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**Request for Expressions of Interest FOR THE CONSTRUCTION OF A FIVE-STAR  
HOTEL, CONFERENCE FACILITIES, OFFICE FACILITIES, VILLAS AND BANK SPACES,  
USING PUBLIC-PRIVATE PARTNERSHIP MODEL**

Tender No. ZCGS/HR/PPP/ 001/2026

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Prepared by

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13/01/2026

## REQUEST FOR EXPRESSIONS OF INTEREST

**Tender No. ZCGS/HR/PPP/ 001/2026: CONSTRUCTION OF A FIVE-STAR HOTEL, CONFERENCE FACILITIES, OFFICE FACILITIES, VILLAS AND BANK SPACES, USING PUBLIC-PRIVATE PARTNERSHIP MODEL**

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## INTRODUCTION

The Government of the Republic of Zambia (“GRZ” or “Government”) in its endeavour to attract private investment in infrastructure development is inviting both local and foreign private sector investment in the construction of infrastructure such as roads, border facilities, hotels and shopping malls etc.

In this regard, the Government through ZCGS Limited (ZCGS) intends to undertake the infrastructure development of a **Five-Star Hotel , Conference Facilities, Office Facilities, Villas and Bank Spaces through a Public Private Partnership (“PPP”) on the Design, Build, Finance, Operate and Transfer Basis** in collaboration with the Public Private Partnership office in the Ministry of Finance and National Planning (MoFNP). The procurement process for selection of a private entity is being undertaken in accordance with the PPP Act No. 18 of 2023 subsection 18.

The ZCGS was established through a Ministerial Budget speech statement to Parliament. In 2016 and 2017 the Minister of Finance promulgated the establishment of the ZCGS (ZCGS) as a risk sharing mechanism with Partner Financial Institutions (PFIs) that aims to support the development of Micro Small and Medium Enterprises (MSMEs) by increasing their access to affordable financing from lending institutions. ZCGS was incorporated on 13th September 2017 under the Companies’ Act of 2004, as amended in 2017 and is wholly owned by Government through the Ministry of Finance pursuant to the Ministry of Finance (incorporation) Act Cap 349 of the Laws of Zambia.

ZCGS is undertaking this PPP project in order to increase its asset portfolio thereby improving its sustainability and increasing the guarantee coverage to MSME.

## PROJECT SCOPE/ DESCRIPTION

The scope of work for this Public-Private Partnership (PPP) project encompasses the comprehensive design, financing, construction, operation, maintenance, and eventual transfer of a mixed-use development situated on a one-hectare site at the ZCGS premises in Kabulonga, Lusaka. The development will be executed under the Design, Finance, Build, Operate, Maintain, and Transfer (DFBOT) model.

The project consists of the following key components:

### **i. Five-Star Hotel Component**

The hotel is envisioned as a world-class facility targeting high-end international and regional guests, business travelers, and diplomatic delegations.

The scope includes:

#### **• Guest Accommodation:**

The Five-Star Hotel will have a total of 332 luxurious rooms, including executive suites, deluxe rooms, and VIP/presidential suites. Smart room technology and high-end interior design to match global hospitality standards to be used. The breakdown of the 332 hotel rooms according to classification is as follows:

- o 129 Standard deluxe rooms
- o 56 Twin Rooms
- o 55 Family Rooms
- o 76 Executive rooms

- o 12 Physically Challenged rooms
- o 4 Presidential Suites
- o 19 Offices/Meeting Rooms across floors
- o 20 Boardrooms across floors

- **Conference and Banqueting Facilities:**

- o A large multi-purpose convention hall with seating for 800–1,000 delegates.
- o 4 breakout meeting rooms, boardrooms, and business Centre with full IT and audio-visual support.

- **Restaurants and Bars:**

- o 2 high-end restaurants offering local, continental, and international cuisines.
- o Lounge bars, a rooftop bar, and a coffee shop to cater to different clientele segments.

- **Recreational and Wellness Amenities:**

- o Spa and wellness Centre, gymnasium, yoga studio.
- o Outdoor swimming pool, landscaped gardens, and relaxation decks.
- o Concierge services and executive car hire.

- **Back-of-House and Service Areas:**

- o Full-service kitchens, staff accommodation, laundry services, storage, and administration offices.

