



ZCCM Investments Holdings Plc
Incorporated in the Republic of Zambia

REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR THE APPOINTMENT OF AN AGENT FOR THE PROVISION OF PROPERTY MANAGEMENT SERVICES AT VILLAGE VILLA'S ROMA PARK, LUSAKA.

1. INTRODUCTION

ZCCM Investments Holdings Plc is an investments holding company which has a primary listing on the Lusaka Securities Exchange and secondary listings on the London and Euronext (Paris) Stock Exchanges. The Company has majority of its investments held in the copper mining sector of Zambia. ZCCM-IH's majority shareholders are the Industrial Development Corporation (IDC) with 60.3%, Government of the Republic of Zambia (GRZ) with 17.3% shareholding, National Pensions Scheme Authority (NAPSA) with 15% and other shareholders with 7.4%.

2. BACKGROUND

The property being considered for Management, consists of 12 fully furnished double storey villas, a gym, laundry house, twelve private swimming pools (for each villa) and a guard house. The property is currently tenanted on one to three-year leases by individuals and institutions. The land where the property is built is held under a leasehold for unexpired residue of 99 years in favor of ZCCM-IH Plc.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to procure the services of an agency/company for the provision of property management services and sourcing of tenants at ZCCM-IH's Village Villas, Roma Park property. The basic property management services includes; recurring maintenance activities such as electrical works, plumbing, mechanical and construction maintenance, and tenant requests and inquiries.

Tenant sourcing for vacant apartment spaces will also serve as part of the objective. The agency will be given three (3) months from the point of vacancy to source and place a new tenant in the available units before it is placed on the open market for other real estate agencies to fulfill. ZCCM-IH will still retain the right to approve or reject any potential tenant application submitted to them by the agency as well as retaining the right to source its own tenants for available units.

4. SCOPE OF WORKS

The scope of works shall include:

- i. To ensure that an appropriate lease agreement is put in place between the Landlord and Tenants, including payment account details and dates;
- ii. To ensure that all tenants comply with all the terms of tenancy as set out in the lease agreement including, and especially, rental payment;
- iii. To ensure that the property is kept and remains in a tenantable condition throughout the duration of the lease. This will be accomplished by regularly inspecting the property and ensuring that tenants do not do anything that leads to the deterioration in condition of the property;
- iv. To initiate and supervise routine and ad hoc maintenance;
- v. To ensure security is maintained by the security providers;
- vi. To advise the landlord about any changes that maybe required to improve the performance of the property;
- vii. To perform any other duties that may be required from time to time in ensuring the proper management of the property;
- viii. To implement maid, horticulture, solid waste and swimming pool services;
- ix. To ensure that voids are kept to a minimum or eliminated all together
- x. To ensure and reconcile rentals remitted to ZCCM-IH Account by tenants;
- xi. To ensure monthly reports are submitted to the ZCCM-IH Property Manager;
- xii. To source and procure new tenants to fulfill apartment vacancies on short or long term leases (subject to the application approval of ZCCM-IH).

ZCCM-IH now wishes to engage a Property Manager for the provision of property Management Services and sourcing of tenants at ZCCM-IH's Village

Villas, Roma Park property. The basic property management services include recurring maintenance activities such as electrical works, plumbing, mechanical and construction maintenance, and tenant requests and inquiries.

ZCCM Investments Holdings now invites eligible firms to indicate their interest in providing the above services. Interested firms must provide information to demonstrate that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions etc.).

Interested firms may obtain further information at the address below during office hours between 08:00 - 13:00 hours and between 14:00 – 17:00 hours local time from Monday to Friday.

The ZCCM-IH Property Manager will be selected using **Quality Cost Based Selection (QCBS)** method. Interested consultants must submit interested firms must submit one (01) original and three (03) **hard copies** of the Expression of Interest (EOIs) to the address below no later than **Wednesday 24th February 2021 at or before 10:00hrs local time.**



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