Zambia Institute of Chartered Accountants

2nd October 2025

MINUTES OF THE SITE VISIT MEETING FOR THE TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF A HYBRID SOLAR BACKUP POWER SOLUTION FOR ZICA HEADQUARTERS - TENDER NO. ZICA/DFIA/TD/0009/2025

The Zambia Institute of Chartered Accountants held a site visit meeting for the tender for the supply, delivery, installation and commissioning of a hybrid solar backup power solution for the Zambia Institute of Chartered Accountants on 2nd October 2025 at 10:00hrs local time at ZICA Headquarters.

Present

Name	Company
Bruce Kankompe	Ulwazi Energy Tech
Simwale Kaziya	
Abdukadir Alwave	Zambezi Amigo Solar Energy Limited
Christo Schaeman	Nemsolar
Annaniah Sakala	Muhanya Solar
Chimuka Siwale	Smartnet networks Limited
Panashe Duma	Smart Energy Technologies Limited
Makasa Sakala	CIDRZ Limited T/A Venyou Zambia
Merakanapalli Ashok	Amigo Aquat Solar (z) Limited
Ernest M Kabumba	Switch ACDC
Mulenga Chibamba	Green Tech
Jimmy Muchimba	Lafalink
Wallace Ng'andu	Lafalink
Smith Kawangu	Kanicky Energy
Micitello Lweendo	Exponent Technologies
Peter Njobvu	Ashfield Resources
Sabi Mulenga	Lusaka Telecom Solutions
Faith B Chipili	Solarmacs Energy Limited
Lusambo Chingandu	Smartcare Solutions Limited
Soni Rohit	ABCO
Dr. Imad Al Aawew	Lu Nai Solar Limited
Phanuel Jimaima	Archinsys Eng. Limited
Kuchimfya Mulenga	Deming Energy & Solar Solutions
Anold Banda	Tech Masters
Jonathan Mtaya	Venyou Zambia
Benjamin Makasa	ZICA
Lillian M Kaira	ZICA

Zambia Institute of Chartered Accountants

The following issues were discussed:

Item	Question / Comment	Response
1	Will attendance certificates be issued for the site visit?	Yes. Site Visit Attendance Certificates will be issued to all vendors who attended the site visit and signed the attendance register. Certificates may be collected from the address below during official working hours: Procurement Office Zambia Institute of Chartered Accountants (ZICA) Accountants Park 2374/A Thabo Mbeki Road P.O. Box 32005, Lusaka, Zambia Tel: +260-211-374551-9 Cell: +260 950 004 522 Email: procurement@zica.co.zm
2	Kindly avail the results for load assessment.	Please refer to Appendix I of this document for the full load assessment results.
3	Please advise on the size for the critical load capacity.	The requirement for the critical load capacity is 100 KVA.
4	What is the capacity for the hybrid solar-battery system?	The capacity of the hybrid solar-battery system is 400 KWh.
5	How will the batteries be charged?	The batteries will be charged through solar arrays and ZESCO.
6	Please advise if the previous bidding documents for the cancelled tender details can be availed.	No. The previous bidding documents are not valid. Bidders are advised to strictly adhere to the requirements in the bidding documents for the currently advertised tender.
7	What is the size of the batteries?	The battery capacity required is 400 KWh.
8	Will bidders be required to conduct a load analysis?	No. Please refer to Appendix I of this document for the full load assessment results.
9	Where will the solar panels be installed?	The solar panels will be installed in the carport area with a carport shade.
10	What is the size of the backup power generator currently in use?	The backup power generator currently in use is 200 KVA.
11	Where will the batteries and inverter be housed?	The batteries and inverter will be housed in a separate area, preferably a containerised space within ZICA premises.
12	What other information is required when responding to the bid?	Bidders are advised to strictly adhere to the Instructions to Bidders (ITB). Failure to furnish all required information and documents, or submission of a bid not substantially responsive to the bidding documents, will be at the bidder's risk and may result in rejection of the bid.
13	Will the awarded bidder be held liable for the system installed?	Yes. The awarded bidder will be held liable for the system installed.
14	Will the awarded bidder be required to design the system?	Yes. The awarded bidder will be required to design the system.