## ii. Premium Serviced Apartments

The High grade Serviced Apartments will be a world-class facility targeting high-end international and regional visitors, business travelers, and diplomatic delegations. In total, the Apartment building will have 67 Serviced Apartments at various floors as per design by the Project Architects. The scope includes:

- **Serviced Apartments Accommodation:**

- o 16 Studio Apartments.
- o 16 Type one 2-bedroom Apartments
- o 16 Type two 2-bedroom Apartments
- o 15 Type three 2-bedroom Apartments
- o 4 Pent-House Apartments
- o 2 Gymnasium/Pool areas
- o Roof Garden/Bar
- o 2 Coffee Shop/Restaurants
- o The Serviced Apartments will meet international standards and good technologies will be used to enhance user experience.

## iii. Office Facilities Component

This component includes the development of 29,302.68 square meters of premium Grade A office space, designed to attract corporate tenants, international organizations, and professional service firms. The scope includes:

- **Flexible Office Units:**

- o Configurable spaces ranging from 100 to 1,000 square meters per tenant, across multiple floors.
- o High ceilings, natural lighting, and energy-efficient HVAC systems.

- **Shared Amenities:**

- o Fully equipped meeting and board rooms, co-working spaces, and collaborative zones.

- o Tenant cafeteria and coffee lounges.
  - **Building Infrastructure:**
- o Central reception area and business support Centre.
- o High-speed elevators, backup power generators, and smart building management systems.
- o Secure IT/data infrastructure and fibre optic connectivity.
  - **Parking and Access:**
- o Two levels of basement or surface parking accommodating at least 150–245 vehicles.
- o Designated parking for staff, visitors, and VIPs.
  - **Sustainability and Compliance:**
- o Incorporation of green building principles (e.g., solar panels, water harvesting, energy efficiency).
- o Compliance with local planning and safety regulations.

#### **iv. Bank and Financial Services Component**

To complement the business environment, the project will include 2,000 square meters of dedicated space for banks and financial service providers. The scope includes:

- **Bank Branch Spaces:**
- o Modular units ranging from 200–500 square meters, suitable for commercial banks, microfinance institutions, or insurance companies.
- **Customer Service Areas:**
- o Banking halls, teller areas, private consultation rooms, and ATMs.
- o High security vaults and cash handling areas.
- **Shared Facilities:**
- o Dedicated waiting areas, customer lounges, and transaction counters.
- o Optional central call Centre support for tenants.
- **Security and Compliance:**
- o High-security design including surveillance systems, biometric access, and fire suppression.
- o Adherence to Bank of Zambia and financial regulatory standards.

#### **Supporting Infrastructure and Utilities**

In addition to the core components, the project will incorporate the following support systems:

- Drop-off zones.
- Utility infrastructure (water, electricity, ICT, waste management).
- Fire safety systems and emergency response protocols.
- Landscaping, lighting, signage, and wayfinding systems.
- Level 1 Basement Parking-127 parking lots
- Level 2 Basement Parking-118 parking lots
- Ground Level Parking-124 parking lots
- Upper-Deck Parking-36 Parking Lots
- Total parking lots on the project-405 lots

## CALL OF REQUEST FOR EXPRESSIONS OF INTEREST

Interested parties are hereby invited to express interest in providing the aforementioned services. In this regard, the following information is requested from interested parties:

1. Provide adequate professional and technical qualifications;
2. Provide adequate human resources as may be necessary to carry out all the phases of the project;
3. Demonstrate appropriate managerial and organisational capability, reliability and experience,
4. Demonstrate previous experience in developing / operating similar infrastructure facilities;

5. Demonstrate knowledge to undertake the project;
6. Demonstrate financial capacity through submission of audited accounts for 5 years and letter of commitment from possible financiers of the project.
7. The contracting authority allows bidders to form bidding consortia and in such a case the bidding consortium shall demonstrate its qualifications, experiences, capabilities relating to the consortium as a whole as well as to its individual members;
8. Each member of a consortium shall participate, either directly or indirectly, in only one consortium at the same time.
9. All bidders should make use of the relevant provisions on EOI in PPP Act, PPP Regulations and General Guidelines

A Prebid conference will be held on the 4<sup>th</sup> February, 2026 at 12:00 PM Zambian time both physically at a venue to be advised and virtually. Interested parties may obtain further information from the Head Procurement Unit whose contact details are as follows: +260211238504/18 and [Mwandia.Ndinawe@zcgsc.co.zm](mailto:Mwandia.Ndinawe@zcgsc.co.zm) during office hours from Monday to Friday, 08:00 AM to 17:00 PM. Your bid must be submitted in accordance with the instruction contained in the EOI document. Your bid in sealed envelope, clearly marked “**Construction of a Five-Star Hotel, Conference Facilities, Office Facilities, Villas and Bank Spaces, Using Public-Private Partnership Model**” shall be deposited in the tender box which will be marked **ZCGS/HR/PPP-Expression of Interest** at ZCGS, Plot No.35, Corner of Bishop and Roan Roads, Lusaka, on or before 18<sup>th</sup> March, 2026 at 12:30 PM Zambian time.

