PRE-QUALIFICATION DOCUMENT

ZACL/DCS/PQ/10/2026

APPLICATION FOR PREQUALIFICATION FOR THE COMPLETION AND MANAGEMENT OF A HOTEL AT SIMON MWANSA KAPWEPWE INTERNATIONAL AIRPORT

Procuring Entity: **Zambia Airports Corporation Limited**

Contact Details
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SECTION I. INVITATION FOR PREQUALIFICATION

IFPQ No. : **ZACL/DCS/PQ/10/2026**

APPLICATION FOR PREQUALIFICATION FOR THE CONSTRUCTION AND MANAGEMENT OF A HOTEL AT SIMON MWANSA KAPWEPWE INTERNATIONAL AIRPORT

1.0 Zambia Airports Corporation Limited (hereinafter referred to as the "Corporation" or "ZACL") is responsible for the development, maintenance and management of the four designated international airports, namely, Kenneth Kaunda (Lusaka), Harry Mwaanga Nkumbula (Livingstone), Simon Mwansa Kapwepwe (Ndola), and Mfuwe. The Corporation is also responsible for the development and maintenance of seven (7) provincial airports, and three strategic aerodromes, while also providing air navigation services throughout Zambia. The Corporation is further mandated to enhance safety and improve standards of service provision at these airports and in the Zambian air space.

2.0 Simon Mwansa Kapwepwe International Airport (SMKIA) is located in Ndola, the provincial capital of the Copperbelt Province and one of Zambia's key mining, commercial and industrial hubs. The airport serves as a vital gateway for business travellers, cargo operations, and tourists visiting the Copperbelt region. As part of the SMKIA Greenfield Airport Development Project, a government-supported flagship initiative aimed at upgrading airport infrastructure to international standards, a hotel facility was included within the airport precinct to provide world-class hospitality services for travelers, business visitors, and the general public. Construction of the hotel facility commenced as part of this broader

infrastructure upgrade programme, which sought to transform SMKIA into a modern, revenue-generating aviation hub.

3.0 The hotel facility currently stands at thirty-five percent (35%) completion. Due to various factors, the construction works were stalled, and the facility requires a committed private or public sector partner to finance, complete, operationalise and manage the hotel. ZACL is therefore seeking a suitably qualified and experienced Operator for prequalification to completing and managing the facility.

4.0 The Corporation now invites eligible and reputable applicants with the financial, technical and management capacity to prequalify for the completion and management of a hotel at SMKIA.

5.0 Pre-qualification shall be conducted based on the provisions of the Zambia Public Procurement Act of 2020 and the Public Procurement Regulations of 2022. The invitation to prequalification is open to international, local and citizen companies. However, to be eligible, international and local companies must partner with citizen companies.

6.0 Interested applicants may obtain further information from and inspect the pre-qualification documents at Kenneth Kaunda International Airport, Terminal 1, First Floor, Procurement and Supplies Unit, Lusaka Telephone: +260 211 271 083 and email: procurement@zacl.aero.

7.0 Applicants may enhance their expertise for the project by associating with other applicants in the form of a Joint Venture.

8.0 **Details for submission**

Applications should be sent clearly marked, **"APPLICATION FOR PREQUALIFICATION FOR THE COMPLETION AND MANAGEMENT OF A HOTEL AT SIMON MWANSA KAPWEPWE INTERNATIONAL AIRPORT"** addressed to the Managing Director, Zambia Airports Corporation Limited, Airport Road, Kenneth Kaunda International Airport (Control Block), P.O. Box 30175, Lusaka, Zambia.

The closing date for receipt of applications is Friday, October 2, 2026, at 16:00 hours local time. Opening of the applications shall take place on the Mezzanine Floor, First Floor, Terminal 1, Kenneth Kaunda International Airport, Lusaka.

TELEFAX AND/OR ELECTRONIC EXPRESSIONS OF INTEREST WILL NOT BE ACCEPTED.

9.0 Only Applicantss prequalified under this prequalification process will be invited to tender. The successful applicant that will result in a contract that will recover their costs for the completion and management of the hotel from the operations of the hotel.

