***SIMPLIFIED BIDDING***



**24th AUGUST, 2017**

**ENQUIRY REF: NAPSA/DI/10/2017– SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND REPAIRS OF FIRE FIGHTING EQUIPMENT AT NAPSA HEAD OFFICE AND DIFFERENT LOCATIONS IN ZAMBIA FOR A PERIOD OF 12 MONTHS SUBJECT TO RENEWAL FOR ANOTHER BASED ON PERFORMANCE.**

**SECTION I: INVITATION**

# You are hereby invited to participate in the tender for the Supply, Delivery, Installation, Maintenance and Repairs of Fire Fighting Equipment at NAPSA Head Office, Lusaka and different locations-where required in Zambia for a period of 12 months as specified in Statement of Requirements/Terms of Reference/Scope of Services/Activity Schedule in Appendix 1.

# SECTION II: BIDDING DATA SHEET

|  |  |
| --- | --- |
|  | **A. General**  |
| **1.0**  | The name of the Tender is:Supply, **Delivery, Installation, Maintenance and Repairs of Fire Fighting Equipment at NAPSA Head Office, Lusaka and different locations-where required in Zambia** **for a period of 12 months** The identification number of the Tender is: **NAPSA/DI/10/17** |
| **2.0**  | The Intended Commencement Date for delivery of services is: **TBA** |
| **3.0**  | The Intended Completion Date is: **TBA** |

|  |  |
| --- | --- |
|  | **B. Bidding Data**  |
| **4.0**  | The number of copies of the Bid to be submitted shall be: **01 (one) x original** **03 (three) x copies**  **Submissions should be clearly marked as marked as such.**  |
|  | **C. Preparation of Bids**  |
| **5.0**  | Address for seeking clarifications: Mwiingaj@napsa.co.zm **Tel: +260 211-225226** |
| **6.0**  | Cost of bidding/site visit/pre-bid meeting: **The Bidder shall bear all costs associated with the preparation and submission of his bid and NAPSA shall in no case be responsible or liable for those costs.**   |
| **7.0**  | Pre-bid meeting shall be held on: Day/Date/Month/Year/Time) **Friday, 1st September, 2017 at 10:00 hours** Place: **Ground Floor meeting room, NAPSA Head Office, Levy Business Park, LUSAKA** **The Bidder, at the Bidder’s own responsibility and risk, is encouraged to attend the pre-bid meeting/Site visit and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of attending the pre-bid meeting/Site Visit shall be at the Bidder’s own expense.** Site Visit**: Shall be conducted through out the floatation period of this tender during official working days and time. No Site Visit shall be undertaken don the closing date of this tender.** |
|  | **D. Submission of Bids**  |
| **8.0**  | **Sealed bids** should be submitted to the following address: **Tender Box, Ground Floor, Levy Business Park, Cnr of Church/Kabelenga Roads; LUSAKA** For identification of the bid the envelopes should indicate: Tender Name: **Supply, Delivery, Installation, Maintenance and Repairs of Fire Fighting Equipment at NAPSA Head Office, Lusaka and different locations-where required in Zambia** **for a period of 12 Months** Tender Ref: **NAPSA/DI/10/17** |
| **9.0**  | The closing date/deadline for submission of bids shall be: **Friday, 22nd September, 2017 at 10:30 hours**  |

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| **E. Evaluation** **NOTE:** **Bidders must be responsive to all the requirements at each respective stage in order to be considered for evaluation at the next stage. Bidders not complying with the requirements at any one stage will not proceed to the next stage and will not be considered for award of contract.**  |
| **10.0**  | **Preliminary Evaluation** Preliminary evaluation will take into account the following on a **Yes** or **No** basis i. A copy of Certificate of Registration/Incorporation ii. A copy of valid Tax Clearance Certificateiii. A copy of Valid NAPSA Compliance Certificate iv. Details of the Principal place of business v. Written power of attorney/letter of authorisation of the signatory of the Bid to commit the Bidder. The Power of Attorney/Letter of authorisation shall be issued by and signed by an authorized person (s) such as Managing Director (with power of attorney). The full name and specimen signature of the appointed person committing the bid must be provided 1. Bid Submission form duly signed by the person authorized to do so as per written power of Attorney/Letter of Authorisation
2. Bid validity of **Ninety (90)** days from tender closing date
3. Information regarding any litigation or arbitration, **current** or during the **last five years**, resulting from contracts completed or under execution by the Bidder. A consistent history of awards against the Bidder or any partner of a Joint Venture may result in disqualification.

