



## REQUEST FOR PROPOSALS

### **NAPSA/DI/19/17: CONSULTANCY FOR PROVISION OF EXTERNAL AUDIT SERVICES FOR SOCIETY HOUSE DEVELOPMENT COMPANY LIMITED ON A ONE YEAR RUNNING CONTRACT SUBJECT TO RENEWAL ANNUALLY FOR TWO YEARS BASED ON PERFORMANCE**

1. The Society House Development Company Limited (SHDCL), a subsidiary of the National Pension Scheme Authority (NAPSA) intends to apply part of the budgeted funds to eligible payments under the contract for which this Request for Proposals (RFP) is issued. Payments by SHDCL will be made only at the request of the authorized representative, and will be subject, in all respect, to the terms and conditions of the contract.
2. NAPSA on behalf of its subsidiary, now invites proposals to provide consulting services (hereinafter called 'services'): **Consultancy for the Provision of External Audit Services for Society House Development Company Limited on a one year running contract subject to renewal annually for two years based on performance.**
3. This Request for Proposals (RFP) is open to all eligible **local** consultants.
4. It is not permissible to transfer this invitation to any other firm that has not eligibly obtained the solicitation document.
5. A firm will be selected under **Quality and Cost-Based Selection** procedures and in a Full Technical Proposal (FTP) format as described in this RFP.
6. Further information may be obtained from the office of the **Head of Procurement & Stores, National Pension Scheme Authority, 3rd Floor, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia.** The telephone numbers are +260 (211) 226225/395044 and the fax number is +260 (211) 225226. Shortlisted bidders may inspect the bidding document from the office of the **Head of Procurement & Stores** or visit our website ([www.napsa.co.zm](http://www.napsa.co.zm))
7. The Request for Proposals (RFP), in **sealed envelopes**, should be addressed to the Director General, National Pension Scheme Authority, Levy Business

Park, Corner Kabelenga/Church Roads, Lusaka, Zambia. The Telephone numbers are +260 (211) 225226/395044 and the fax number is +260 (211) 225226. **However, telefax and emails of Request for Proposals will not be considered.**

8. The Request for Proposals (RFP) bound and clearly marked '**Request for Proposals for the Provision of External Audit Services for Society House Development Company Limited on a one year running contract subject to renewal annually for two years based on performance.**' shall be deposited in the tender box situated at the Ground Floor, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia.
9. The closing date for the receipt of Request for Proposals (RFP) is **Wednesday 20<sup>th</sup> December, 2017 at 10:30 hours local time** and any Request for Proposal received after the time and date stipulated above **will not** be accepted.
10. The Request for Proposals will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend.
11. Bidders should pay attention to the following information:

<b>Item No.</b>	<b>Description of Item</b>	<b>Date</b>
1	Date and Time of commencement of inspection/sale of Bidding Documents	<b>Tuesday, 21<sup>st</sup> November, 2017 at 10:30 hours.</b> Bidders are advised to inspect and purchase the solicitation document at a non-refundable fee of <b>K500.00</b> or its equivalent.
2	Date of pre-proposal conference.	<b>Friday, 1<sup>st</sup> December, 2017</b> in the Ground Floor meeting room, Levy Business Park, Lusaka
3	Last Date for requesting any clarifications	<b>14 days before tender closing date</b>
4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	<b>Wednesday 20<sup>th</sup> December, 2017 at 10:30 hours local time</b>
5	Date and time of opening of bids	<b>Wednesday 20<sup>th</sup> December, 2017 at 10:30 hours local time</b>

Secretary  
**Management Procurement Committee**  
**For/Director General**  
**National Pension Scheme Authority,**  
**P. O Box 51275, Lusaka.**

**NATIONAL PENSION SCHEME AUTHORITY**