



SMART
ZAMBIA



SPECIFIC PROCUREMENT NOTICE

Request for Proposal Information Systems (Without Prequalification)

Purchaser: *Smart Zambia Institute*

Project: *Digital Zambia Acceleration Project*

Contract title: *Expansion and Rollout of the Executive Dashboard*

Country: *Zambia*

Loan No./Credit No./ Grant No.: **P505094**

RFP No: **ZM-SZ-531016-CS-QCBS**

Issued on: **5th March, 2025**

1. The Government of the Republic of Zambia (GRZ) has received financing from the International Development Association of the World Bank towards the cost for Digital Official Use Only 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 which this Request for Proposals is issued. 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.
2. The *Smart Zambia Institute* now invites sealed Proposals from eligible Proposers for the **Expansion and Rollout of the Executive Dashboard**.
3. The procurement will be conducted through international competitive procurement using Request for Proposals (RFP) as specified in the World Bank's "Procurement Regulations for IPF Borrowers- Procurement in Investment Projects Financing" of July 2016 - 5th edition revised September 2025 and is open to all eligible Proposers.
4. Proposers 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 RFP 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 proposal 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). The method of payment will be cash, transfer or Bank Certified check. The document will be made available upon proof of payment. A receipt of payment should be included with the proposal submission.

5. The request for proposal 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). The method of payment will be cash, transfer or Bank Certified check. The document will be made available upon proof of payment. A receipt of payment should be included with the proposal submission.
7. Proposals must be delivered to the address below on or before the **3rd of April 2026 at 10:00** hours local time. Electronic submission will NOT be permitted. Late Bids will be rejected. The outer Proposal envelopes marked "ORIGINAL PROPOSAL", and the inner envelopes marked "TECHNICAL PART" will be publicly opened in the presence of the Proposers' designated representatives and anyone who chooses to attend, address below on the **3rd April, 2026 at 10:00** hours local time. All envelopes marked "FINANCIAL PART" shall remain unopened and will be held in safe custody of the Purchaser until the second public Proposal opening.
8. All Proposals must be accompanied by a ***Proposal-Securing Declaration***.
9. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful Proposer's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the request for proposal document.

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

(a) Address for Inspection of 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.

(c) Address for Bid Opening

SZI Board room

ICCC Office Suite, 1st Floor, Corner of Nationalist and Independence Avenue

Lusaka - Zambia