



INVITATION TO TENDER

SOS/NO 020/08/2026: TENDER FOR CONSTRUCTION OF A BOUNDARY WALL FENCE AT KAFUE BRIDGE /ESTHER LUNGU SECONDARY SCHOOL-KITWE

SOS Children's Villages Zambia is an independent, non-governmental social development organization that enables children to grow up in a loving home with parents or caregivers. SOS Children's Villages operates in over 130 countries worldwide, with the universal objective of creating a positive framework to maximize the chances for vulnerable children to develop, particularly those who have lost or are at risk of losing parental care. In Zambia, SOS Children's Villages is committed to supporting vulnerable children and families through family strengthening and alternative care services.

SOS Children's Villages Zambia hereby invites eligible and suitably qualified construction contractors to submit bids for the construction of a boundary wall fence at Kafue bridge /Esther Lungu Secondary School-Kitwe

The proposed works comprise the construction of approximately 254 metres of boundary wall fence, including foundation works, block walling, reinforcement, gates and all associated works necessary to deliver a complete and functional boundary wall.

1. ELIGIBILITY REQUIREMENTS

Interested suppliers must submit the following documentation as part of their bid:

1. Valid PACRA Certificate of Incorporation/Registration.
2. Valid Tax Clearance Certificate.
3. Valid National Council for Construction (NCC) Registration Certificate in the appropriate category and grade/class for the proposed works.
4. Company profile indicating the nature of the contractor's business, years in operation, staffing and relevant construction capabilities.
5. Evidence of experience in undertaking similar construction works, preferably boundary walls, block walls, fencing or other civil/construction works.

6. Evidence of having successfully completed at least Three (3) similar projects within the last five years, supported by completion certificates, contracts, purchase orders or client references, where available.
7. At least three (3) client/trade references, including contact details.
8. Details and qualifications of proposed key technical personnel responsible for the works.
9. Evidence that the responsible engineer is appropriately registered with the Engineering Institution of Zambia (EIZ).
10. Valid Workers' Compensation registration/clearance, where applicable.
11. Evidence of relevant insurance cover, where applicable and required for the works.
12. Fully priced Bill of Quantities/quotation, clearly showing unit rates, quantities, applicable taxes and total contract price.
13. Proposed construction methodology/work approach.
14. Proposed period for completion of the works.
15. Confirmation of acceptance of SOS Children's Villages Zambia's payment terms.
16. Confirmation of compliance with SOS Children's Villages Zambia's safeguarding, child protection, health and safety requirements.
17. Signed declaration confirming that the bidder has no conflict of interest with SOS Children's Villages Zambia in relation to this procurement.

Failure to provide any mandatory document may result in the bid being considered non-responsive.

2. SCOPE OF WORKS AND SPECIFICATIONS

The contractor shall provide all necessary labour, materials, equipment, transportation, supervision and other resources required to complete the works in accordance with the approved specifications and instructions issued by SOS Children's Villages Zambia.

- Site establishment and preparation.
- Setting out of the proposed boundary wall.
- Excavation for foundations.
- Foundation/footing construction.
- Concrete works.
- Construction of the six-inch block wall.

- Reinforcement and associated masonry works.
- Backfilling and compaction.
- Construction and installation of gates.
- Provision of all necessary construction materials.
- Provision of labour and construction equipment.
- Removal/disposal of construction waste.
- Making good of disturbed areas.
- Final cleaning and handover of the completed works.

3. BILL OF QUANTITIES / PRICING SCHEDULE

No.	Description	Unit	Quantity	Unit Rate	Total
1	Hire/provision of construction equipment, including scaffolding, concrete mixer and other necessary equipment	LS	1		
2	Site establishment and preparation	LS	1		
3	Setting out	LS	1		
4	Excavation for foundation/footing	m ³	63		
5	Cement for footing	Pocket	70		
6	Cement for erecting walls	Pocket	120		
7	19 mm concrete stone for footing	Tonnes	40		
8	Building sand	Tonnes	80		
9	River sand	Tonnes	40		
10	Backfilling	m ³	24		
11	6-inch concrete blocks for walling	No.	10,000		
12	Double steel gate	No.	1		
13	900 × 2000 mm steel gate	No.	1		
14	Cement for erecting gates	Pocket	2		
15	4-inch brick force wire	Rolls	8		
16	Labour	LS	1		
17	Transport	LS	1		
S				SUBTOTAL	
				VAT	
				GRAND TOTAL	

Bidders shall ensure that their prices include all costs necessary for satisfactory completion of the works, including labour, supervision, equipment, transport, loading/offloading, wastage, consumables and other associated costs, unless specifically excluded.

4. CONTRACTOR'S CONSTRUCTION METHODOLOGY

The bidder shall provide a brief methodology covering:

- Site preparation and setting out.
- Excavation and foundation works.
- Concrete works.
- Block wall construction.
- Reinforcement.
- Gate installation.
- Quality control.
- Health and safety measures.
- Waste management.
- Safeguarding measures.
- Proposed staffing and equipment.
- Site reinstatement and handover.

5. COMPLETION PERIOD

The bidder shall clearly state the proposed period required to complete the works from the date of site handover.

Description	Bidder's Response
Proposed commencement period	
Proposed completion period	
Total duration	
Number of workers to be deployed	
Key personnel	

6. SITE VISIT

Bidders are expected to inspect the site before submitting their bids in order to familiarize themselves with site conditions, access, existing structures, ground conditions, working environment and other factors that may affect execution of the works.

