



INVITATION TO BID – OPEN INTERNATIONAL BIDDING
TENDER NO. ZICA/DMCS/TD/0001/2023

TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR THE ZAMBIA INSTITUTE OF CHARTERED ACCOUNTANTS (ZICA)

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 budgeted towards the cost of implementation of an integrated Enterprise Resource Planning system and it intends to apply part of the proceeds of this financing to payments under the agreement resulting from this IFB: **Design, supply and installation of an Enterprise Resource Planning (ERP) system (ZICA/DMCS/TD/0001/2023)**.

1. **ZICA** now invites sealed bids from eligible Bidders for the design, supply and installation of an Enterprise Resource Planning (ERP) system. The system is expected to integrate the various departmental processes (Finance, Membership, Technical, Education, Examination, and Practice Review) under the Institute's establishment.
2. Bidding will be conducted using the Open International Bidding (OIB) procedures and is open to all **Bidders** eligible as defined in the Bidding Documents that meet the following minimum qualification criteria:
 - i. All Preliminary Requirements as stated in ITB 6.1 of the Bidding Document must be fulfilled.
3. Interested eligible Bidders may obtain further information from **ZICA** and inspect the bidding documents at the address given below. A pre-bid meeting, which potential bidders may attend, will be held on **27th December 2023** at **15:00** local time via Zoom Conference Call. Log in details are provided in the Bidding Document.
4. A complete set of bidding documents in **English** may be downloaded from the **ZICA website**. Bidding documents may be purchased at **ZICA, Accountants Park 2374/A Thabo Mbeki Road, Lusaka, Zambia** for a non-refundable fee of **One Thousand Kwacha (K1 000.00)** for local bidders and **Fifty United States Dollars (USD50.00)** for foreign bidders. Payments for the tender document shall be made through bank transfer using the account details provided below:

Account Name: Zambia Institute of Chartered Accountants
Bank Name: Zambia National Commercial Bank - ZANACO
Account No. 0027262500102
Branch: Lusaka Centre
Sort code: 01-00-52

Or

Account Name: Zambia Institute of Chartered Accountants

Bank name: Stanbic Bank

Account #: 9130000931865

Branch: Lusaka Main

Sort code: 04-00-02

5. Bids must be delivered to the address below on or before **10:00am Local time on Wednesday, 31st January 2024**. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below at **10:00am Local Time on Wednesday, 31st January 2024**.
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 and time.

Bidders should pay attention to the following information:

| No. | Description | Date |
|-----|--|---|
| 1 | Date of Publication of Tender | 13 th December 2023 |
| 2 | Pre-Bid Meeting | 27 th December 2023 at 15:00hrs Local Time |
| 3 | Last Date for requesting any clarifications | 19 th January 2024 at 15:00hrs Local Time |
| 4 | Last Date and Time for receiving of bids at ZICA | 31 st January 2024 at 10:00hrs Local Time |
| 5 | Date and Time of opening of bids | 31 st January 2024 at 10:00hrs Local Time |

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

ZICA IS A MEMBER OF:

