



EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF DISTRIBUTION SERVICES ON BEHALF OF KAWAMBWA TEA INDUSTRIES LIMITED.

1. BACKGROUND

- 1.1. Kawambwa Tea Industries Limited ("KTIL") is Zambia's major commercial tea producer, located in Kawambwa District of Luapula Province. Wholly owned by the Industrial Development Corporation (IDC), the Company was established to manage the Kawambwa Tea Estate with the objective of positioning tea as a leading local and export product, thereby contributing meaningfully to the economic development of the country.
- 1.2. The tea estate was initiated by the Government of the Republic of Zambia (GRZ) as a pilot project to determine the feasibility and commercial viability of tea growing in Kawambwa District. The original vision sought to achieve several strategic outcomes: promote self-reliance through import substitution, enhance food security, create employment, and support national economic diversification away from the mining sector.
- 1.1. KTIL is pleased to invite Expression of Interest from interested distributors for the sale and distribution of KTIL's tea products.

2. SCOPE OF WORK

Respondents will be required to deliver the following services;

- 2.1. Delivery - Deliver products from designated warehouses to all formal and informal trade outlets.
- 2.2. Shelf Management and merchandising - Provide dedicated sales representatives to secure shelf placement, manage point-of-sale materials, rotate stock (FIFO), maintain and report competitor activities weekly.
- 2.3. Warehousing & Inventory Management - Implement a verifiable First-In-First-Out system at both warehouse and retail level, with expiry date tracking and monthly reconciliation reports.
- 2.4. Retailer Rebate Administration - Calculate and pay pre-agreed volume/performance rebates to retailers with full documentation (signed acknowledgements, sales data, tax invoices) and an auditable ledger.
- 2.5. Reporting & Technology - Submit a weekly dashboard (shelf availability, stock levels, competitor rebates paid), with GPS-tagged, time-stamped photos of retail shelves per delivery.
- 2.6. Retailer Marketing Rebate: Management of marketing support funds allocated to retailers for promotional activities, ensuring proper utilisation and reporting.

3. SELECTION CRITERIA

Respondents are required to provide the following information about their firm:

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3.1. Preliminary requirements

- 3.1.1. Valid NAPSA Compliance Certificate.
- 3.1.2. Valid Tax Clearance Certificate.
- 3.1.3. Certificate of Registration or Incorporation.
- 3.1.4. Valid ZPPA registration certificate.

3.2. Technical requirements

EOIs will be evaluated based on these criteria. Only shortlisted firms will be invited to submit a full technical and financial proposal.

- 3.2.1. Food-grade warehousing - Provide a clean, dry, pest-proof, and odor-free warehouse with temperature control and humidity monitoring to protect tea quality.
- 3.2.2. GPS-enabled fleet - Provide a complete fleet list including vehicle registration numbers, type/capacity, and confirmation that each delivery vehicle is fitted with a functional GPS tracking device.
- 3.2.3. Fast Moving Consumer Goods (FMCG) experience - Demonstrate at least three years of experience distributing fast-moving consumer goods (preferably tea, coffee, or other beverages).
- 3.2.4. Geographic coverage - Respondents shall state their geographic coverage within Zambia, specifying which provinces they are capable of servicing. The submission must include the depot address, a delivery route plan indicating frequency per province, and evidence of existing operational presence. (such as a list of currently serviced outlets or a description of distribution infrastructure) in the declared coverage area.

4. CLARIFICATIONS

5. SUBMISSION INSTRUCTIONS

Interested firms must submit their Expression of Interest (EOI) documents via email, with the subject line clearly marked:

“EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF DISTRIBUTION SERVICES ON BEHALF OF KAWAMBWA TEA INDUSTRIES LIMITED.”

Submissions must be received via email at chinga.siame@kti.co.zm and valentine.mulonda@kti.co.zm on or before 22nd June 2026, at 10:30 hours.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

No hard copy submissions are required.

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