



REQUEST FOR EXPRESSION OF INTEREST

FOR THE

DEVELOPMENT AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR LUSAKA SOUTH MULTI FACILITY ECONOMIC ZONE LIMITED

1. Introduction

The Lusaka South Multi-Facility Economic Zone Limited was incorporated on 25th June 2012 under the Companies Act as a private Limited liability company to spearhead the development of the Lusaka South Multi Facility Economic Zone. The company commenced its operations on 1 January 2013 and operates under the industrial Development Corporation as the shareholder and functionally under the line Ministry of Commerce, Trade and Industry.

The Lusaka South Multi Facility Economic Zone Limited (LS-MFEZ) is a dedicated industrial zone established to promote economic diversification, industrialization, and job creation in Zambia. The Zone has grown significantly, with a diverse range of industries and businesses. To support its growth, there is need to automate the manual audit processes for improved efficiency, reduce the risk of errors and increase the accuracy and consistency of the audit process.

2. Objectives and Scope of the Assignment

The primary objective of implementing an ERP system is to integrate various functions and processes within LS-MFEZ to enhance efficiency, improve data accuracy, and provide comprehensive insights for better decision-making. This system will centralize and automate key business processes, including finance (Revenue and Expenditure), fixed assets, human resource management, payroll, procurement, inventory management, integration and reporting

3. Assignment Description for Implementing an ERP

The assignment involves the design, development, customization, and implementation of a robust ERP solution tailored to the needs of LS-MFEZ Limited. The vendor will be responsible for the end-to-end delivery of the ERP system, including user training and post-implementation support.

4. INFORMATION REQUIRED

A. Company Legal Status

- (i) Company Profile: the bidder must provide a company profile, stating years of existence, ownership, core business, registered business address, structure, key staff
- (ii) Registration Status: Certificate of Incorporation (PACRA, for local entities)
- (iii) Audit Reference: Letter from the firm's external Auditors (minimum 2 years)
- (iv) Bank Reference: Letter from the firm's Bankers
- (v) An Agency Agreement or Letter of Appointment, in the case of local firms who are agents of foreign firms
- (vi) Litigation Status: the bidder must indicate if there is there any outstanding litigation matter pending or in the process in the Courts of Law in relation to the Company. This should be provided by the bidder's advocate.
- (vii) Power of Attorney: the bidder should provide details of person(s) duly authorised to act on behalf of the firm in matters pertaining to this bid
- (viii) Tax Compliance: the bidder should provide a Tax Compliance Certificate as evidence of their tax compliance certificate
- (ix) Social Security: The bidder should provide National Pension Scheme Authority Certificate as evidence of their social security compliance.

B. Technical capacity of the Company

- (i) ERP system development/implementation: Demonstrable ERP systems development/implementation experience with not less than five years of experience. Bidder to provide supporting documents such as payment certificates, completion certificates and contracts.
- (ii) Key Staff: The bidder should provide evidence of having qualified staff to successfully complete the assignment. Bidder to attach Curriculum Vitae for key staff.
- (iii) Security & Standards: Experience in secure systems development environments that comply with internationally accepted Standards.
- (iv) Local Presence/Support: Foreign bidders are expected to either have a local partner or local presence in Zambia from which they will provide support to the Project and the Platform once installed.
- (v) Reference Sites: The bidder is expected to provide at least three (3) fully operational reference sites which can be contacted and/or visited.
- (vi) Proposed Concept: A high-level Conceptual model of the proposed solution. The model should be accompanied by very brief notes, of not more than Two (2) A4 Page2.

C. Economic and financial capacity of the company:

- (i) Annual Turnover: The annual turnover of the bidder must be at least ZMW 3,500,000.00 for each of the last three years for which accounts have been closed (2022, 2023, and 2024).

5. FORMAT OF SUBMISSION

The Expression of Interest should include ALL the items itemized in Section 4 above, accompanied by a Letter Expression of Interest, which should be marked:

LS-MFEZ/ADMIN/2/2025/EOI -EXPRESSION OF INTEREST FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Expressions of Interest shall be submitted to the address below on or before February 17th February 2025 at 10:30 hours.

The Managing Director
Att: The Manager Procurement
Lusaka South Multi-Facility Economic Zone Limited
Plot F10723 Chifwema Road, Off Leopards Hill Road
P.O Box 392 Crossroads Postdotnet
Telephone number: +260-211-458000
Facsimile number: +260-211-458001
Electronic mail address: ackimnguni@lsmfez.co.zm

Expression of Interest shall be deposited in the Tender Box situated at the reception. The deadline for the submission of Expression of Interest is Monday February 17th, 2025, at 10:30hrs Local Time. The Expression of Interest shall be opened in the conference room at Lusaka South Multi-Facility Economic Zone Limited soon after tender closing. Please note that, no electronic submissions will be accepted. In addition, any Expression of Interest received after this date and time shall be considered late and shall be returned unopened to the Bidder.