 The information must be summarized as per table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year  | Other Party  | Details of Litigation i.e. cause of litigation and matter in dispute  | Disputed amount  | Whether Litigation/Arbitration Award was FOR or AGAINST Bidder including details of Award  |
|  |  |  |  |  |

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| --- | --- | --- |
|  |  |   |
| **11.0**  |  | **Technical Evaluation** Technical evaluation will take into account the following on a **Pass** or **Fail** basis:   |
|  | **i.**  | Annual volume of Services in any single year of the last five years should be: **A minimum of K750,000=00 in any single year of the last five years to be summarized as per table below**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No.  | Details Services Provided  | of  | Name/Addres s of Client and Contact Person  | Contract Period (From dd/mm/yy To dd/mm/yy)  | Value Contract  | of  |
| i.  |   |  |   |   |   |  |

**NOTE: NAPSA reserves the right to conduct a verification exercise with the contacts provided in above table**   |
|  | **ii.** | Experience as prime contractor in the provision of at least **five (05)** service contracts of a nature and complexity equivalent to the required services over the last **three (03)** years. Services contracts to be listed should be at least 70 percent complete. A minimum of **five (05)** assignments to be provided as per table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No.  | Details Services Provided  | of  | Name/Addres s of Client and Contact Person  | Contract Period (From dd/mm/yy To dd/mm/yy)  | Value Contract  | of  |
| i.  |   |  |   |   |   |  |

 **NOTE: NAPSA reserves the right to conduct a verification exercise with the contacts provided in above table**   |
|  | **iii** | Written references from at least **two (02**) reputable Clients of the same magnitude/size as NAPSA for services rendered in the last **three (03)** years clearly stating the following  |

|  |  |
| --- | --- |
|  | * Details of the services provided
* Contract period
* Value of contract
* Details of the Contact person
 |
| **iv** | * A copy of the audited financial statements for the past **three** **(03)** years
* A reference letter from the Bidder’s banker/s confirming that the bidder holds an account/s with the stated bank. The reference letter must be addressed to NAPSA and must be submitted as part of the bid.
* Proof of Registration with the Local Authority Fire regulatory body must be attached.
* Firm’s valid membership with Engineering Institute of Zambia, EIZ
 |
| **v** | At a minimum the essential equipment to carry out the proposed services/assignment should include the following: * **hand tools**
* **3 utility vehicles registered in the firm’s name (attach copy of white books)**
* **A well-established Administration and/or Operational Centre complete with physical address, telephone/mobile number and e-mail address**

List the essential equipment to carry out the proposed services/assignment as per table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description;** **make, and age** **(years)**  | **Condition (new, good, poor) and number** **available**  | **Owned/leased/to be purchased**  | **If not owned, details of party to be leased/purchased from**  |
|   |   |   |   |
|   Note: Provide evidence or ownership of the equipment in the form of White book, Receipts, Lease agreement or any other relevant document.   |

  |
| **vi.** |  Qualifications and experience of key personnel proposed for administration and execution of the Contract. **NOTE - copies of certificates of the relevant qualifications AND detailed CV highlighting proposed position, general and specific qualifications, and general and specific experience for proposed positions for the following should be attached:** **01 x Contract Manager** * a minimum of diploma in any Engineering field or equivalent
* Valid membership with EIZ
* a minimum of five (5) years’ experience in services of an equivalent nature and volume, including not less than three years at Supervisory/Managerial level

**02 x Fire Officers/Technicians** (two in number) with the following qualifications - a minimum of a certificate in Fire Services or equivalent  |

|  |  |  |
| --- | --- | --- |
|  |  | - a minimum of three (03) years’ experience in services of an equivalent nature and volume,    |
|  | **vii** | Evidence of adequacy of working capital for the proposed Contract of an amount NOT less than **twenty five percent (25%)** of the proposed contract sum. (Letter of undertaking from the Bidder’s Bankers and/or availability of other financial resources). - Support documents to be attached  |
|  | **viii** | Proposed service work method and schedule/program. Descriptions, drawings, or charts, as may be necessary, to show how the bidder proposes to carry out the services should be included in the submission.  |
| **12.0**  |  | **Commercial Evaluation** Commercial evaluation will take into account the following: 1. Bid price/fee note (including all duties, taxes, and other levies payable by the Contractor under the Contract) denominated in Zambian Currency **as per Activity schedules provided in appendix I**
2. Date for Commencement of Services iii.
3. Date for Completion of Services
4. Terms of Payment
 |
|  |  | **F. Best Evaluated Bidder**  |
| **13.0**  |  | The Best Evaluated bidder shall be the bidder with the lowest evaluated price that is substantially responsive to the requirements contained in this solicitation document  |
|  |  | **G. Post Qualification**  |
|  |  | **NAPSA reserves the right to conduct a post qualification of the bidder who submitted the best evaluated bid to determine whether the bidder is qualified to perform the contract effectively.** **Where NAPSA determines that the bidder is not qualified, it shall reject the bid and conduct a post qualification on the bidder who submitted the next lowest evaluated responsive bid.**  |
|  |  | **H. Award of Contract**  |
| **14.0**  |  | The award of Contract shall be by **Lot basis** and issue of a contract which shall be complimented by the following appendices: i. Statement of Requirements/Terms of Reference ii. Breakdown of Contract Price/Priced Activity Schedule  |
|  | iii. Schedule of Payments and Reporting Requirements iv. Key Personnel v. Services and Facilities to be Provided by the NAPSA  |
|  | The maximum percentage by which **quantities** may be **increased** or **decreased** without a change in the unit prices or other terms and conditions in the solicitation document or bid is **fifteen percent (15%)**  |
| **15.0**  | There shall be **NO** advance payment paid under this contract  |

Kindly acknowledge receipt of our enquiry by returning a signed tender enquiry acknowledgement slip as attached hereto via e-mail to: **Mwiingaj@napsa.co.zm**

The National Pension Scheme Authority reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

Yours faithfully

**For and On Behalf of NAPSA**

Justine Mwiinga

**Head Procurement & Stores /For DIRECTOR GENERAL**

**APPENDIX 1: STATEMENT OF REQUIREMENTS (NAPSA TORs)**

# 1.0 INTRODUCTION

NAPSA has its head office situated at Levy Business Park -Lusaka in the Central Business District of LUSAKA. The National Pension Scheme Authority is seeking to enter into a contract with a Service Provider to provide inspections, maintenance, testing, recharging and periodic service of its fire protection equipment to include parts and supplies.

**Fire protection equipment:** Fire extinguishers, fire hose reels, fire hydrants, hydrant valves, fire blankets and fire protection systems such as automatic fire detection and alarm systems, automatic fire sprinkler systems and emergency warning and intercommunication systems.

# 2.0 SCOPE OF SERVICES

NAPSA wishes to engage the services of a reputable Company for the **Supply, Delivery, Installation, Maintenance and Repairs of Fire Fighting Equipment at NAPSA Head Office, Lusaka and different locations-where required in Zambia** **on a Twelve Months (12) Months Contract Period** starting effective from ……, 2017 to ……., 2017.

**The General scope of services will include but is not limited to the following:**

1. Periodic maintenance by a competent person to ensure equipment can operate safely and effectively
2. Inspections of the fire protection equipment on an ongoing basis
3. Servicing and repair of fire extinguishers, Hose reels and hydrant valves tri-annually.
4. Systematic record keeping at the control panel.
5. Ensure and monitor physical presence of all installed extinguishers.
6. Supply and install fire emergency safety signs where needed.
7. Provide testing and servicing beyond the required intervals for normal service conditions, if the extinguisher has been exposed to damage.
8. Verify all existing extinguishers, locations and create an inventory.
9. Supply and installation of additional portable fire extinguishers where needed.
10. Conduct occupational health and safety-fire safety emergency training.
11. Have service staff available to attend to service calls

**The specific Requirements complimenting the General Scope of service include:**

1. Supply and install new units where there is need
2. Maintenance/servicing and repairs of new and existing installations iii. Testing of all the fire equipment and provide certificate as proof of the same iv. Shall provide a list of qualified technicians who would be contacted for emergency responses at a short notice
3. Establishment of functionality of portable fire extinguishers and recommending repairs
4. Undertaking such repairs, component replacement and refurbishment of the equipment as may be deemed necessary for the purpose of keeping the equipment in serviceable condition
5. Shall in respect Affixing a label indicating of each piece of equipment basic details of the service carried out and the date thereof..
6. Refilling and recharging any fire extinguisher found wholly or partly discharged whether in use or storage
7. Replacing break glasses immediately as soon as the same is reported for attention either arising from accidental or deliberate activation
8. Submitting quarterly serviceability status report to the Client of all fire equipment in subject which shall include description of the nature of the service carried out ant the condition of the equipment
9. Drawing a service program/ schedule of fire protection equipment and present a copy of the same to the Client

1. Provision of a written report on malfunctioning safety equipment or systems immediately the same is noted to the Client
2. Inspecting and refilling the fire suppression systems in all areas where such exists
3. Carrying out inspections and recommending any necessary repairs
4. Carry out Inspections and recommend for the necessary repairs of fire panels, smoke detectors, heat detectors and break glasses

xvi. Shall conduct the following on the portable fire extinguishers;

xvii. Test the working parts of the appliances

xviii. Weigh the extinguishers and cartridges where applicable

xix. Top up or recharge the fire extinguishers where applicable

* 1. Submitting reports cards complete with particulars of the inspection, test, and service carried out
	2. Carrying out routine service every three months or when necessary xxii. Testing the dry riser system, alarm system and hose reel system to ascertain working condition
	3. Providing correct fire escape Signage
	4. Carrying out inspections and recommending any necessary repairs

# 3.0 EQUIPMENT AND MATERIALS

The contractor shall provide own consumables, tools and equipment required to carry out the Contract effectively

# 4.0 CONTRACTOR PERSONNEL

All site personnel are expected to carry identification cards clearly stating their Contractors name, staff name and NRC number. Further, all Staff are required to be in branded uniform or Personal Protective Clothing for ease of identification.

 10

**Table 1 Lot A** – SUPPLY, DELIVERY AND INSTALLATION **(NEW UNITS) PRICE SCHEDULE** **(Separate quote required for this Lot)** [**Bidders may propose supply of new units where there is need using separate cost estimate after site visit indicating correct type and size – award is optional depending on verification of authenticity of information by NAPSA].**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | **STATION** | **Total no. of Fire Extinguishers** **To be Bought (Fill in If Applicable)** | **Unit Price** | **Total Cost** |
|   |  |   |  |  |
|   |  |
| 1 | Petauke |  |   |  |
| 2 | Choma |  |  |  |
| 3 | Kabwe |  |   |  |
| 4 | Monze |  |   |  |
| 5 | L/Stone |  |  |  |
| 6 | Ndola |  |   |  |
| 7 | Mkushi |  |   |  |
| 8 | Luanshya |  |   |  |
| 9 | Chingola |  |   |  |
| 10 | Mazabuka |  |   |  |
| 11 | Chipata |  |   |  |
| 12 | Chisamba |  |   |  |
| 13 | Mongu |  |   |  |
| 14 | Senanga |  |   |  |
| 15 | Mpika |  |   |  |
| 16 | kawambwa |  |   |  |
| 17 | kafue |  |   |  |
| 18 | chongwe |  |   |  |
| 19 | kitwe |  |   |  |
| 20 | Mansa |  |   |  |
| 21 | mbala |  |   |  |
| 22 | Solwezi |  |   |  |
| 23 | Zambezi |  |   |  |
| 24 | Kasama |  |   |  |
| 25 | Lusaka house |  |   |  |
| 26 | Ibex Hill |  |   |  |
| 27 | Provident House Lusaka |  |   |  |
| 28 | Siaza house |  |   |  |
| 29 | Luangwa House |  |   |  |
| 30 | Godfrey House |  |   |  |
| 31 | Impala House |  |   |  |
| 32 |  Nkwazi House |  |   |  |
| 33 | Electra house |  |   |  |
| 34 | Cairo 1022 |  |   |  |
|  |  |  |  |  |

