



ELECTORAL COMMISSION OF ZAMBIA

INVITATION FOR BIDS

ECZ/ONB/009/2026: TENDER FOR THE SUPPLY AND DELIVERY OF PRINTED MATERIALS FOR ELECTIONS AND VOTER EDUCATION FOR THE ELECTORAL COMMISSION OF ZAMBIA

IFB N°: [ECZ/ONB/009/2026]

Issue date: [25th March, 2026]

The Electoral Commission of Zambia has made budgetary provisions towards the cost of procurement of printed materials for elections and voter education for the Electoral Commission of Zambia.

The Electoral Commission of Zambia now invites bids for the supply and delivery of printed materials for elections and voter education for the Electoral Commission of Zambia.

Bidding will be conducted through Open National Bidding (ONB) procedures specified in the Public Procurement Act No. 8 of 2020 as amended by Act No. 17 of 2023 and the Public Procurement Regulations of 2022 and is restricted to **eligible citizen and local bidders**. The terms citizen and local bidder are defined in the Public Procurement Act No. 8 of 2020 as amended by Act No. 17 of 2023.

The Schedule of requirements are as follows:

Lot No.	Item Description	Unit	Quantity	Delivery Period
1	PRINTED MATERIALS: VOTER EDUCATION			
1.1a	Voter education posters - English and Seven local languages (Five types)	Each	747,500	2 weeks
1.1b	Voter Education Posters in sign language-English (Five types)	Each	25,000	2 weeks
1.2a	Voter education brochures – English and Seven local languages (Three types)	Each	1 509 000	2 weeks
1.2b	Voter Education Brochures in sign language- English (Two types)	Each	20,000	2 weeks
Lot No.	Item Description	Unit	Quantity	Delivery Period
1.3a	Voter education fliers – English and Seven local languages (Six types)	Each	2 062 568	2 weeks
1.3b	Voter Education Fliers in sign language- English (Five types)	Each	20,000	2 weeks
1.4	Facilitator activity plan	Reams	50	2 weeks
1.5	Activity data forms	Reams	350	2 weeks
1.6	DVEC monitoring forms	Reams	50	2 weeks
1.7	Code of conduct for VEFs	Reams	12	2 weeks
2	PRINTED MATERIALS: POLLING STATION BANNERS			
2.1	Polling station banner- vinyl	Each	2,500	2 weeks
3	PRINTED MATERIALS: POLLING STATION ARROWS			
3.1	Polling station arrows - left	Each	50,000	2 weeks
3.2	Polling station arrows - right	Each	50,000	2 weeks
4	PRINTED MATERIALS: ELECTIONS FORMS			
4.1	Letter of Appointment B'	Each	200,000	2 weeks
4.2	Letter of Appointment A'	Each	5,000	2 weeks
	Oath or Affirmation			
4.3	GEN	Each	360,000	2 weeks
4.4	LGE	Each	14,000	2 weeks
4.5	Polling station equipment issue form	Each	120,000	2 weeks
4.6	Certificate of Authority to vote	Each	150,000	2 weeks

4.3	GEN	Each	360,000	2 weeks
4.4	LGE	Each	14,000	2 weeks
4.5	Polling station equipment issue form	Each	120,000	2 weeks
4.6	Certificate of Authority to vote	Each	150,000	2 weeks
	Record of proceeding at the count			
4.7	PE	Each	250,000	2 weeks
4.8	GEN	Each	250,000	2 weeks
4.9	LGE (District and Ward)	Each	470,000	2 weeks
	Ballot papers account			
4.10	PE	Each	240,000	2 weeks
4.11	GEN	Each	240,000	2 weeks
4.12	LGE (District and Ward)	Each	470,000	2 weeks
	Statement of Rejected ballot papers			
4.13	PE	Each	180,000	2 weeks
4.14	GEN	Each	180,000	2 weeks
4.15	LGE (District and Ward)	Each	270,000	2 weeks
	Report on verification of ballot papers account			
4.16	PE	Each	1,600	2 weeks
4.17	GEN	Each	1,600	2 weeks
4.18	LGE (District and Ward)	Each	10,000	2 weeks
	Notice of Revocation of appointment			
4.19	Notice of Revocation of appointment	Each	180,000	2 weeks
	Handbooks			
4.20	Election support centre handbook	Each	2,500	2 weeks
Lot No.	Item Description	Unit	Quantity	Delivery Period
4.21	Polling station handbook for poll staff	Each	105,498	2 weeks

A complete set of bidding documents in English may be purchased from the Zambia Public Procurement Authority (ZPPA) e-GP System, upon payment of a non-refundable fee of ZMW1,000.00.

Further information may be obtained from the Electoral Commission of Zambia, Procurement Department, Elections House, Haile Selassie Avenue, P.O.Box 50274, Lusaka, Zambia. The telephone number is 260-1-253157/250081 and the Telefax number is 260-1-253157/257274.

Bids shall be valid for a period of **90 days** after Bid closing and must be accompanied by a duly authorized Bid Securing Declaration form duly signed by the Guarantor(s), and delivered together with the bidding document.

Submission of the bids for the tender is through electronic means **ONLY** on the Zambia Public Procurement Authority (ZPPA) e-Government Procurement platform. Full information regarding the tender can be found on the e-government procurement website <https://eprocure.zppa.org.zm/epps/>. For assistance on how the tender can be submitted enquiries could be made to the Zambia Public Procurement Authority on the following:

support@zppa.org.zm or call: +260 211 377 415, +260 211 377 416, +260 970 412 200, +260 968 006 707, +260 957 091 050.

The closing date for the receipt of the bids is 10:00 hours e-GP System time on **Thursday, 23rd April, 2026** and any bids received after the time and date stipulated above will not be accepted.

Issued by
Brown Kasaro
Chief Electoral Officer
Electoral Commission of Zambia