



## REQUEST FOR PROPOSALS – INDIVIDUAL CONSULTANTS ONLY

RFP No: ZICA/DET/TD/0004/2023

### CONSULTANCY SERVICES TO PROVIDE QUALITY ASSURANCE FOR THE ZICA EXAMINATION PROCESS FOR A PERIOD OF THREE (3) YEARS

**Zambia Institute of Chartered Accountants (ZICA)** is a self-regulated membership body for the accountancy profession in Zambia, which was created by an Act of parliament under the Accountants Act of 2008.

**ZICA** has allocated funds from the 2023 Budget and intends to apply the funds to eligible payments under the contract for which this Request for Proposals (RFP) is issued.

1. ZICA now invites proposals to provide the following consulting services (hereinafter called “Services”): **Request for proposals for consultancy services to provide Quality Assurance for the ZICA Examination Process for a period of three (3) years.**
2. This Request for Proposals (RFP) is open to Individual Consultants only.
3. Bidding will be conducted using the Open National Selection (ONS) and is open to Individual Consultants eligible as defined in the Bidding Documents, that meet the minimum qualifications.
4. Consultants will be selected under Quality and Cost Based Selection procedures and in a Full Technical Proposal (FTP) format as described in the solicitation document.
5. The Consultant should provide proof of National Identity.
6. Interested Consultants may download the bidding documents from the ZICA website under the tab “Tenders”
7. The closing date for the receipt of Request for Proposals is **31<sup>st</sup> July 2023 at 10:00hrs** local time. Bids will be opened thereafter.

Bidders should pay attention to the following:

No.	Description	Date
1	Date of Publication of Tender	29 <sup>th</sup> May 2023
2	Last Date for requesting any clarifications	14 <sup>th</sup> July 2023 at 16:00hrs
3	Last Date and Time for receipting of bids at ZICA	31 <sup>st</sup> July 2023 at 10:00hrs
4	Date and Time of opening of bids	31 <sup>st</sup> July 2023 at 10:00hrs

**Secretary – Procurement Committee**  
**For Chief Executive Officer**

**ZICA IS A MEMBER OF:**