ZiCA
Zambia Institute of Chartered Accountants

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Benjamin Makasa
Chairperson

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Lillian M Kaira
Secretary

ZICA IS A MEMBER OF:

IFAC International Federation of Accountants

PAFA Pan African Federation of Accountants

Chartered Accountants Worldwide

Appendix I

Table 1: Summary of results from the load assessment.

Parameter	Average				Peak Values			
	L1	L2	L3	Total (3Ph)	L1	L2	L3	Total (3Ph)
Voltage (V) ph-n	243.93	243.14	244.3	-	244.18	244.22	245.02	-
Current (A)	77.4	58.9	56	-	113.7	78.8	57.8	-
Active (kW)	16.54	13.19	11.82	38.64	24.75	16.08	12.34	47.31
Reactive (kVAR)	11.58	5.7	6.96	23.4	12.74	8.35	7.95	24.24
Apparent (kVA)	18.54	13.96	13.33	44.43	26.96	18.73	14.00	55.56
Power Factor (Average)	0.93	0.96	0.91	0.90				

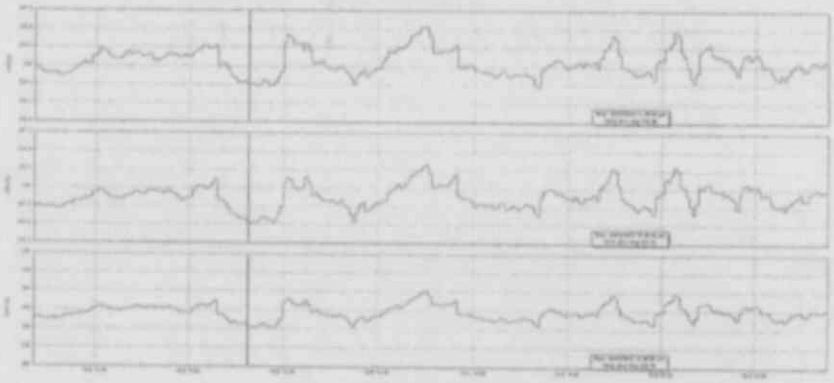

Figure 2: Voltage graph per phase

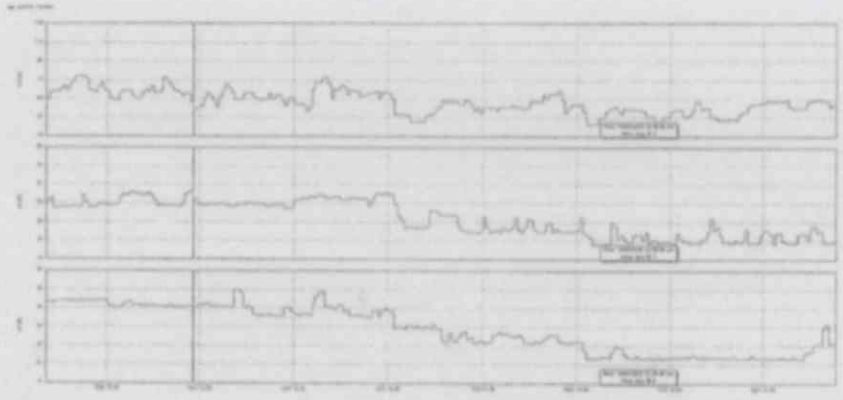

Figure 3: Current graph per phase

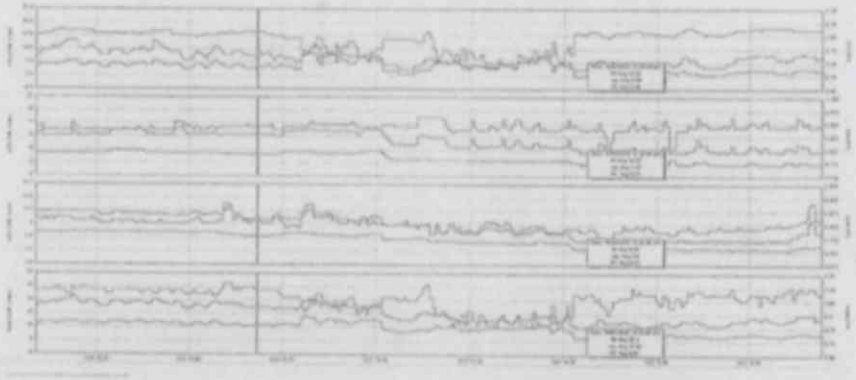

Figure 4: Power graph (Active & Reactive) and PF