**Table 2 Lot B– QUARTERLY SERVICE/MAINTENANCE PRICE SCHEDULE (Separate quote required for this Lot)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | **STATION** | **Total no. of Fire Extinguishers (available & serviceable) For example** | **Unit Price**  | **Total Price** |
|   |  |   |  |  |
|   |  |
| 1 | Petauke | 5 |   |  |
| 2 | Choma | 11 |  |  |
| 3 | Kabwe | 23 |   |  |
| 4 | Monze | 16 |   |  |
| 5 | L/Stone | 32 |  |  |
| 6 | Ndola |   |   |  |
| 7 | Mkushi | 9 |   |  |
| 8 | Luanshya | 15 |   |  |
| 9 | Chingola | 3 |   |  |
| 10 | Mazabuka | 22 |   |  |
| 11 | Chipata | 14 |   |  |
| 12 | Chisamba | 4 |   |  |
| 13 | Mongu | 13 |   |  |
| 14 | Senanga | 3 |   |  |
| 15 | Mpika | 3 |   |  |
| 16 | kawambwa | 3 |   |  |
| 17 | kafue | 6 |   |  |
| 18 | chongwe | 6 |   |  |
| 19 | kitwe | 27 |   |  |
| 20 | Mansa | 46 |   |  |
| 21 | mbala | 8 |   |  |
| 22 | Solwezi | 36 |   |  |
| 23 | Zambezi | 6 |   |  |
| 24 | Kasama | 2 |   |  |
| 25 | Lusaka house | 19 |   |  |
| 26 | Ibex Hill | 18 |   |  |
| 27 | Provident House Lusaka | 38 |   |  |
| 28 | Siaza house | 9 |   |  |
| 29 | Luangwa House | 10 |   |  |
| 30 | Godfrey House | 16 |   |  |
| 31 | Impala House | 16 |   |  |
| 32 |  Nkwazi House | 16 |   |  |
| 33 | Electra house | 19 |   |  |
| 34 | Cairo 1022 | 4 |   |  |
|  |  | **478** |  |  |

## TABLE 3. SERVICE AND MAINTENANCE SERVICES

Bidders are required to indicate against each service specification in **TABLE 3 AND 4** “**UNDERSTOOD AND WILL COMPLY”** or **“UNDERSTOOD AND WILL NOT COMPLY”.** Bidders should indicate details and attach relevant information where required.

**NOTE:** Any other response in the column will be treated as **NON-RESPONSIVE**

**The following are the detailed descriptions of the Services to be provided:**

### Table 3: Description of services to be provided

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Unit**  | **Media**  | **Service Required**  | **Test and inspection period**  | **Applicable** **Standards/Regulation**  |
| DCP type)  | (Stored  | Dry chemical and NO2  | Empty powder and refill with new. Recharge propellant gas. Check gang indicator. Apply new seal. Sign and date service  | * On

acceptance * Quarterly

  | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| DCP type  | Cartridge  |   | Open up and check powder for caking. Weigh Cartridge. Refill/replace with new powder. Check discharge tube and nozzle. Check for corrosion. Apply new seal. Sign and date service  | * On

acceptance * Quarterly

  | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| CO2  | Carbon Dioxide Gas  | Check weight and refill to full weight. Check corrosion. Check horn. Squeeze grip. Apply new seal. Sign and  | * On

