



## INVITATION FOR BIDS

### IFB No: NAPSA/DI/12/18: CONSULTANCY FOR THE PROVISION OF PRIVATE EQUITY FUND MANAGEMENT SERVICES TO THE NATIONAL PENSION SCHEME AUTHORITY

1. The National Pension Scheme Authority (NAPSA) intends to apply the budgeted investment funds to eligible payments under the contract for which this Request for Proposals is issued. Payments by NAPSA 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.
2. NAPSA now invites proposals to provide the following consulting services (hereinafter called "Services"): **Consultancy for the provision of Private Equity Fund Management Services to the National Pension Scheme Authority.**
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 Cost Based Selection** procedures and in a Full Technical Proposal (FTP) format as described in this RFP.
6. Bidders will be evaluated based on the Preferential Procurement Margin Clause for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:
  - a) Citizen influenced company, by 4% (four percent)
  - b) Citizen empowerment Company, by 8% (eight percent); and
  - c) Citizen Owned Company, by 12% (twelve percent).
7. 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 (Lump-Sum)

8. Further information may be obtained from the office of the Head Purchasing & Stores, National Pension Scheme Authority, 3<sup>rd</sup> Floor, Levy Business Park, Corner of Church and Kabelenga Roads, Lusaka, Zambia.
9. The Request for Proposals (RFP), in sealed envelopes, should be addressed to the Director General, National Pension Scheme Authority, 4<sup>th</sup> Floor, Levy Business Park, Corner of Church and Kabelenga Roads, Lusaka, Zambia. The telephone numbers are **+260 211 395044**. However, electronic submission of Request for Proposals is not permitted.
10. The Request for Proposal (RFP) bound and clearly marked “( )”: **Consultancy for the provision of Private Equity Investment Services to the National Pension Scheme Authority**” shall be deposited in the tender box situated on the Ground Floor, Levy Junction Office Park, National Pension Scheme Authority, corner of Church and Kabelenga, Roads, Lusaka, Zambia.
11. The Closing Date for the receipt of Request for Proposals is **Friday 7<sup>th</sup> September 2018 at 10.30 hours** local time and any Request for Proposal received after the time and date stipulated above will not be accepted.
12. Bidders should pay attention to the following information:

| Item No. | Description of Item   | Date   |
|----------|---|--|
| 1        | Date and Time of commencement of inspection/sale of Bidding Documents       | <b>Friday, 3<sup>rd</sup> August, 2018 at 14:30 hours</b> local time. Bidders are advised to inspect and purchase the bidding documents at a non-refundable fee of <b>K1,000.00</b> or its equivalent. |
| 2        | Last Date for requesting any clarifications                                 | 14 days before the closing date.   |
| 3        | Pre-proposal meeting (Date & Time)  | <b>NAPSA House, Levy Business Park, Investment Board room, 1<sup>st</sup> Floor, NAPSA House, Wednesday, 15<sup>th</sup> August, 2018 at 10:30 hours</b>   |
| 4        | Last Date and Time for receipting of bids at NAPSA (Address as given above) | <b>Friday, 7<sup>th</sup> September 2018 at 10.30 hours</b> local time.  |
| 5        | Date and time of opening of bids  | <b>Friday, 7<sup>th</sup> September 2018 at 10.30 hours</b> local time.  |

13. The Request for Proposals will be opened immediately thereafter in the presence of bidder's representatives who choose to attend.

**SECRETARY  
MANAGEMENT PROCUREMENT COMMITTEE  
FOR/DIRECTOR GENERAL  
NATIONAL PENSION SCHEME AUTHORITY**