Bid delivered after **18<sup>th</sup> March, 2026 at 12:30 PM local time**, will be rejected and returned unopened. Your Bid will be opened in the Procurement and Supplies Unit Room at the ZCGS Limited, Plot No. 35, Corner of Bishop and Roan Roads, Lusaka on the same date soon after closing in the presence of Bidder’s representatives. **LATE BID SHALL NOT BE ACCEPTED.**

## EVALUATION CRITERIA

In relation to this Project, the bidders should meet the following requirements;

| Preliminary Evaluation |  | Weights   |
|------------------------|--|-----------|
| 1                      | Power of Attorney  | 02        |
| 2                      | Tax Compliance   | 02        |
| 3                      | Certificate of incorporation   | 02        |
| 4                      | Valid certification of professional bodies Membership                | 02        |
| 5                      | Proof of Shareholding  | 02        |
|                        |  | <b>10</b> |
| Technical Evaluation   |  | Weights   |
| 1                      | professional and technical qualifications                            | 10        |
| 2                      | Legal Response <sup>1</sup>  | 10        |
| 3                      | Human Resources  | 10        |
| 4                      | Managerial and organisational capability, reliability and Experience | 20        |

<sup>1</sup> Narrative on the legal position of the institution.

|   |   |            |
|---|---|------------|
| 5 | Experience in Developing / Operating Similar Projects | 30         |
| 6 | Project Know How                                      | 10         |
|   | <b>Total</b>  | <b>100</b> |

Pursuant to this request for EOI the Institution intends to adopt a two-stage process for selection of the bidder for award of the Project.

The first stage (the "Qualification Stage") of the process involves qualification of interested parties who make an Application in accordance with the provisions of this EOI document. Prior to making an Application at the next stage, the Bidder shall pay to the Institution a non - refundable amount of **US\$30,000** as the cost of the RFP process.

At the end of this stage, the Institution expects to announce a list of all pre-qualified Bidders who shall be eligible for participation in the second stage of the Process (the "Bid Stage") comprising Request for Proposals (the "Request for Proposals" or "RFP"). Only those Bidders that are pre-qualified and short-listed by the Institution shall be invited to submit their Bids for the Project. More detailed information regarding this stage will be furnished as the commencement date of this stage approaches.

The (contracting authority) intends to require the preferred bidder to establish an SPV (Special Purpose Vehicle) which is an independent legal entity to undertake the project.

## **ELIGIBILITY**

A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to submit the expression of interest:

1. the Bidder has the legal capacity to enter into a contract;
2. the Bidder is not:
  - a) insolvent;
  - b) in receivership;
  - c) bankrupt; or
  - d) being wound up or liquidated;
3. the bidder's business activities have not been suspended;
4. the Bidder is not the subject of legal proceedings for any of the circumstances;
5. the Bidder has fulfilled tax obligations, social security contributions and any other statutory fees payable to government and should not be in arrears with government.
6. The Bidder shall be a natural person, private entity or any combination of them with the intent to enter into an agreement or under an existing agreement in the form of a Consortium or association. Unless otherwise specified in the responses provided in terms of this EoI, all parties shall be jointly and severally liable.
7. Respondents shall not have a conflict of interest. All Respondents found to be in conflict of interest shall be disqualified. Respondents shall be considered to have a conflict of interest with one or more parties in this short-listing process, if they:
  - a) have controlling shareholders in common; or
  - b) receive or have received any direct or indirect subsidy from any of them; or
  - c) have the same legal representative for purposes of submitting the Expression of Interest; or

- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Bidder, or influence the decision of the ZCGS Limited Procurement Unit regarding this EoI; or
  - e) participated as an advisor in the preparation of this EoI.
8. A firm that is under a declaration of suspension by the Public Private Partnership or Public Procurement Authority at the date of submission of the application or thereafter, shall be disqualified.
9. Respondents shall provide such evidence of their continued eligibility satisfactory to the ZCGS Limited Procurement Unit (ZCGS), as the ZCGS may reasonably request.

**The Bidders shall enclose with their expressions of interest, the following:**

- a) A letter of expression of interest
- b) Certificate(s) from their statutory auditors or the concerned client(s) stating the payments made/ received or works commissioned/ Operational fees, as the case may be, during the past 5 years in respect of the projects specified;
- c) Certificate of incorporation for the firm or each individual member/firm of a consortium;
- d) Valid Tax clearance certificate of the firm or each individual member/firm of a consortium;
- e) Written consent of association for the Consortium (Power of attorney);
- f) Firm's proof of shareholding to include number of shares, names of shareholders, percentage of shares of each shareholder in the company, joint venture or consortium and nationality of the shareholder;
- g) A statement that the expression of interest shall remain valid for a period of ninety (90) days from the closing date herein stipulated; and
- h) Valid certification of affiliation to the relevant professional body.
- i) Shall deposit a non-refundable EOI fee of USD 1,000 into the ZCGS account below :
  - Bank Account Name : ZCGS Dollar Account**
  - Bank Name : Zambia National Commercial Bank (ZANACO)**
  - Bank Account Number : 5720281300467**
  - Branch Name : Lusaka Business Centre**

The proof of payment shall be attached to the EOI.

To facilitate evaluation of Applications, the Institution may, at its sole discretion, seek clarifications from any Bidder regarding its Application. Such clarification(s) shall be provided within the time specified by the Institution for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing to all bidders.

If an Bidder does not provide clarifications sought above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the Institution may proceed to evaluate the Application by construing the particulars

requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Institution.

## PROCUREMENT TIMELINE

The Institution envisions the following rough preliminary dates for the procurement process which shall be commenced should the level of interest expressed in the requested EOIs be adequate:

| S/N | Event Description                   | Date       |
|-----|-------------------------------------|------------|
| 1   | Issuance of EOI                     | 19/01/2026 |
| 2   | Evaluation of EOI                   | 25/03/2026 |
| 3   | Announcement of Shortlisted Bidders | 07/04/2026 |
| 4   | Issuance of RFP                     | 15/04/2026 |
| 5   | Site Visit                          | 27/04/2026 |
| 6   | Pre-Bid Meeting                     | 27/04/2026 |

Further information and key dates shall be provided in more detail as the procurement process advances.

Kindly note that the ZCGS has already engaged a consultant who has designed the project infrastructure which shall be shared with the shortlisted bidders and the consultant shall supervise the construction works.

## SUBMISSION

An original and six (6) copies should be submitted. All submissions should mention **“Expression of Interest for Construction of a Five-Star Hotel , Conference Facilities, Office Facilities, Villas and Bank Spaces, Using Public-Private Partnership Model”** Please note that any submissions received will not be regarded as an offer to render the aforementioned services and the ZCGS Limited is under no obligation to respond to or consider the submission(s) made.

## CLARIFICATIONS

Bidders requiring any clarification on the REOI may notify the ZCGS Limited in writing to [mwandia.ndinawe@zcgs.co.zm](mailto:mwandia.ndinawe@zcgs.co.zm) and copied to [Chisenga.Lufungulo@zcgs.co.zm](mailto:Chisenga.Lufungulo@zcgs.co.zm) not later than fourteen (14) days before close of tender. ZCGS shall endeavour to respond to the queries within the period specified therein, but no later than 10 days prior to the Application Due Date. The responses will be sent by email.

ZCGS shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, ZCGS reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Institution to respond to any question or to provide any clarification.

## **COSTS FOR PREPARING EOI**

The bidders shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Process.

ZCGS will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Process.

## **RESERVATION OF RIGHTS**

ZCGS, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Process and/ or amend and/ or supplement the Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any bidder in order to receive clarification or further information;
- c) retain any information and/ or evidence submitted to the Institution by, on behalf of, and/ or in relation to any bidder ; and/ or
- d) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.

## **LIMITATION OF DAMAGES**

ZCGS shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Request for EOI or the Process, including any error or mistake therein or in any information or data given by the Institution.

It shall be deemed that by submitting the Application, the Bidder agrees and releases the Institution, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

## **CONFIDENTIALITY**

Any information supplied by Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Institution in relation to, or matters arising out of, or concerning the Process. The Institution will treat all information, submitted as part of Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Institution may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure

or is to enforce or assert any right or privilege of the statutory entity and/or the Institution or as may be required by law or in connection with any legal process.

**HOWEVER, ELECTRONIC, FAX AND/OR LATE SUBMISSIONS WILL NOT BE ACCEPTED**

Only shortlisted firms will be issued with a request for proposal (RFP) document at a fee for further participation.

Head – Procurement Unit  
**For/ Chief Executive Officer**  
ZCGS Limited

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