



REQUEST FOR PROPOSAL – LOCAL BIDDERS

RFP No: ZICA/DET/TD/0003/2023

CONSULTANCY SERVICES FOR THE DEVELOPMENT OF LEARNING MATERIAL FOR POSTGRADUATE DIPLOMA IN TAXATION QUALIFICATION FOR THE ZAMBIA INSTITUTE OF CHARTERED ACCOUNTANTS

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.

The Zambia Institute of Chartered Accountants (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. 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 proposals to provide the following consulting services (hereinafter called “Services”):
Development of learning material for Postgraduate Diploma in Taxation Qualification for the Zambia Institute Of Chartered Accountants.
2. This Request for Proposals (RFP) is open to eligible Local Bidders.
3. Bidding will be conducted using the Open National Selection (ONS) and is open to Local Bidders eligible as defined in the Bidding Documents, that meet the minimum qualifications.
4. Interested Consultants are required to pay a non- refundable fee of Zambian Kwacha (K500.00) or its equivalent in any freely convertible currency.
5. A firm will be selected under Quality and Cost Based Selection procedures and in a Full Technical Proposal (FTP) format as described in the solicitation document.
6. The Consultant should provide proof of establishment and legal registration of their business under the Laws of Zambia.
7. The bidding documents may also be downloaded by interested bidders from the ZICA website under the tab “Tenders”.
8. The closing date for the receipt of Request for Proposals is 28th July 2023 at 10:00 hour’s local time. Bids will be opened thereafter.

Bidders should pay attention to the following:

No.	Description	Date
1	Date of Publication of Tender	29 th June 2023
2	Last Date for requesting any clarifications	19 th July 2023 at 10:00hrs
3	Last Date and Time for receipting of bids at ZICA	28 th July 2023 at 16:00hrs
4	Date and Time of opening of bids	28 th July 2023 at 10:00hrs

Secretary – Procurement Committee
For Chief Executive Officer

ZICA IS A MEMBER OF:

