



CALL FOR EXPRESSIONS OF INTEREST

FOR THE

PROVISION OF CONSULTANCY SERVICES TO DESIGN, IMPLEMENT AND ROLL-OUT THE SOFTWARE FOR THE NATIONAL PETROLEUM STOCK MONITORING SYSTEM

Date: 27th March 2026

Contract Identification N^o: **ERB/ONS/NPSMS/004/2025**

1. The Energy Regulation Board (ERB) has reserved funds towards the cost of Provision of Consultancy Services to Design, Implement and Roll-Out the Software for the National Petroleum Stock Monitoring System. The ERB intends to apply part of the funds to cover eligible payments under the Contract for the Design, Implementation and Roll-Out the Software. Bidding is being conducted using Open National Selection (ONS) Procedures and is open to citizen and local bidders in accordance with the provisions of the Public Procurement Act No. 08 of 2020 and the Public Procurement Regulations of 2022.
2. The ERB is an autonomous statutory body established under the Energy Regulation Act No. 12 of 2019. The regulatory mandate of the ERB is to regulate the energy sector in such way that there is stability of supply of energy products in the Republic of Zambia.
3. Currently, the ERB has in place a manual fuel stock monitoring system which requires Oil Marketing Companies (OMCs) and depot managers to submit reports to the ERB via email, SMS and WhatsApp messages. This system does not provide real time and accurate data on national petroleum stock levels. Additionally, the petroleum stock quantities submitted do not always account for dead stock. Further, there is a risk of introducing errors during the compilation of data as it is done manually using electronic spreadsheets. Finally, once the report is compiled and submitted to management, it does not reflect the real-time status of petroleum stock levels in the country as the actual volumes in the storage facilities would have changed due to ongoing operations. Therefore, the ERB does not have real time petroleum stock levels in the country at any given time, which impacts negatively on decision making. It is against this background that a real-time fuel management system for monitoring and tracking product movement and sales at each fuel station and depot needs to be developed to know the level of products at any given time in the country in order to ensure security of supply of petroleum products.
4. In view of the aforesaid, the ERB wishes to implement the National Petroleum Stock Management System (NPSMS). The key objective of the NPSMS is to provide an integrated and automated system that shall wholly manage and provide real time visibility and information on the available fuel stocks in the country; and all petroleum related transactions and activities

in the Zambian Petroleum sector to key stakeholders including relevant government ministries, agencies and regulators.

5. The ERB invites sealed expressions of interest from eligible Consultants to carry out the Provision of Consultancy Services to Design, Implement and Roll-Out the Software for the National Petroleum Stock Monitoring System.
6. The following are the details and requirements of this request for expressions of interest:

6.1. Objective and Scope of the Assignment

6.1.1. Objective of the Assignment

The main objective of the Consultancy services is to Design, Implement and Roll-Out the software application that would automate and digitize all petroleum business processes and be flexible enough to conveniently adapt to future changing requirements.

The Project will be implemented in a modular approach. The modules are as follows:

- i. Depot module
- ii. Retail sites module
- iii. Transporters module
- iv. Regulatory Compliance Module
- v. Uniform Petroleum Pricing Module
- vi. Fuel Marking Module

6.1.2. Scope of the Assignment and expected deliverables

6.1.2.1 Inception Meeting

After signing the Contract, the ERB shall convene a meeting with the Consultant where it shall give detail on the specifications. The Consultant shall be required to provide their detailed report containing their interpretation of the proposed Specifications.

6.1.2.2 Field Visits

Additionally, the Consultant shall conduct Field Visits to ERB and all the identified stakeholders for the National Petroleum Management System. The objective of the Field Visits is to enable the Consultant to familiarize themselves with the operations of the ERB, the petroleum sector. The expected output is an Inception Report that will outline the Consultant's understanding of the assignment and their proposed Roadmap in undertaking the Assignment.

6.1.2.3 NPMS

The Consultant shall develop the petroleum sector software to automate and manage transactions as follows:

No.	Module	Site, Players or Processes	Process Transactions to be onboarded on NPMS
I.	Petroleum Depot module	Petroleum Depots including	<ul style="list-style-type: none"> • Customs clearance verification by the importing entity

		Bonded Stock (Imported and customs uncleared)	<ul style="list-style-type: none"> • Stock receipts and Goods Received Notes (GRNs) by the importing / buying entities • Stock management for depots • Sales orders, dispatches and uplifts by the selling entity • Purchase Orders by the procuring entity • Stock loading and uplifts • Record depot locations • Issue UPP notes to OMCs upon clearing of trucks from the Depot
2.	Retail sites Module	Service Station	<ul style="list-style-type: none"> • Stock receipts and GRNs; generate electronic delivery notes • Stock and inventory management per transactions per tank • Sales (By different parameters such as by pump etc.) • Record all opening and end-of-day transactions; reconciliation reports
3.	Regulatory Compliance Module	Regulation Verification (All players in the petroleum subsector including OMCs and Transporters)	<ul style="list-style-type: none"> • ERB license status • Tax Compliance • NAPSA Compliance • Environmental Laws Compliance • Develop the provision for vetting transactions and blocking non-compliant users
4.	Transporters module	OMC, Transporters and other Players	<ul style="list-style-type: none"> • Register all OMCs, transporters and Keep record of all OMCs as well as transporters together with their activeness status • Record and keep track of stock quantities held per OMC and those in transit per transporter
		Goods in Transit	<ul style="list-style-type: none"> • Record and keep track of uplifts and points of loading • Record and keep track of goods in transit and their final destinations • Record and keep track of the distance covered by trucks in transit
5.	Uniform Petroleum Pricing module	Uniform Pump Prices Management	<ul style="list-style-type: none"> • Map out the nearest depot for each region in the country

			<ul style="list-style-type: none"> • On-board transport rates as determined by ERB • Pre-identify and advise transaction types as either Claims or Contributions. • A record of UPP note issued by the loading depot • Based on the depot uplifted from, product uplifted, and destination for the product uplifted, the NPMS will compute the UPP claim or refund taking into consideration the nearest depot to the destination.
6.	Fuel Marking module		<ul style="list-style-type: none"> • Manage the Fuel Marking activities – including issuance of verifiable Marking Certificates and Use of accurate Marker quantity prior to payment; and record management • Ensure Fuel Marker compliance is a mandatory requirement for clearing of trucks

6.1.2.4 Key stakeholders

- i. The Ministry of Energy;
- ii. Energy Regulation Board;
- iii. Tazama Pipelines Limited;
- iv. Tazama Petroleum Products Limited;
- v. Oil Marketing Companies;
- vi. Retailers;
- vii. Transporters;
- viii. Zambia Revenue Authority
- ix. Zambia Compulsory Standards Agency
- x. Zambia Metrology Agency
- xi. Ministry of Transport and Communication
- xii. Ministry of Finance; and
- xiii. Ministry of Trade, Commerce and Industry

6.2. Key Criteria for Shortlisting of Applicants

6.2.1. Eligibility Requirements

- i. A bidder **must** be registered on the Electronic Government Procurement (e-GP) system because Requests for Proposal will be issued to shortlisted bidders on (e-GP) system;
- ii. A statement that the Bidder has no conflict of interest with the ERB regarding this tender in accordance with the provisions of the Public Procurement Act No. 8 of 2020;
- iii. Copy of Certificate of Incorporation/Registration in accordance with the provisions of the Public Procurement Act No. 8 of 2020 (on legal capacity of the bidder);
- iv. Copy of a valid ZRA Tax Clearance Certificate in accordance with the provisions of the Public Procurement Act No. 8 of 2020 (on bidder having fulfilled the bidder's obligation to pay taxes);
- v. Documentary evidence/proof that the bidder has fulfilled the bidder's obligation to pay social security contributions in accordance with the provisions of the Public Procurement Act, No. 8 of 2020;
- vi. Principal place of business;
- vii. Written Power of Attorney/Letter of authorization of the signatory of the proposal to commit the bidder. The Power of Attorney/Letter of authorization shall be issued by and signed by any authorized person (s) such as Chief Executive Officer;
- viii. Information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount.
- ix. PACRA Printout (The bidders included on a shortlist shall not have the same ownership, in the sense that one shareholder has a controlling interest in other bidding companies on the shortlist and as proof of evidence that the bidder is a citizen or local bidder in accordance with the definitions provided in the Public Procurement Act No. 8 of 2020). Information stating among others, whether the Bidder is solvent and not in receivership, or any business rescue proceedings or the subject of legal proceedings under the Corporate Insolvency Act, 2017, whether its Directors or Officers have been convicted of any criminal offence related to professional misconduct in accordance with the provisions of the Public Procurement Act No. 8 of 2020); and
- x. A statement that the bidder does not misrepresent the bidder's bid status in relation to a bid by fronting or any other similar manner in accordance with the provisions of the Public Procurement Act No. 8 of 2020.

6.2.2. Applicant's Experience, Qualifications and Personnel

a. Personnel

- i. Team Leader (Minimum FICTAZ, master's degree in IT)
- ii. Project Manager (master's degree in IT related field and Degree in IT Project Management or equivalent plus 10 years' IT Project management experience. Experience in Supervision and/or implementation of similar projects will be an added advantage).

- iii. Other Technical Staff (Degree in IT Software engineering, Member of ICTAZ) plus 3 years Software development experience. Experience in the development of similar solution will be an added advantage

b. Firm

- i. Demonstration of capacity to undertake the assignment through submission of the following:
 - Company profile;
 - Previous experience in similar assignments with at least three references;
 - Proven track record of meeting challenging deadlines; and
7. The Request for Proposal (RFP) documents will only be issued to shortlisted Consultants on (e-GP) system.
8. Sealed Expressions of Interest including one (1) original and five (5) copies shall be delivered and deposited in the tender box situated at the **Energy Regulation Board, Ground Floor, Reception Area, Plot No. 9330, Danny Pule Road, P.O Box 37631, Lusaka** on or before **17th April 2026 at 10:30 hours local time.**

Electronic submissions shall not be accepted.

Interested bidders may obtain further information at the same address.

ENERGY REGULATION BOARD

Hanson Malaya
Manager-Procurement and Supplies
For/ DIRECTOR GENERAL

Interested bidders may visit the ERB website for more information on www.erb.org.zm