



NOTICE TO ALL BIDDERS

ADDENDUM No. 1

TENDER FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES FOR A PERIOD OF THREE (3) YEARS. TENDER NO. ZICA/DFI/TD/0010/2026

Reference is made to the above captioned tender.

Bidders are hereby advised to take note of the information below:

No.	Clarification	Response
1	Kindly provide ZICA's banking details to enable interested bidders to pay the non-refundable fee of Five Hundred Kwacha (K500.00).	Please deposit the non-refundable fee into the following ZICA bank account: Bank Name: Stanbic Bank Account Number: 9130000931865 Branch: Lusaka Main SWIFT Code: SBICZMLX Sort Code: 040002 Branch Code: 040002
2	Please advise whether attendance to the pre-bid meeting held on 5 th August 2026 at 10:00 hours local time was mandatory.	No. Attendance at the pre-bid meeting was not mandatory.
3	What is the deadline for bid submission?	The deadline for bid submission has been extended from 28 th August 2026 to 11 th September 2026. The submission time remains unchanged.
4	Please confirm the bid submission requirements.	Bids prepared in accordance with the requirements of the Solicitation Document must be submitted through the ZICA ERP Procurement System at https://portal.zica.co.zm/supplier . Proposals may also be submitted physically to: Zambia Institute of Chartered Accountants Accountants Park Plot No. 2374/A Thabo Mbeki Road Lusaka
5	Kindly provide detailed asset schedules for the following insurance policy categories: Motor vehicles Buildings Office equipment ICT equipment	Please note that Information relating to ZICA's fixed assets is contained on pages 59–64 of the ZICA Annual Report 2025.  Annual Report 2025.pdf
6	Regarding Group Life Assurance, kindly provide the following:	The Institute currently has 51 members of staff, comprising 24 males and 27 females.

No.	Clarification	Response
	Employee biodata indicating age or date of birth, sex and salary; The total wage bill; and The applicable benefit multiplier.	Any additional information requested, including employees' dates of birth or average ages, salaries, the total wage bill and the applicable benefit multiplier, will be provided to the successful bidder at the contract stage.

**Secretary
Management Procurement Committee
For Secretary and Chief Executive Officer**

Issue Date: 26th August 2026

ZICA IS A MEMBER OF:

