

REQUEST FOR EXPRESSION OF INTEREST



**CONSULTANCY SERVICES TO UNDERTAKE A FEASIBILITY STUDY ON THE
DEVELOPMENT OF – THE NATIONAL ASSEMBLY OF ZAMBIA HOTEL
COMPLEX**

1.0 BACKGROUND

The National Assembly of Zambia Strategic Plan 2022-2026, under Pillar 3, Administrative Service Delivery and Strategic Objective 3.1, focuses on construction of new and upgrading of existing infrastructure of the National Assembly. To contribute to the achievement of this objective, the National Assembly of Zambia plans to construct accommodation facilities for Members of Parliament. This is aimed at meeting the accommodation challenges being faced by Members of Parliament. In 2023, various funding modalities were explored for this venture including traditional funding from the Treasury; donor funding; and Public Private Partnerships (PPPs). Out of the three options, the PPP mode of Financing was selected. Particularly, the Design, Finance, Build and Transfer (BT) also referred to as Build and Transfer (60%) and Design, Finance, Build, Operate and Transfer (40%).

2.0 OBJECTIVES

The overall objective of the study is to carry out a detailed assessment to determine the feasibility of developing a hotel complex and mixed-use facility and determine the level of operation at which the project will be viable through a Public-Private Partnership (PPP) arrangement. The consultant should specifically:

- (i) undertake a feasibility study;
- (ii) determine the suitability of the proposed PPP model and the viability of the 40% to 60% land use ratio;
- (iii) determine the technical feasibility and financial sustainability of the project;
- (iv) ascertain the extent to which the project will achieve affordability and value for money;
- (v) achieve optimal transfer of financial and technical risks to the private party;
- (vi) achieve optimal transfer of operational risks to the private party; and
- (vii) ascertain the environmental, social, economic and legal impact of the project.

3.0 SCOPE OF THE ASSIGNMENT

- (i) Assess strategic fit, by defining the service need, and assuring alignment with Government and National Assembly's objectives, analyse options on how to achieve the needed PPP (including procurement options); and ensure that

National Assembly is insulated against real estate risks through a legal structure;

- (ii) Demonstrate viability of the project and give an early indication of how the value for money will be achieved through appropriate risk transfer;
- (iii) Demonstrating that the PPP Agreement will be affordable to National Assembly, provide value for money and transfer appropriate technical, operational and financial risk to the private party;
- (iv) Undertake a financial analysis to ensure that the proposed use of the property will generate adequate revenue to justify the costs of construction plus a reasonable profit for the developer, determine through financial focus and other business ratios, the estimated revenue flows based on the costs of undertaking mixed real-estate infrastructure project in the location;
- (v) The consultant will undertake an options analysis to determine a suitable form of PPP applicable to this project. Discuss the results of the assessments and considerations to give indications on the appropriateness of the selected PPP approach to be adopted. The selected PPP approach will be determined to be desirable based on the ease of implementation, maximisation of benefits to stakeholders and the ability to control, manage and transfer risks;
- (vi) Identify all material risks to the hotel and mixed real-estate infrastructure project. All identified risks should be specific and indisputably indicative (not spelt out in broad terms like “market risk”) and should be practical. Categorise all specific identified risks into applicable areas; Commercial, Financial, Construction, Political, etc. Develop a risk allocation table assigning risks at each project development phase and a risk allocation matrix, allocating the specific risks accordingly to the parties who will be responsible for managing and mitigating those risks;
- (vii) The Consultant shall propose the Project’s monitoring system. This should give monitoring indicators and identification of key indicators and systems for monitoring project progress, results, activities, assumptions,

sustainability and impact. Assignment of responsibilities to the Client and other involved stakeholders; and

- (viii) The Consultant shall prepare and submit evaluation, progress and status reports at each given and agreed time intervals.

4.0 DURATION OF THE ASSIGNMENT

The duration of the assignment is a maximum of three (3) months. The Consultant will submit reports as follows:

- (i) **Inception report:** to be submitted within ten (10) calendar days of award of contract
- (ii) **Two (2) Initial Reports:** the first to be submitted within Fifty (50) calendar days and the second report to be submitted within seventy (70) calendar days of award of contract.
- (iii) **First draft final report:** to be submitted within eighty (80) calendar days of award of contract.
- (iv) **Final report:** to be submitted within ninety (90) calendar days of award of contract.

5.0 DESIRED QUALIFICATIONS, EXPERIENCE AND TECHNICAL COMPETENCIES

The consultant shall have the following minimum qualifications, experience and technical competencies which will constitute the selection criteria;

5.1 Qualifications and Experience

- (i) A team leader should possess a Bachelor's Degree or Masters in Quantity Surveying, Civil Engineering or Business discipline or related fields with at least ten (10) years-experience in Project Management;
- (ii) Engineers should possess a Bachelors and Master's degree in the engineering field such as Architecture, Quantity Surveyor, Civil or Structural, Mechanical,

Electrical Engineering, Water Engineering or any other related field with at least eight (8) years relevant experience.

- (iii) A Financial Analyst should possess a Degree in Accounting/Finance or equivalent, MBA- Finance/ Masters in Accounting/Finance, ACCA, ZICA or CIMA with at least eight (8) years-experience in financial management;
- (iv) An Economic Analyst should possess a Bachelor and Masters in Economics with at least eight (8) years-experience in Economic Analysis;
- (v) A Market Analyst should possess MBA- General or MSc in Marketing with at least eight (8) years-experience in marketing;
- (vi) A Real Estate Expert should possess a Degree in Real Estate with at least eight (8) years relevant experience;
- (vii) An Environmental Specialist should possess a Degree in Environmental studies with at least eight (8) years-experience.
- (viii) Hospitality industry expert should possess a Degree in Hospitality and Tourism Management with at least (8) years' experience
- (ix) Experience in handling Public Private Partnership projects; and
- (x) The bidder should provide documented evidence of their key staff qualifications and experience.

Note: All experts must be registered with the relevant Professional bodies and possess qualifications from institutions of higher learning which are accredited by relevant authorities.

5.2 Technical Competencies of the firm/consortium

The consultant must demonstrate the following attributes:

- (i) extensive understanding of the hospitality and real estate sector, population, social and economic factors, stakeholder management and application of risk assessment in PPPs and generally PPP projects;
- (ii) excellent written, oral, analytical and communication skills; and
- (iii) Experience in undertaking a Feasibility Study.

6.0 ELIGIBILITY CRITERIA

All interested firms must submit the following documents as part of their bids:

- (i) Certificate of Registration/Incorporation;
- (ii) valid Tax Clearance Certificate from the Zambia Revenue Authority (ZRA);
- (iii) valid Social Security Certificate from the National Pension Scheme (NAPSA);
- (iv) valid practicing licenses for all the team members affiliated with regulating bodies such as Zambia Institute of Architects, Zambia Institute of Chartered Accountants, Engineering Institute of Zambia, or similar affiliated bodies elsewhere, etc.;
- (v) company profile and organization structure;
- (vi) written Power of Attorney/Letter of Authorisation of the signatory of the proposal to commit the bidder. The Power of Attorney/Letter of Authorisation of the signatory shall be issued by and signed by any authorised person(s) such as Managing Partner, and in the case of international applicants with a local representation;
- (vii) the bidders included on a shortlist shall not have the same ownership in the sense that one shareholder has a controlling interest in other bidding companies on the shortlist;
- (viii) brief presentation of the team, with Curriculum Vitae, certificates and functional responsibilities of the key personnel to be engaged on this assignment with the technical competence and relevant experience; and
- (ix) eligibility requirements shall be governed by Open International Selection procedures in accordance with Public Procurement (Amendment) Act No. 17 of 2023 and bidding is open to citizen, local and foreign bidders; however, foreign bidders shall be required to partner with citizen bidders.

7.0 RESERVATIONS AND CONFIDENTIALITY

National Assembly reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or failure to meet deadlines. The consultant shall maintain confidentiality on all information that is not in public domain and shall not be involved in another assignment that represents conflict of interest to the prevailing assignment.

8.0 SUBMISSION OF BIDS

Expressions of Interest must be deposited in the Tender Box situated at the National Assembly Offices, Plot No.5030, Olympia, Parliament Road, Lusaka on or before **Thursday, 5th June 2025 at 10:30 hours** local time. ***Late Submissions Shall Not Be Accepted.*** The envelope must be labelled “*Consultancy Services to undertake a Feasibility Study on the Development of the National Assembly of Zambia Hotel Complex.*”

Interested firms may obtain clarification at the address below during office hours (08:00hrs to 17:00hrs (Monday, 29th April, 2025 to Wednesday, 21st May,2025).

9.0 CONTACT DETAILS

The Clerk
National Assembly of Zambia
P.O Box 31299
Lusaka

Tel: +260-211-292425/36
Attention: The Director-Procurement