



THE ZAMBIA STATE INSURANCE PENSION TRUST FUND

Insurance House, Plot 4432 Cairo Rd PO Box 30507 Lusaka, Zambia

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CALL FOR REGISTRATION OF CONTRACTORS FOR REFURBISHMENT WORKS FOR ZSIPTF PROPERTIES IN ZAMBIA

Background

Zambia State Pension Fund Trust (ZSIPTF) has a property portfolio of commercial and residential properties under real estates in the southern and Northern region of Zambia. ZSIPTF wishes to engage reputable companies with extensive experience in Construction and refurbishment works for its properties to meet the ever-changing needs of its esteemed clients.

Category - Refurbishment Works

1) Refurbishment of Properties – based on the Designs and BoQ's, Contractors to execute refurbishment works on the Properties, and Lift Installation and Maintenance.

Service Areas

Lot 1: Southern Region – Lusaka Commercial Properties (Woodgate and Anchor House); Lusaka Residential (Insurance Village and Jesmondine Complex); Kabwe Residential (Kabwe Complex).

Lot 2: Northern Region – Ndola Commercial Properties (Collet and Cosdown House); Ndola Residential Properties (Old/New Nawaitwika, Tusha, Shinde and Cheswa flats); Kitwe Commercial (Bowmaker House); Kitwe Residential (Lubambe Centre); Chingola Residential (Nchanga Complex).

Price

Once successful, agreed prices must be net, less any discount offered, and quoted in Zambian Kwacha. The total price must include all delivery costs of goods/services to the exact locations where the properties are.

Validity

The refurbishment works will be a once off project and upon completion the contractor will hand over to the client.

Payment

Payment will be made according to the set milestones and deliverables in line with the schedule of works to be provided and subject to certification of the works and or services.

Award Evaluation

Award will be made to the bidder(s) that are scored highest on the following criteria: proof of experience with similar arrangements with reputable organizations, and estimated time of delivery of goods/services.

Right to Cancel Solicitation and Reject Offers

ZSIPTF reserves the right to accept or reject any offer or cancel or reissue this call without assigning any reason. Selection as a preferred provider does not guarantee any minimum order amount, and ZSIPTF reserves the right to procure goods or services from any provider, regardless of whether they are included on a Preferred Provider List, at its sole discretion.

Submission of Applications

Send your applications, indicating the category you are registering, addressed to: The Fund Administrator, Zambia State Insurance Pension Trust Fund, 5th Floor Woodgate House, Cairo road, Lusaka.

Applications Should Consist Of

1. Application Letter
2. Business Registration Documents
3. Company Profile highlighting works and organizations you have worked with or currently working with on similar agreement(s) and traceable referees
4. Proof of having completed similar works (Completion Certificates) or on-going projects
5. Addresses of Company
6. Proof of Qualified Personnel, CV's and Contact Details in the following categories: Construction Works – Electrical, Plumbing Remodeling, OSH etc.
7. Tax Compliance Certificates
8. Regulatory Authority Certificates: NCC Certificates in Grade 6 or Better Category B, C (Depending on the line of business and category being applied); EIZ Company Certificate; Social Security Compliance Certificate; Workers Compensation Certificate

Expenses Relating to Submission of the Application

Issuance of this call in no way obligates ZSIPTF to award a contract or purchase order and bidders will not be reimbursed for any costs associated with the preparation of this bid. All preparation and submission costs are at the bidder's expense.

Submission Information

The expression of interest should be deposited in the Tender Box at the Zambia State Insurance Pension Trust Fund reception area at Plot 4432, Woodgate House, Heroes Wing, 5th Floor, Cairo Road, Lusaka clearly marked **“Expression of interest for registration of Contractors for refurbishment works for ZSIPTF Properties in Zambia”** in sealed envelopes and addressed to the Fund Administrator, Zambia State Insurance Pension Trust, Plot 4432, Woodgate House, Cairo Road, Lusaka, not later than **Tuesday 29th September 2026 at 14:30 hours. LATE BIDS SHALL NOT BE ACCEPTED.**

The Expression of Interest shall be opened immediately thereafter in the board room of the Zambia State Insurance Pension Trust Fund at Plot 4432, Woodgate House, Heroes Wing, 5th Floor, Cairo Road, Lusaka in the presence of Bidders or their representatives who choose to attend.

The Fund Administrator
Zambia State Insurance Pension Trust Fund
LUSAKA