



REQUEST FOR PROPOSALS

NAPSA/ORD/DI/DHRA/09/17: REQUEST FOR PROPOSAL FOR THE PROVISION OF SHORT AND LONG TERM INSURANCE BROKER SERVICES TO NAPSA ON ONE YEAR RUNNING CONTRACT SUBJECT TO RENEWAL ANNUALLY FOR TWO YEARS BASED ON PERFORMANCE

1.0 The National Pension Scheme Authority (NAPSA) has set aside funds in the 2017 budget for the engagement of Insurance Broker Service Provider for the provision of short and long term insurance broker services to NAPSA and intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued.

2.0 Payments by the Client will be made only at the request of the Authorized Representative, and will be subject, in all respects, to the terms and conditions of the Contract. The Authority as a Government Institution prohibits a withdrawal from the funds for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

3.0 The Client now invites proposals from reputable Insurance Brokers Service Providers for the provision of short and long term insurance broker services to NAPSA (hereinafter called "Services"). More details on the Services are provided in the Terms of Reference (Section 7) of RFP. Brokers interested in participating in this tender may inspect or purchase the RFP from NAPSA Head Office, Levy Business Park, 3rd Floor, Procurement & Stores Department, Lusaka.

4.0A firm will be selected using the **Quality Cost Based Selection** procedures and in a **Full Technical Proposal (FTP)** format as described in this RFP.

5.0 The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants and Data Sheet
- Section 3 - **Technical Proposal (FTP)** - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 – Eligible Countries
- Section 6 – Government's Policy – Corrupt and Fraudulent Practices
- Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract (Time-Based)

6.0 Details on the proposal's submission date, time and address are provided in Clauses 17.7 and 17.9 of the ITC.

7.0 Bid Document Availability: Bidding Document to be downloaded from NAPSA's website:

Website: www.napsa.co.zm.

8.0 The National Pension Scheme Authority reserves the right to change the dates mentioned above or in the RFP, which will be communicated. Bidders should pay attention to information in the table below:

Item No.	Description of Item	Date
8.1	Date and Time of commencement of inspection / Sale of Bid Document	18 th September, 2017, 10:00 hours. Bidders are advised to pay K1,000 or its equivalent before closing of this tender.
2	Last date for requesting any clarification	14 days before the closing date.
3	A pre-proposal conference	Friday, 29 th September, 2017 at 10:30 hours in the NAPSA Meeting Room, Levy Business Park, Ground Floor. Lusaka
4	Last Date and Time for Receipt of Bids at NAPSA (Address as given below)	Friday, 20 th October, 2017 at 10:30 hours
5	Date and Time of opening Technical Bids	Friday, 20 th October, 2017 at 10:30 hours
6	Date, Time & Place of opening of Financial Proposal for Technically Qualified Bidders	To be advised separately.

9.0 Address for any clarifications:

Head Procurement & Stores,
Levy Business Park, Cnr of Church & Kabelenga Rds
National Pension Scheme Authority,
P.O. Box 51275
Lusaka, Zambia
Phone: +260 211 225226/225044

10.0 Address for Communication and submission of bid:

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