

EXPRESSION OF INTEREST (FIRM SELECTION)

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FOR THE PROVISION OF DESIGNS AND FULLY COSTED BILL OF QUANTITIES (BOQ) FOR THE CONSTRUCTION OF A FOUR-STOREY BUILDING FOR THE TOBACCO BOARD OF ZAMBIA ON MUNGWI ROAD IN LUSAKA

EOI REFERENCE NO: TBZ/EOI/03/2026

DATE OF ISSUE: 23/03/2026

BACKGROUND

The Tobacco Board of Zambia, a statutory body established under the Tobacco Act No. 10 of 2022, regulates, promotes, and facilitates the production, processing, and trade of Tobacco in Zambia. The Board hereby invites reputable and qualified consulting firms to submit an Expression of Interest (EOI) for the provision of consultancy services to design and prepare a Bill of Quantities (BOQ) for the construction of a four-storey building in Lusaka.

TBZ intends to construct a modern multi-storey building to address the growing demand for secure, accessible, and conducive office accommodation. The proposed development is expected to provide sufficient office space to meet demand, as well as offer a conducive work space amenity for occupants. The office building should be designed and delivered to meet TBZ's functional, safety, statutory, and quality requirements.

The project involves the Architectural design, engineering Designs Costing, and preparation of a detailed BOQ for the proposed four-storey building.

1. OBJECTIVE OF THE ASSIGNMENT

The objective of this consultancy is to engage a qualified firm to:

- a. Prepare architectural and engineering designs for the four-storey building,
- b. Develop detailed and accurate Bills of Quantities (BOQ)
- c. Provide cost estimates and construction schedules
- d. Provide technical guidance and recommendations to support TBZ in decision-making.
- e. Provide supervision

3. ELIGIBILITY REQUIREMENTS

Interested consulting firms must provide information indicating that they have the required qualifications and relevant experience to perform the services. The following is the shortlisting criteria, amongst others:

1. The participation in the Expression of Interest is restricted to the Citizen and Local Consulting firms.
2. Proof of registration with the Patents and Companies Registration Agency (PACRA) by providing both the PACRA Registration Certificate and the PACRA Computer Printout; ZRA tax clearance certificate, and NAPSA compliance certificate.
3. The core business and experience of the consulting firm, stating the availability of key staff. (Provide Brochures and/or Company Profiles, which should include CVs of relevant key staff);
4. Description of similar assignments undertaken by the firm, stating the name, scope, and cost of the comparable assignments; and
5. Provide proof that your firm possesses the technical and managerial capacity to execute the services and be registered with professional bodies such as EIZ, ZIA, ACEZ, etc., for engineers and designers.
6. **METHOD OF SELECTION**

The selection of firms shall be in accordance with the Quality & Cost Based Selection (QCBS) Method, as outlined in the Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations of 2022.

ADDITIONAL INFORMATION

Interested firms should obtain further information from the Procurement Office at the address given below during office hours.

NB: This Request for Expression of Interest is not a solicitation, and replying to it does not constitute an invitation to do business with TBZ. All costs and expenses incurred in relation to, or ensuing from, the submission of an Expression of Interest will exclusively be borne by the applicant. Only short-listed suppliers will be notified of the outcome of this process.

9. BID SUBMISSION DEADLINE

The closing date for the receipt of Expression of Interest is **Tuesday, 21st April 2026 at 10:30 hours local time**, and any Expression of Interest received after the time and date stipulated above will not be accepted. The Expressions of Interest will be opened at the Tobacco Board of Zambia Headquarters on Mungwi Road in Lusaka at 10:30 hours local time in the presence of bidders' representatives who choose to attend.

**Procurement Officer For/The Executive Director,
TOBACCO BOARD OF ZAMBIA
P. O. Box 35243,
Mungwi Road
Lusaka.**