ELECTORAL COMMISSION OF ZAMBIA

INVITATION TO BID

EXTENSION OF TENDER No. MMC/ECZ/PSU/1/12/25; TENDER FOR HIRE OF MOTOR VEHICLES.

Mongu Municipal Council has been granted authority by the Government of the Republic of Zambia through the Electoral Commission of Zambia (ECZ) to hire motor vehicles to be used during the inspection of the Provisional Register of Voters countrywide, commencing on the 17th to 23rd February, 2026.

Mongu Municipal Council now invites sealed bids from eligible Local Transporters (companies) in Mongu District to participate in the tender below.

SN	DESCRIPTION	TYPE	QUANTITY	No. Of Days	DISTRICT
1	Hire of motor vehicles	4X4 pickups, single or twin cab (all-terrain)	16 (Sixteen) Vehicles	7	Mongu

The invitation is open to all eligible citizens and Local Transporters (Companies) in Mongu District who are registered with PACRA. The term Citizen and Local bidder are defined in the Public Procurement Act No. 8 of 2020 as read together with the amended Act No. 17 of 2023.

INSTRUCTIONS TO BIDDERS:

Bidders must scrutinize carefully all instructions and conditions hereunder and shall be deemed to have done so and satisfied themselves when they submit their offer against this enquiry. Interested bidders must have the following statutory documents:

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1. **Certificate of Incorporation / Registration with updated annual returns document**
2. **Valid ZRA Tax Clearance Certificate**
3. **PACRA printout showing shareholder structure.**
4. **Valid NAPSA Compliance**
5. **Valid Motor Vehicle Insurance**
6. **Copies of Vehicle Registration certificates**
7. **Copy of a valid road tax certificate (Disk)**
8. **Application letter for vehicle hire**
9. **Produce a valid driver's license**
10. **Valid Road Service Licenses and Identity Certificates (companies in transportation)**
11. **Duly signed quotation and Price per unit and total price to be clearly indicated and must be in Zambian Kwacha.**

Sealed bids clearly marked, **TENDER FOR THE HIRE OF A MOTOR VEHICLE"** should be addressed to the **District Registration Officer, Mongu Municipal Council, P.o Box 910026, Mongu** and should be deposited in the tender box at the **Council Civic Centre,** on or before **Wednesday, 11th February, 2026 at 15:00 hours.**

NOTE: Interested bidders should bring their vehicles for inspection on Friday, 13th February 2026 at 10:00 hours local time at the Civic Centre Mongu Municipal Council.

Interested bidders may obtain further information from the Procurement & Supplies Unit, Mongu Municipal Council. Contact No. **0976048650.**

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT
MONGU MUNICIPAL COUNCIL
26 JAN 2026
TOWN CLERK
P.O. BOX 910026, MONGU

OLIVER MUUKA
DISTRICT REGISTRATION OFFICER
MONGU MUNICIPAL COUNCIL

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