



**KWACHA PENSION TRUST FUND**  
**REQUEST FOR PROPOSALS**

**PURCHASER'S CONTACT DETAILS:**

**Kwacha Pension Trust Fund (KPTF)**

Plot No. 5534 Corner Libala/Kakola Roads Kalundu  
Lusaka

**Location:** KPTF Head office

Tender Date: 16<sup>th</sup> October 2026

Tender Closing Date: Friday, 30<sup>th</sup> October 2026 Tender Closing Time: 14:30 hours

**TENDER DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE PRE-QUALIFICATION OF CONTRACTORS FOR THE SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A GRID-CONNECTED ROOF-TOP SOLAR PHOTOVOLTAIC (PV) SYSTEM WITH BATTERY ENERGY STORAGE.**

**INSTRUCTIONS TO BIDDERS**

1. You are invited to submit pre-qualification proposals for the aforementioned tender.
2. Your proposal in the required format must be addressed to:  
**The Executive Director**  
**Kwacha Pension Trust Fund**  
**Plot 5534 Corner Libala/Kakola Roads Kalundu**  
**Lusaka**  
**Zambia**
3. **Sealed** proposals shall clearly be labelled **“REQUEST FOR PROPOSAL (RFP) FOR THE PRE-QUALIFICATION OF CONTRACTORS FOR THE SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A GRID-CONNECTED ROOF-TOP SOLAR PHOTOVOLTAIC (PV) SYSTEM WITH BATTERY ENERGY STORAGE.”** on the face of the envelope, with the bidder's information on the back of the envelope.
4. Proposals should be deposited in the Tender Box at the Kwacha Pension Trust Fund reception, Plot 5534 Corner of Libala and Kakola Roads, Kalundu, Lusaka; on or before 30<sup>th</sup> October 2026 at 14:30 hours.
5. The deadline for the receipt of your RFP is Friday, 30<sup>th</sup> October 2026 at 14:30 hours.
6. Bidders are encouraged to attend the tender closing and bid opening ceremony to be held at Kwacha Pension Trust Fund's Head Office on Friday, 30<sup>th</sup> October 2026 at 14:35 hours.
7. Kindly note that electronic proposals will **not** be accepted, while unlabeled and late bids will be rejected.
8. A site visitation will be conducted only with bidders that pass the pre-qualification

stage of the evaluation.

## EVALUATION CRITERIA

**Selection Criteria:** As part of eligibility requirements, the following evaluation criteria will be used:

Bidders will be expected to submit **ALL** of the following information:

- PACRA Form **stamped within the last three (3) months**;
- Certificate of Incorporation;
- Valid Zambia Revenue Authority (ZRA) Tax Clearance Certificate for 2026;
- Valid National Council for Construction (NCC) Registration – Electrical/Renewable Energy Categories;
- Valid Engineering Institution of Zambia (EIZ) Registration for key technical personnel;
- Valid National Pension Scheme Authority (NAPSA) Compliance;
- Proof of execution of a minimum of **three (3)** similar Solar PV installation projects with a minimum installation capacity of 100 KW completed in the past five years (should include traceable references, the year the work was completed and the amounts involved);
- Provide three reference letters of similar work done;
- Valid accreditation with an authorized supplier of grid-connected rooftop solar PV systems with battery energy storage; and
- Bidders must be duly licensed and regulated by the Energy Regulation Board (ERB) of Zambia and must submit valid proof of current ERB registration with their quotation.

### 1) About the Client

Kwacha Pension Trust Fund (the “Fund”) is a self-managed pension scheme regulated by the Pensions and Insurance Authority. Its main objective is to provide pension benefits to its Members on retirement and to eligible beneficiaries at the death of a Principal Member.

### 2) The Assignment

The assignment involves supply, installation, testing and commissioning of a grid-connected roof-top solar photovoltaic (PV) system with battery energy storage at the Fund’s Headquarters. The scope of the assignment includes the entire building.

### 3) Requirements

Interested firms are to submit **three (3)** copies and one (1) original of the required documentation in a sealed envelope clearly marked “**REQUEST FOR PROPOSAL (RFP) FOR THE PRE-QUALIFICATION OF CONTRACTORS FOR THE SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A GRID-CONNECTED ROOF-TOP SOLAR PHOTOVOLTAIC (PV) SYSTEM WITH BATTERY ENERGY STORAGE.**” on the face of the envelope, and the bidders information on the back of the envelope.

**Tender closing date is 30<sup>th</sup> October 2026 at 14:30hrs.**