Site visits shall be arranged by prior appointment with SOS Children's Villages Zambia through the Procurement Office. Requests for site visits should be submitted via email to **Procurement.NO@sos-zambia.org** no later than 28/08/2026.

Any costs associated with the site visit shall be borne solely by the bidder.

The bidder shall be deemed to have satisfied itself regarding all conditions that may affect the cost and execution of the works

Please also note that site visit is mandatory and therefore bidders must ensure to register in the site visit register which will be provided at the site.

7. HEALTH, SAFETY AND SAFEGUARDING REQUIREMENTS

1. Provide appropriate personal protective equipment (PPE) to all workers.
2. Maintain a safe and orderly construction site.
3. Ensure workers comply with applicable health and safety requirements.
4. Ensure that no child labour or forced labour is used.
5. Ensure that workers do not engage in inappropriate or unauthorised interaction with school children.
6. Comply with SOS Children's Villages Zambia safeguarding and child protection requirements.
7. Ensure workers receive any required safeguarding orientation before commencing work.
8. Properly dispose of construction waste and debris.
9. Immediately report any safety, safeguarding or security incident to the designated SOS representative.

8. QUALITY CONTROL AND INSPECTION

All materials used in the works shall be of acceptable quality and suitable for their intended purpose.

- Inspect materials before and during construction.
- Reject defective or substandard materials.
- Inspect workmanship at any stage of construction.
- Require defective workmanship to be corrected at the contractor's cost.
- Verify quantities and completed works before certification for payment.

The contractor shall not cover or conceal critical works before the required inspection has been undertaken where inspection has been requested.

9. COMPLETION, HANDOVER AND DEFECTS

Upon completion, the contractor shall notify SOS Children's Villages Zambia for inspection. Any defects or incomplete works identified during inspection shall be corrected by the contractor at its own cost before final acceptance.

The works shall only be considered complete once inspected and accepted by SOS Children's Villages Zambia or its appointed representative.

10. DEFECTS LIABILITY PERIOD

The successful contractor shall provide a defects liability period of 12 Months from the date of practical completion. During this period, the contractor shall correct, at its own cost, defects attributable to defective materials, poor workmanship or failure to execute the works in accordance with the agreed specifications.

11. PAYMENT TERMS

An advance payment of up to twenty-five percent (25%) of the total contract price may be provided in accordance with SOS Children's Villages Zambia's procurement policy to cover eligible mobilisation, start-up, and specialist plant/equipment costs.

The balance shall be paid in accordance with the agreed payment schedule upon satisfactory completion and certification of the relevant works, submission of a valid invoice and required supporting documentation. Final payment shall be made upon completion, inspection and acceptance of the works by SOS Children's Villages Zambia

12. BID VALIDITY

Bids shall remain valid for a minimum period of 60 days from the submission deadline.

13.ADDITIONAL INFORMATION

Eligible Contractors may obtain further information from the Procurement Office. All business-related communication shall be conducted strictly via email for documentation purposes.

Procurement.NO@sos-zambia.org

14. WORKS LOCATION

Kafue Bridge/Esther Lungu Secondary School,

Kitwe.

15.SUBMISSION OF BIDS

All bids/quotations must be submitted electronically to:

Procurement.NO@sos-zambia.org

Submission deadline: 04/09/2026

Time: 17:00 hours

Late Submissions Will Not Be Considered.

Email subject: **"TENDER FOR CONSTRUCTION OF BOUNDARY WALL FENCE – SOS/NO 020/08/2026"**

16. ELIGIBILITY CHECK LIST

No.	Criteria	Bidder Response
1	Submit valid PACRA Certificate	Confirm / Attach
2	Submit valid Tax Clearance Certificate	Confirm / Attach
3	Submit valid NCC Registration Certificate in appropriate category/grade	Confirm / Attach
4	Submit evidence of relevant construction experience	Confirm / Attach
5	Submit evidence of at least three similar completed projects	Confirm / Attach
6	Submit at least three client references	Confirm / Attach
7	Submit company profile	Confirm / Attach
8	Submit details/CVs of key technical personnel	Confirm / Attach
9	Submit EIZ registration of responsible engineer, where applicable	Confirm / Attach
10	Confirm no bankruptcy, winding-up or insolvency proceedings	Confirm
11	Confirm no conviction for professional misconduct, fraud or corruption	Confirm
12	Confirm no use of child labour or forced labour	Confirm
13	Confirm no conflict of interest	Confirm
14	Confirm no misrepresentation of information	Confirm

15	Confirm acceptance of SOS Children's Villages Zambia's payment terms, including the applicable provisions for advance and final payments	Confirm
16	Confirm proposed completion period	Confirm
17	Submit completed BOQ/financial quotation	Attach
18	Submit construction methodology	Attach
19	Confirm quotation validity period	Confirm

17. BIDDER DECLARATION

We, the undersigned, hereby confirm that the information submitted in this bid is true and accurate to the best of our knowledge.

- We have reviewed and understood the requirements of this tender.
- The information and documents submitted are authentic.
- We have disclosed any actual or potential conflict of interest.
- We have not engaged in collusion or any other prohibited practice in preparing this bid.
- We accept the stated payment terms.
- We agree to comply with SOS Children's Villages Zambia's safeguarding, health and safety requirements.
- We confirm that the prices submitted include all costs necessary for satisfactory completion of the works, except where expressly stated otherwise.

Bidder Details	
Company Name	
Name of Authorised Representative	
Position	
Signature	
Date	

