



ZICTA

ZAMBIA INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY

PROCUREMENT COMMITTEE

LETTER OF INVITATION

ZICTA/RFP/16/20: REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDITING SERVICES ON A CONTRACTUAL BASIS FOR A PERIOD OF THREE YEARS

The Zambia Information and Communications Technology Authority (hereinafter referred to as the "Authority") is responsible for the regulation of the electronic communication services and products, and monitoring of the performance of the sector, including the levels of investment and the availability, quality, cost and standards of the electronic communication services in Zambia.

In its budget, the Authority has made a provision towards the cost of outsourcing external auditing services and intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued.

The Authority now invites reputable and eligible auditing firms to submit sealed proposals for the provision of auditing services on a contractual basis for a period of three years. This Request for Proposals (RFP) is preserved for the citizen bidders as prescribed by the Public Procurement Act. More details on the services are provided in the terms of reference.

The RFP is packaged in Lots as follows:

Lot	Description	Financial year to be Audited
1	Zambia Information and Communications Technology Authority Accounts	2020, 2021 and 2022
2	Universal Access and Service Fund Accounts	2020, 2021 and 2022

Firms must quote for all services specified in a Lot and are free to participate in one or both lots. The bid evaluation and contract award will be on the basis of individual lots under *Least Cost Selection* (LCS) procedures and in a Full Technical Proposal (FTP) format as described in this RFP.

Interested firms may obtain further information from the Acquisition and Supply Chain Unit. The telephone number is +260 211 378 200 and the email address is procurement@zicta.zm. Bidding documents can also be accessed on the Authority website (<http://www.zicta.zm>).

Proposals in sealed envelopes should be clearly marked **"ZICTA/RFP/16/20- Request for Proposals for the Provision of Auditing Services on a Contractual Basis for a Period of Twelve Months"** The proposals must be deposited in the tender box, Authority Head Office, Independence Avenue, Long Acres, Lusaka on or before, **Friday, September 11, 2020 at 10:00 hours local time. LATE, FAXED AND ELECTRONIC PROPOSALS WILL NOT BE ACCEPTED.** Proposals will be opened thereafter in the presence of consultants or their representatives who choose to attend.

Paul Magiya Manda
Deputy Director - Acquisition and Supply Chain
FOR THE DIRECTOR GENERAL
ZAMBIA INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY