

ZAMBEZI RIVER AUTHORITY

MINUTES OF THE SITE VISIT AND PRE-BID CONFERENCE FOR SUPPLY, DELIVERY, INSTALLATION OF ELEVATORS HELD ON THE 14TH OF MAY 2026.

PRESENT

ZAMBEZI RIVER AUTHORITY

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|-------------------------|--------------------------------|
| 1. Eng. Boyd Silavwe | Dam Maintenance Officer |
| 2. Mrs Misozi L. Mbawo | Manager Procurement |
| 3. Mr. Keith Nkomo | Procurement Officer – Projects |
| 4. Assios Hungwe | Dam Maintenance Officer |
| 5. Ms. Fridah Kalulu | Procurement Assistant |
| 6. Mr. Rocky Mpembamoto | Artisan Assistant Maintenance |

BIDDERS REPRESENTED

1. A total of six (6) bidders attended site visit and completed an attendance register to confirm attendance.

AGENDA:

1. Introductions
 - i. Zambezi River Authority
 - ii. Bidders in attendance
2. Opening Remarks
3. Site visit.
4. Technical Matters: Overview of the ITB
5. Commercial Matters
6. Discussion and Clarifications on Technical Issues
7. Health, Safety, Environmental, and Social (HSES) Requirements
8. Closing Remarks.

1. INTRODUCTION

The meeting was called to order at 10:15 hours at the First Floor Boardroom by the Zambezi River Authority (ZRA) Manager Procurement. She welcomed all attendees and invited participants to introduce themselves.

2. OPENING REMARKS

The ZRA Manager - Procurement opened the meeting and welcomed everyone present. She confirmed that the site visit was for the supply, delivery and installation of elevators Kariba House and asked bidders to confirm that they came for the same site visit. She reiterated that the objective of the site visit was to familiarize prospective bidders with the site of works to ensure that responsive bids are submitted. She emphasized the importance of understanding the bidding documents in their entirety.

3. SITE VISIT

The visit started with the visit to the machine room on the top floor (sixty floor) where they were shown the site for works housing the main hoisting system for the elevators. This was then followed by visits to the other floors from fifth floor to the ground floor. It was indicated that the scope is for replacement of the two car lifts (**Lift 1 and Lift 2**)

4. TECHNICAL MATTERS: INVITATION TO BID (ITB)

The bidders were taken to various floors to familiarize themselves with the site of works and to take measurements. It was indicated that the old signage should be removed and bidders should make necessary painting and repairs where signage is removed.

5. COMMERCIAL MATTERS

Bidders were reminded to use the standard forms provided within the bidding documents and ensure full compliance with mandatory submission requirements for bid evaluation.

6. DISCUSSION AND CLARIFICATIONS ON TECHNICAL ISSUES

Question	Response (ZRA)
The bidding document state a list of equipment and among them is the crane .is the crane required seeing that the lifts will be assembled peace by peace	It may not be required but bidders should plan on how they intend to lift the equipment in a safe manner. Availability of competent rigging personnel is essential.
Some of the equipment listed in the bidding document has been replaced by latest technology.	Bidders should propose equivalent modern equipment aligned with current technology. The list of required equipment should be proposed by each bidder, and the adequacy of the equipment will be evaluated.
What is the floor height	From the measurements taken it is 2.102m with a width of 1.5m. Bidders were encouraged to take their own measurements to confirm the figures.
What is the required capacity of the elevators.	Capacity is indicated in the bidding document. The elevator should carry 13 people or 1000kg.
The bidding document indicates that we quote in Zambian Kwacha, we have concerns in maintaining the same price for the project duration. Can we quote in USD.	ZRA will look into the currency issue and advise bidders. Bidders can quote in United States Dollars (US\$). The exchange rate for payments of invoices will be the Tender closing date. The source for the exchange rate is Standard Chartered daily rate to be used for convention.
What is the capacity of the lifts	The capacity is 13 people or 1000kg

7. HEALTH, SAFETY, ENVIRONMENTAL, AND SOCIAL (HSES) REQUIREMENTS

Bidders were reminded that adherence to the project's HSES standards is mandatory throughout the contract duration.



8. CLOSING REMARKS

The Manager - Procurement expressed appreciation to all participants for their engagement. She reminded attendees to submit any requests for clarification in writing to the contact person specified in the bidding documents, no later than seven (7) days before the bid submission deadline. All responses will be shared with all prospective bidders to ensure transparency and equal access to information.

The meeting was closed at 11:00 hours.

9. SIGNATURE AND APPROVAL

These minutes are prepared and confirmed to accurately reflect the proceedings of the site visit and pre-bid meeting.

Name	Title	Signature	Date
Misozi L. Mbawo	Manager - Procurement – ZRA		19.05.2026
Boyd Silavwe	Dam Maintenance Officer – ZRA		19.05.2026