of key personnel responsible for managing the transport operations
- Fleet list with details of vehicles (type, capacity, year of manufacture, insurance status)
- Valid Passenger Liability Insurance and Comprehensive Vehicle Insurance
- Evidence of vehicle maintenance schedules and safety protocols
- Proof of experience in managing corporate transport contracts
- References or list of current and past corporate clients
- Any other relevant information to support your submission

## Submission Instructions

The envelope must be clearly marked: "Staff Transportation Services – 2025" and should be deposited in the Tender Box at the Sandvik Head Office.

EOI submissions should be addressed to:

Procurement Department.  
Sandvik Mining and Construction Zambia Limited

Plot 5030, Mutentemuko Road,  
P.O Box 20314  
Kitwe, Zambia

Clarifications regarding this invitation can be directed to:  
[info@sandvik.com](mailto:info@sandvik.com)

Closing Date: 16:30hrs, Friday, 12 December 2025.

Only shortlisted companies will be invited to submit detailed quotations.