

Name of the Procuring Entity: **NAPSA**  
 Financial Year: **2017**

Description*	Basic Data					USER		Request for Expression of Interest				USER		Preparation of RFP Documents					Invitation of proposals and approval for award						Contract Finalization			Plan vs. Actual	Comment		
	Tender No.	Lot Number	Estimated Amount in K'	Procurement Method	Contract Type	Submission of TORs by User to Procurement	Notice/ Advert Issued By Procurement	Invitation		Evaluation		Submission of TORs/ functional specs by User	Prep & Submission by PSU	Approval by PCRC/ EMC	Approval of Direct/Limited Selection by MPC	Clearance by ZPPA for direct selection	Consultant Proposals		Proposal Evaluation Technical (T) & Financial (F)				Contract Amount in K'000	Contract award	Contract Signature						
								Invitation Date	Closing-Opening	Submission Eval. Rpt	Approval of Sheetlist by MPC						Invitation Date	Submission/ Closing Opening Date	Submission Evaluation Report (T)	Approval of Evaluation Report (T) by MPC	Opening Financial Proposals	Submission Eval. Report (T) (F)				Approval Eval Report (T) (F) by MPC	Notice of intention to award Date			Vetting/ Ratification of contracts By AG	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	28	
Normal Duration of Proc. Steps								3-6 wks	1-1.5 wks	2-3 wks	1-3 wks	1 wk		1-2 wks			1 wk	2 to 12 wks	1-3 wks	1 wk	1-2 wks	1-3 wks	1 wk								Plan
Consultancy (Treasury -investment income)	Investment			OS								20/02/17	1/03/17	7/03/17			13/03/17	14/04/17	24/04/17	28/04/17	5/05/17	15/05/17	19/05/17	22/05/17	19/06/17		22/06/17	30/06/17	Plan		
Conveyancing fees for housing units sales	Legal			DS												N/A														Plan	
Consultancy Services/ occupational classification	HR & PR			OS								20/02/17	1/03/17	7/03/17			13/03/17	14/04/17	24/04/17	28/04/17	5/05/17	15/05/17	19/05/17	22/05/17	19/06/17		22/06/17	30/06/17	Plan		
Audit Services	Finance			OS								19/06/17	26/06/17	27/06/17			30/06/17	27/07/17	11/08/17	18/08/17	25/08/17	1/09/17	8/09/17	12/09/17	13/10/17		17/10/17	30/10/17	Plan		
Special Project Research	C&B & IT			LS								14/03/17	21/03/17	21/03/17	24/03/17		30/03/17	11/04/17	20/04/17	21/04/17	27/04/17	3/05/17	5/05/17	9/05/17	31/05/17		5/06/17	14/06/17	Plan		
Mobile money solution	C&B			SB								18/01/17	23/01/17				27/01/17	7/02/17	20/02/17	24/02/17	3/03/17	8/03/17	10/03/17	13/03/17	31/03/17		4/04/17	14/04/17	Plan		
SMS Alert transaction	C&B			OS								20/02/17	1/03/17	7/03/17			13/03/17	14/04/17	24/04/17	28/04/17	5/05/17	15/05/17	19/05/17	22/05/17	19/06/17		22/06/17	30/06/17	Plan		
E-collection Transaction	C&B			OS								20/02/17	1/03/17	7/03/17			13/03/17	14/04/17	24/04/17	28/04/17	5/05/17	15/05/17	19/05/17	22/05/17	19/06/17		22/06/17	30/06/17	Plan		
File Management System	IT			OS								19/06/17	26/06/17	27/06/17			30/06/17	27/07/17	11/08/17	18/08/17	25/08/17	1/09/17	8/09/17	12/09/17	13/10/17		17/10/17	30/10/17	Plan		
BSC Software	S&BP			DB								13/01/17	20/01/17	23/01/17	27/01/17	10/02/17	17/02/17	27/02/17	10/03/17	17/03/17	23/03/17	27/03/17	31/03/17	4/04/17	28/04/17		3/05/17	15/05/17	Plan		
Support to CSO toward NAE survey	C&B			Procurement from Another Govt Agency												N/A														Plan	
																														Actual	

KEY	
PCRC	Procurement & Contract Review Committee
ZPPA	Zambia Public Procurement Authority
MPC	Management Procurement Committee
OS	Open Selection
SB	Simplified Bidding
LS	Limited Selection
DS	Direct Selection
EMC	Executive Management Committee
TORs	Terms of Reference
PSU	Procurement & Stores Unit
C&B	Contribution and Benefits
IT	Information Technology
HR	Human Resources
PR	Public Relations
CSO	Central Statistical Office