Secretary - Procurement Committee
For/Managing Director
ZAMBIA AIRPORTS CORPORATION LIMITED

"Your Gateway to Possibilities"

SECTION II - INSTRUCTIONS TO APPLICANTS

2.1 Scope

2.1.1 Zambia Airports Corporation Limited, hereinafter referred to as the procuring entity, intends to prequalify for the completion and management of a hotel at Simon Mwansa Kapwepwe International Airport. It is expected that prequalification applications will be submitted as sealed hard copy documents not later than **October 2, 2026, at 16:00 hours local time.**

2.2 Objective

2.2.1 The overall objective of this engagement is to attract a reputable and financially sound Operator who will:

a. Finance to completion the construction of the hotel and auxiliary facilities at SMKIA to full operationalization, meeting all building, safety, fire, and hospitality standards;
b. Equip and furnish the hotel facility with Furniture, Fixtures and Fittings (FFE) to an appropriate international standard suitable for business and leisure travelers;
c. Operate and manage the hotel commercially on behalf of ZACL, ensuring sustainable revenue generation for the Corporation; and
d. Enhance the passenger and visitor experience at SMKIA by providing quality accommodation, conferencing, food and beverage, and ancillary hospitality services.

2.2.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in the appendix to instructions to applicants.

If an applicant considers that it may enhance its expertise for the assignment by associating with other applicant in the form of a Joint Venture, it may do so.

If the applicant is a joint venture, consortium, or association, all of the parties shall be jointly and severally be liable to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Procuring Entity.

2.3 Submission of Application

2.3.1 Applications for prequalification shall be submitted as hard copies marked with the tender name and reference number on or before **October 2, 2026, at 16.00 hours**

2.3.2 The name and mailing address of the applicant must be stated on the application.

2.3.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Applicants

2.4.1 This invitation for pre-qualification is open to all applicants who are eligible. Foreign Applicants must partner with Citizen Owned companies as defined by the Zambia's Public Procurement Act (2020).

2.4.2 All firms found capable of performing the contract for completion and management of a hotel at Simon Mwansa Kapwepwe International Airport in accordance with the set prequalification criteria shall be prequalified.

2.5 Qualification Criteria

2.5.1 The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.5.2 Litigation history: The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.6 Joint Venture

2.6.1 Joint ventures must comply with the following:-

(a) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of applications. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(b) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.6.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

2.7 Updating Pre-qualification Information

2.7.1 Pre-qualified firms shall be required to update the financial information used for pre-qualification at the time of submitting their applications and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

SECTION III - LETTER OF APPLICATION

3.1 The letter of application will be prepared by the applicant and will follow the form presented herein.

3.2 The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

3.3 The letter of application will be signed by duly authorised representatives of the applicant. Unless the letter of application is signed by the chief executive or their equivalent, Power of Attorney shall be required.

3.4 Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

4.5 The applicants shall use the sample letter of application form provided below.

LETTER OF APPLICATION FORM

Date ……
Prequalification No.: ……

To: The Zambia Airports Corporation Limited
Airport Road
Lusaka

Ladies and/or Gentlemen

1. Being duly authorised to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name

2. Attached to this letter are copies of original documents defining :-

(a) the Applicant's legal status supported by a PACRA printout
(b) the principal place of business; and
(c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-*owned firms*).

3. Zambia Airports Corporation Limited and its authorised representatives are hereby authorised to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Zambia Airports Corporation Limited and its authorised representatives may contact the following persons for further information:

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:

(a) applications by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

(b) Zambia Airports Corporation Limited reserves the right to:

- amend the scope and value of any contracts bid under this project; in such event, applications will only be called from prequalified bidders who meet the revised requirements; and
- reject or accept any application, cancel the prequalification process, and reject all applications

(c) Zambia Airports Corporation Limited shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

7. We confirm that if we bid, that bid, as well as any resulting contract, will be:

(a) signed so as to legally bind all partners, jointly and severally; and
(b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed

Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV - QUALIFICATION INFORMATION

1. Individual Bidders or Individual Members of Joint Ventures

1.1 Constitution or legal status of Bidder or its equivalent: *[attach copy of Certificate of Incorporation or registration]*

Valid Tax Clearance or its equivalent: *[insert]*
Place of registration: *[indicate]*
Principal place of business: *[insert]*
Power of attorney of signatory of Bid in a Joint Venture only is required: *[attach]*

1.2 Total annual volume of Services performed in each of the last immediate Three years, in Zambian Kwacha, Euro, Pound or United States Dollar: **Total monetary value of Services performed for each of the last Three years must not be less than USD1m.**

1.3 The Bidder shall provide evidence that

(a) It has been actively engaged in the construction and/or management of hotels or high rise buildings for at least ten (10) years immediately prior to the date of submission of bids, in the role of prime contractor.

(b) Participation as contractor, management contractor, or subcontractor, in at least five (05) contracts within the last five (05) years , each with a value of at least One Million United States Dollars (US$1,000,000), that have been successfully and substantially completed and that are similar to the proposed Works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section VI, Employer's Requirements.

(c) Indicate firm's capacity to adapt and come up with similar hotels or high rise buildings.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a) (b)			

1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below.

