NALOLO TOWN COUNCIL

PROCUREMENT METHOD: OPEN BID NATIONAL

INVITITATION TO BID

ISSUED ON: 15TH SEPTEMEBR 2026

TENDER FOR THE CONSTRUCTION OF MARKET SHELTER AT MUKKUKUTU IN NALOLO CONSTITUENCY OF NALOLO DISTRICT WESTERN PROVINCE

1. The Nalolo Town Council has set aside funds for the construction works under the 2024 Constituency Development Funds allocation. It is intended that part of the proceeds of the fund be used to cover eligible payment under the contracts for the construction of works .

2. The Council now invites bids from eligible registered citizen Bidders for the construction of the works as listed below:-

CONTRACT /TENDER NO	Lot No	LOT NAME DESCRIPTION	Quantity
NTC./PSU/ZDSP/4/2026	1	construction of market shelter at mukkukutu	01

National Council for Construction in Category **C or B, Grade 5 or 6 ONLY** to tender for the **construction of market shelter at mukkukutu** in Nalolo District of western Province.

A. And have a VAT certificate and latest Tax Clearance Certificate with Zambia Revenue Authority, proof of which should be shown.

B. Your bid in the required format with a **validity period of 120 days** should be addressed to; The Council Secretary, Attention: The Procurement and Supplies Unit, P.O. Box 920094, Nalolo . The phone No. is: 0974048672.

C. **Eligibility / Verification:-**

The Bidder shall submit with its quotation / bid the following additional documents:

(a) Attach Signed letter of bid
(b) Attach Certificate of incorporation issued by PACRA (Accompanied by PACRA Returns statement) (Certificate of Registration by PACRA)
(c) Attach Valid Tax Clearance Certificate/ vat registration certificate issued by ZRA
(d) Valid Registration with the National Council for Construction (NCC) Grade 5 or 6 **Category C or B**
(e) Attach Valid NAPSA certificate.
(f) Attach Site Visit Certificate Signed by Director of Engineering Services or any other Authorized Person
(g) Attach Signed Power of Attorney
(h) Attach Valid Engineering Institute of Zambia (EIZ) registration Certificate/ practicing and practicing license
(i) Attach Current Litigation status from legal firms to show that the bidder is not involved in court case during the time of bidding
(j) Attach Bid securing declaration.
(k) Attach Valid Nalolo Town Council Business Levy Certificate/receipt
(m) Attach Valid compliance Workers Compensation Certificate

NOTE:

(a) Bidders will have to declare that they are in possession of all preliminary documents in accordance with ZPPA circular No. 19 of 2022.

a. Technical Evaluation

Under the Technical Evaluation, Bidders must submit and meet the following requirements: -

- Past Experience- attach completion certificates for the previous works done in similar fields
- **Qualifications of Key Personnel**
  -site manager (1)-(Attach CV and diploma in Civil engineering or equivalent with valid practicing license from the EIZ

Bricklayer (2) attach cv and certificate in bricklaying
Carpenters (2) attach cv and certificate carpentry
-Must comply all Technical Specifications **(Priced BOQ and Design)**

- Attach List of Tools and equipment as indicated in the ITB

b. Commercial Evaluation

Under financial evaluation, bidders must submit and meet the following requirements:

- **PRICES –** To be quoted in Zambia Kwacha

  PAYMENT TERMS – Progress payments to be made upon certification by the project manager.

- Bid Validity not less than 120 Days
- Attach Project completion Period and method statements (Schedule of works/Gantt charts) not more than **6 months**

c. Financial Evaluation

- Attach priced bill of quantities

Bidders may obtain further information and inspect the bidding documents through the Council Procurement Unit. .

The payment of participation non – refundable fee is **K1000.00 through the** Council Finance Department . The contact number is 0974048672

HOWEVER, TELEGRAPHIC AND TELEFAX BIDS WILL NOT BE ACCEPTED
The bids SHALL be valid for a period of **120** days after opening and must be accompanied by a Bid Securing declaration

Site visit shall be on /30/9/2026 and bidders to provide their own logistics. Bidders to visit the sit on their own.

All bids, must be submitted online through the e-GP on or before Wednes**day 14th October .2026 at 10.30 hours' local time**. The bids received shall be opened immediately in the Procurement Office

LATE BIDS SHALL NOT BE ACCEPTED

Obley Chibenga
Senior Procurement Officer **MCIPS/MZIPS**
For/Council Secretary
Nalolo Town Council