



NATIONAL PENSION SCHEME AUTHORITY

INVITATION FOR BIDS

NAPSA/DIT/03/01/2017: TENDER FOR ANNUAL MAINTENANCE OF COMPUTERS, PRINTERS AND NETWORK PERIPHERALS

1. The National Pension Scheme Authority (NAPSA) wishes to engage various firms to provide computer, printer and network peripheral maintenance services on a one-year running contract basis and subject to renewal annually at the request of NAPSA for another two years only.
2. NAPSA now invites sealed bids from prospective Bidders who are NAPSA registered and compliant for the provision of computer, printer and network peripheral maintenance services on a one year running contract basis.
3. The tender is divided into ten lots; Lot 1 to 9, relates to maintenance of computers, printers, projectors, etc while Lot 10 relates to UPS and Inverters.

LOTS	STATIONS
1.	NAPSA House, Ibex, Lusaka House, Chongwe, Chisamba, Kafue
2.	Kitwe (Provident House, Nchanga House), Mufulira, Chingola, Chililabombwe, Ndola, Luanshya
3.	Livingstone, Choma, Monze, Mazabuka, Mongu
4.	Chipata, Petauke
5.	Kabwe, Mkushi
6.	Mansa, Kawambwa
7.	Kasama, Mbala, Mpika, Chinsali
9.	Solwezi, Zambezi
10.	All Stations

4. To encourage efficiency, **preference** will be given to vendors resident in the stipulated stations.
5. 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).
6. The bidding documents may be inspected at the National Pension Scheme Authority, 3rd Floor, Levy Business Park Office Block, Cnr Kabelenga and Church Roads, P.O. BOX 51275, Lusaka, Zambia. The telephone number are 260 (01) 225226 and the fax number is (01) 225226. A pre-bid meeting shall be conducted on Thursday,30th March,2017 at 10:30hrs at NAPSA House, Levy Business Park, Lusaka.
 7. The bidding documents may be purchased by interested bidders from the National Pension Scheme Authority, 3rd Floor, Levy Business Park Office Block, Cnr Kabelenga and Church Roads, P.O Box 51275, Lusaka upon payment of a non-refundable fee of K500.00 or its equivalent.
 8. The sealed and bound bids must be deposited in the Tender box on the Ground Floor, Levy Business Park Office Block, Cnr Kabelenga and Church Roads, Lusaka, clearly marked, **“Tender for the Provision of Computer, Printer and Network Peripheral Maintenance Services on a One Year Running Contract Basis.”** addressed to the Director-General and must be sent not later than **Tuesday, 18th April 2017 at 10:30 Hours local time. HOWEVER, TELEGRAPHIC OR TELEFAX BIDS WILL NOT BE ACCEPTED.**
 9. The bids must be accompanied by a bid security of not less than **2%** of the bid sum duly signed and sealed by the Guarantor(s) or a Bid Securing Declaration.
 10. The closing date for the receipt of bids is, **Tuesday,18th April 2017 at 10.30** hours’ local time and any bids received after the time and date stipulated above will not be accepted. The bids will be opened soon after closing in the meeting room on the Ground Floor, Levy Business Park Office Block, Cnr Kabelenga and Church Roads, Lusaka; in the presence of bidders or their representatives who choose to attend.
 11. 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	Friday, 17th March 2017 at 10:00 hours. Bidders are advised to inspect and purchase the bidding documents at a non-refundable fee of K500.00 or its equivalent.
2	Last Date for requesting any clarifications	14 days before the closing date.
3	Pre-bid meeting	Thursday, 30 th March,2017 at 10:30 hours.

4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Tuesday, 18th April 2017 at 10:30 hours.
5	Date and Time of opening of bids	Tuesday, 18th April 2017 at 10:30 hours.

Justine Mwiinga
Head- Procurement and Stores
For/Director General