acceptance * Quarterly

  | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | date service      |  |  |  |
| Foam type)  | (Stored  | AAAF 6%/Protein and N  | Empty foam. Check discharge pipe. Check for corrosion. Refill with new. Recharge propellant gas. Indicate pressure after recharging. Apply new seal. Sign and date service.  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Foam type)  | (cartridge  |   | Check for branch discharge. Check for hosepipe discharge. Open and check solution level. Refill to required solution level. Check vent holes, rubber washer, plunger movement and for corrosion. Apply new seal and date service.  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Water  | Gas  | Water and NO2  | Empty water gas.  |   | On  | ZS 649  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (Stored Pressure type)  |  | Check nozzle. Check discharge pipe. Check for corrosion. Refill with new water gas. Check pressure gauge. Sign and date service.  |   | acceptance Quarterly   | NFPA Standards SABS 1186 BS 5839 Factories act  |
|  Water Gas (Cartridge type)  |   | Empty water. Check nozzle. Check vent holes on cap. Check discharge tube. Check plunger movement. Check sealing washer. Refill with water. Apply new seal. Date and sign off.  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Detector  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Panel  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Control Unit/GCU  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Manual Call Point  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Fire Blanket  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Hose Reel  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Stand Pipe  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |
| Fireman’s House  |   | Test as per standard  |    | On acceptance Quarterly   | ZS 649 NFPA Standards SABS 1186 BS 5839 Factories act  |

### TABLE 4: SCHEDULE A (NAPSA REQUIREENTS) AND SCHEDULE B (TO BE COMPLETED BY THE BIDDER)

|  |  |  |
| --- | --- | --- |
| **S/N**  | **NAPSA REQUIREMENTS to be read in conjunction with table 2 and 3 in terms of types and quantity of firefighting equipment to be serviced after site visit.** | **SCHEDULE B: BIDDER’S RESPONSE**  |
| 1  | Shall provide all services as described in table 2 after site visit as above  |  |
| 2  | Shall provide competent staff that are experienced and technically versed in Fire Equipment maintenance. (Provide certification)  |   |
| 3  | Shall test all the Fire equipment and provide certificate as a proof of the same.  |   |
| 4  | Attend site visit to familiarize with the locations of the Fire Protection Equipment and confirm that they can be successfully maintained  |   |
| 5  | Shall provide a list of qualified technicians who would be contacted for emergency responses at a short notice.  |   |
| 6  | Shall establish functionality of portable fire extinguishers, hydrant systems and recommend repairs where necessary.  |   |
| 7  | Shall undertake such repair, component replacement and refurbishment of the equipment as may be deemed necessary for the purpose of keeping the equipment in serviceable condition.  |   |
| 8  | Shall in respect of each piece of equipment affix a label indicating basic details of the service carried out and the date thereof.  |   |
| 9  | Refilling and recharging any fire extinguisher found wholly or partially discharged whether in use or storage.  |   |
| 10  | Shall replace break glasses immediately the same is reported for attention either arising from accidental or deliberate activation.  |   |
| 11  | Shall provide quarterly serviceability status report of all fire  |   |

|  |  |  |
| --- | --- | --- |
| **S/N**  | **NAPSA REQUIREMENTS to be read in conjunction with table 2 and 3 in terms of types and quantity of firefighting equipment to be serviced after site visit.** | **SCHEDULE B: BIDDER’S RESPONSE**  |
|  | equipment in subject procurement which shall include description of the nature of service carried out and the condition of the equipment  |  |
| 12  | Shall draw a servicing program /schedule of fire protection equipment and present a copy of the same to the office of the Head Real Estate.  |   |
| 13  | Technicians shall always report to the Administration Officer/Maintenance Officer to be signed off after completion of the services in the premises  |   |
| 14  | The senior technician carrying out services shall give a written report on malfunctioning safety equipment or systems immediately the same is noted for immediate action by the Administration Officer/Maintenance Officer  |   |
| 15  | Shall inspect and refill the fire suppression systems at all sites where such exist as listed in table 3.  |   |
| 16  | Shall be on call 24 hours if and when needed.  |   |
| 17  | Shall carry out inspection and recommend any necessary repairs.  |   |
| 18  | Inspect and recommend for the necessary repairs of fire panels, smoke detectors, heat detectors, break glasses. |  |
| 19  | Shall conduct the following on the portable fire extinguishers: 1. Test the working parts of the appliances,
2. Weigh the extinguishers and cartridges where applicable,
3. Top up or recharge the fire extinguishers where applicable,
4. Enter the particulars of the inspection, test and service carried out onto the record card.
 |  |
| 20  | Shall carry out the service every three months  |  |
| 21  | Shall test the dry riser system, alarm system and hose reel system to ascertain working condition  |  |
| **S/N**  | **NAPSA REQUIREMENTS to be read in conjunction with table 2 and 3 in terms of types and quantity of firefighting equipment to be serviced after site visit** | **SCHEDULE B: BIDDER’S RESPONSE**  |
| 22  | Shall provide a spares list complete with prices for major replacement parts/components to be used during the execution of the contract when necessary  |  |
| 23  | Shall provide signage as recommended in the attached Fire Prevention and Protection Report  |  |

|  |  |  |
| --- | --- | --- |
|  | **Table 5: LIST OF NAPSA PROPERTIES** |  |
|  |  |  |  |
| S/No. | **PLOT NUMBER** | **PROPERTY DESCRIPTION/LOCATION** | **LOCATION** |
|   |  |  |  |
| 1 | 711 | Office Block, Clems House | Chingola |
| 2 | 1484 | Provident House | Chipata |
| 3 | 612 | Provident House, Pioneer Drive | Choma |
| 4 | 76 | Chitanda House | Kabwe |
| 5 | 20/2 | Provident House | Kafue |
| 6 | 365 | Provident House | Kawambwa |
| 7 | 4976 | Provident House, Matuka Avenue | Kitwe |
| 8 | 2046 & 2047 | Mosi-Oa-Tunya House | Livingstone |
| 9 | 19 | Nollier's House, Buntungwa Avenue | Luanshya |
| 10 | 4459 & 7048 | Provident House, Buteko Place and Cairo Road | Lusaka |
| 11 | 25 & 26 | Cha Cha Cha & Nkwazi Roads | Lusaka |
| 12 | 56 | Cha Cha Cha & Nkwazi Roads | Lusaka |
| 13 | 693 | Impala House, Cha Cha Cha Road | Lusaka |
| 14 | 699/A, 700 & 701 | Siaza House, Cha Cha Cha Road | Lusaka |
| 15 | 1022 | Cairo Road | Lusaka |
| 16 | 3520 & 3521 | Luangwa House, Cairo Road | Lusaka |
| 17 | 6131 | Godfrey House, Longolongo & Kabelenga Roads | Lusaka |
| 18 | 6976 | Electra House, Cairo & Sapele Roads | Lusaka |
| 19 | 898 | Provident House | Mansa |
| 20 | 158 | Offices and Shops  | Mazabuka |
| 21 | 62 | Office Complex & Shops | Mazabuka |
| 22 | 190 | Lake Press House, President Avenue | Mbala |
| 23 | 507 | Provident House | Mkushi |
| 24 | 390 | Provident House | Mongu |
| 25 | 392 | Provident House | Monze |
| 26 | 1265A & 1266 | Shops, President Avenue/ Kingstone | Ndola |
| 27 | 4273/4274 | Shoprite and Pep Shop | Ndola |
| 28 | 589 | District Offices | Petauke |
| 29 | 264 | Provident House | Senanga |
| 30 | 240 | Provident House | Solwezi |
| 31 | 555 | District Offices  | Zambezi |
| 32 | KABUL 100/645 | Ibex Hill Office Complex | Lusaka |
| 33 | 37901/M | Kalulushi Shopping Complex - School and Shopping Complex | Kalulushi |