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a) (b)			

1.5 Qualifications and experience for administration and execution of the Contract (attach biographical data).

No	**Required Position**	**Total Years of Experience**	**Experience in Similar Position**
1	Project Manager	10	5
2	Site Engineer	5	3
3	Financier	5	3
4	Furniture branding specialist	5	3
5	Hotel Manager	5	3

Notes:

a. A Project Manager must be a construction company.
b. A financier must be a company responsible for financing a project.
c. Hotel manager must be a hotel operator.

Format

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

1.6 Proposed subcontracts and firms involved.

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a)			
(b)			

1.7 Financial reports for 2024 and 2025: balance sheets, profit and loss statements, auditors' reports, Financial Statement, Cash Flow Statement, Bank Statements etc. *List below and attach copies.*

1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements. Liquid assets or lines of credit required for the Tender is USD2m or its equivalent in Kwacha, Euro or Pound.

1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.

1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved. Statement on litigation should come from bidders advocate.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

2. Joint Ventures

2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.

2.2 Attach the power of attorney of the signatory (ies) of the Bid authorizing signature of the Bid on behalf of the joint venture. The Written Power of Attorney or Letter of Authorisation could be signed by an Attorney or any other authorized person such as the Managing Director.

2.3 Attach the Joint Venture Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that

(a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(b) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and

(c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

3. Additional Requirements

3.1 Bidders should provide any additional information to fulfill the requirements under Qualification Information including:

a. Certificate of Incorporation supported by a printout of shareholders;
b. A valid Tax Clearance Certificate;
c. Certificate of Compliance from the National Pension Scheme Authority or any pension organisation;
d. Certificate of compliance from Workers Compensation Board Fund;
e. Accreditation with the Zambia Tourism Agency and/or all other relevant regulatory bodies;
f. At least three references for similar projects including names of the institutions/countries and contact details
g. All documentation must be prepared and submitted in the English language;
h. Summary detail of the experience in the development and execution of hotel construction and/or management of hotels; and
i. Foreign applicants must partner with Local companies to be considered eligible.

SECTION V - STANDARD FORMS

Notes on completion of Standard Forms

Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form

Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.

Application Form 2A- Joint Venture Summary
This form is to be completed by joint venture applicants only.

Application Form 3 - Particular Experience Record
This form is to be completed by all applicants meeting the requirement set out in the instructions to applicants. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.

Application Form 3A- Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture

Application Form 4 - Summary sheet. Contract commitments/work in progress

This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Application Form 5A- Applicant Summary
This form is to be completed by all applicants. A separate form shall be used for each personnel

Application Form 6 - Equipment Capability

This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to applicants a separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

Application Form 7 - Financial Capability

This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to applicants. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

Application Form 8 - Litigation History

This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
Name		Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data		
Year	Turnover	The Traded currency to be used: for Zambian Kwacha, Euro, Pound or United States Dollar
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual turnover, in terms of work billed to clients, in the traded currency used for Item 1.2 above

Annual turnover data

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

APPLICATION FORM (3)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A)

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	

	Country
2.	Name of employer
3.	Employer address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)
7.	Date of award
8.	Date of completion
9.	Contract/subcontract duration (years and months) - years - months
10	Specified requirements

APPLICATION FORM (4)

SUMMARY SHEET: CURRENT CONTRACT
COMMITMENTS/WORK IN PROGRESS

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work in the Traded currency used for Item 1.2 above	Estimated completion date
1.		
2.		
3.		

4.		
5.		
6.		

APPLICATION FORM (5A)

APPLICANT SUMMARY

Name of Applicant

Position		Applicant * Prime * Alternate
Applicant information	1. Name of Applicant	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer 5. Address of employer	
Telephone		Contact (manager/personnel officer)
Fax		E mail
Job title of Applicant		Years with present employer

Summarize professional experience over the last 2 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (6)

EQUIPMENT CAPABILITIES

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer 3. Capacity	2. Model and power rating 4. Year of manufacturer
Current status	5. Current location 6. Details of current commitments ……..	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name 9. Address of owner …….. Telephone Contact name and title Fax Email
Agreements	Details or rental/lease/manufacture agreements specific to the project ……. ……..

APPLICATION FORM (7)

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker Address of banker …… Telephone Contact name and title _____ Fax E mail

Financial information in Zambian Kwacha, Euro, Pound or United States Dollar	Actual : previous five years years			Projected: next two
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

PIN #
VAT REG.#

5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount
1.	
2.	
3.	
4.	

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award for or Against Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Zambian Kwacha, Euro, Pound or United States Dollar)