

FOR THE PROVISION OF A DIGITAL ENTRY GATES AND TICKETING SYSTEM AT THE ZAMBIA INTERNATIONAL TRADE FAIR GROUND IN NDOLA

REQUEST FOR EXPRESSION OF INTEREST (EOI) (FIRMS)

REFERENCE NO: ZITFT/C/001/2026

Date of Issue: 30/03/2026

This Expression of Interest (EOI) is issued in accordance with the Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations of 2022.

The Zambia International Trade Fair Trust (ZITFT) invites Expressions of Interest (EOIs) from suitably qualified and experienced **firms** to provide a modern, secure, and integrated digital entry gates and ticketing system for the Zambia International Trade Fair and related events.

ZITFT seeks to modernize its access control and ticketing operations by digitizing entry gates for individual patrons and visitors, improving efficiency, security, data accuracy, and customer experience.

Full details of the Terms of Reference (ToRs) for this assignment can be obtained from the ZITFT offices on the address below.

1.0 OBJECTIVES OF THE ASSIGNMENT

The primary objectives of the proposed system are to:

- Digitize and automate entry gate operations
- Improve access control, fraud prevention, and crowd management
- Support multiple ticket formats and payment methods
- Provide real-time monitoring and comprehensive reporting
- Enhance visitor convenience and overall operational efficiency

2.0 SCOPE OF SERVICES

Interested suppliers should demonstrate the capability to design, supply, implement, installation of Full height Turnstile gates and support a digital entry gates and ticketing solution with, but not limited to, the following features:

2.1 Ticketing and Access Options

The system must support:

1. Printing of entry tickets on paper with Barcodes and/or QR Codes
2. Production and use of digital entry tickets on smartphones
3. Use of plastic membership cards (smart cards or RFID-enabled cards) for entry
4. The system must enable online and offline operations, to insure less or no service interruptions

2.2 Payment Methods

The system should support multiple payment options, including:

- Bank cards (debit and credit cards)
- Mobile money platforms
- Cash payments (with integration into the digital system)

2.3 Gate Entry and Access Control

The system shall provide for:

- Automatic entry through gates by scanning QR codes or barcodes on printed tickets
- Entry by scanning QR codes displayed on smartphones
- Entry by scanning plastic membership cards
- Real-time validation to prevent duplicate or unauthorized entry
- Entry using a single full height turnstile

2.4 Reporting and Data Management

The system must be capable of generating comprehensive reports, including:

- Financial reports (ticket sales, revenue per gate, per day, and overall)
- Non-financial reports (visitor counts, gate usage statistics, peak entry times)
- Reports per individual gate and consolidated overall reports
- Exportable data formats and dashboard views

3.0 ELIGIBILITY AND QUALIFICATIONS

In line with ZPPA requirements, prospective suppliers must meet the following minimum eligibility criteria:

Prospective suppliers should meet the following

minimum requirements:

- Be a legally registered company or consortium in Zambia or internationally
- Be registered with the Zambia Public Procurement Authority (ZPPA) or eligible for registration prior to contract award
- Have a valid tax clearance certificate
- Valid ICT Service Provider License or Registration Certificate issued by Zambia Information and Communications Technology Authority (ZICTA)
- Demonstrated experience in implementing digital ticketing and access control systems of similar scale (At least 3 similar assignments in the last 3 years)
- Proven technical capacity to deliver, integrate, and support the proposed solution
- Ability to provide ongoing technical support, maintenance, and system updates
- Experience working with secure payment systems and data protection standards
- Qualified ICT Engineers and System developers

4.0 CONTENT OF THE EXPRESSION OF INTEREST

Interested firms are requested to submit EOIs that include the following information:

1. Company profile and legal status
2. Description of relevant experience and similar projects undertaken in the past 3 Years
3. Qualified personnel
4. Overview of the proposed technical solution and system architecture
5. Details of supported ticketing, payment, and access control technologies
6. Proposed implementation approach and indicative timelines
7. Availability of local support and maintenance services
8. Any value-added services or innovations

5.0 EVALUATION CRITERIA

EOIs will be evaluated based on:

- Relevant experience and past performance
- Technical capability and suitability of the proposed solution
- Understanding of the assignment and innovation
- Capacity for implementation and support

Only shortlisted firms may be invited to submit detailed proposals or participate in subsequent procurement stages.

6.0 SUBMISSION DETAILS

Expressions of Interest must be submitted in accordance with ZPPA procurement guidelines, either in sealed envelopes, clearly marked:

"Expression of Interest – Digital Entry Gates and Ticketing System"

EOIs should be submitted on or before **15th April 2026** at 10:00 hours local time.

Late submissions shall not be accepted in accordance with ZPPA regulations.

Submission Address and Contact Details

The Chief Executive Officer
Attention: Procurement Officer
Zambia International Trade Fair Trust
P.O. Box 33095
Ndola, Zambia

Email (for clarification only): ceo@zitf.org.zm and in copy sharonl@zitf.org.zm

Clarifications may be requested in writing not later than seven (7) days before the submission deadline.

7.0 DISCLAIMER

Issuance of this EOI does not constitute a commitment by the Zambia International Trade Fair Trust to award a contract. ZITFT reserves the right to accept or reject any or all EOIs and to annul the process at any stage without incurring any liability to applicants.