



INVITATION TO BID

TENDER NO. ZICA/DFIA/TD/0015/2022

TENDER FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES FOR A PERIOD OF THREE (3) YEARS

The Zambia Institute of Chartered Accountants (ZICA) has allocated funds and intends to apply the funds to eligible payments under the contract for which this Invitation to Bid is issued. Payments by ZICA will be made only at the request of the Authorized Representative, and will be subject, in all respects, to the terms and conditions of the Contract.

1. ZICA now invites bids for the following non-consulting services (hereinafter called "Services"): **Provision of Insurance Brokerage Services for a period of three (3) years.**
2. This Invitation to Bid (ITB) is open to eligible local Bidders. Bidders must provide proof of establishment and legal registration of their business under the Laws of Zambia.
3. Bidding will be conducted using the Open National Bidding (ONB) specified in the Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations of 2022, and is open to Local Bidders eligible as defined in the Bidding Documents, that meet the minimum qualifications.
4. Bidding documents may be purchased at **ZICA, Accountants Park 2374/A Thabo Mbeki Road, Lusaka, Zambia** for a non-refundable fee of **Five Hundred Kwacha (K500.00)**. Interested bidders may obtain further information at the same address.
5. The bidding documents may also be downloaded by interested bidders from the ZICA website <https://www.zica.co.zm/tenders/>
6. Bids shall be valid for a period of **90 days** after Bid closing and must be accompanied by **Bid Securing Declaration** and shall be delivered to **ZICA, Accountants Park 2374/A Thabo Mbeki Road, Lusaka, Zambia** on or before the tender closing date, of which time they will be opened in the presence of the bidders who wish to attend.

Bidders should pay attention to the following key dates:

No.	Description	Date
1	Date of Publication of Tender	10 th January 2023
2	Pre-Bid Meeting	20 th January 2023 at 10:00hrs
3	Last Date for requesting any clarifications	20 th January 2023 at 16:00hrs
4	Last Date and Time for receipting of bids at ZICA	10 th February 2023 at 10:00hrs

5	Date and Time of opening of bids	10 th February 2023 at 10:00hrs
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**Secretary – Procurement Committee
For Chief Executive Officer**

ZICA IS A MEMBER OF:

