



INVITATION FOR BIDS (IFB)

NAPSA/DI/R1/01/18: PROVISION OF PHYSICAL SECURITY SERVICES ON A ONE (1) YEAR RUNNING CONTRACT AT SOCIETY BUSINESS PARK IN LUSAKA SUBJECT TO RENEWAL FOR ANOTHER YEAR BASED ON PERFORMANCE

1. The National Pension Scheme Authority (NAPSA) wishes to engage various firms to provide Security Services to Society Business Park on a one-year running contract basis subject to renewal for another year based on performance.
2. NAPSA now invites sealed bids from prospective Bidders who are NAPSA and ZRA registered and compliant, for the provision of Security Services to Society Business Park, Lusaka.
3. The bidding documents may be inspected at the National Pension Scheme Authority, 3rd Floor, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, P.O. Box 51275, Lusaka, Zambia. The telephone number are + 260 (211) 225226 and the fax number is +260 (211) 225226.
4. Bidders are advised that foreign companies will be required to partner with local companies (where applicable). A margin of preference will be applied upon providing proof as follows:
 - a. Citizen Influenced Companies - 4 percent
 - b. Citizen Empowered Companies - 8 percent
 - c. Citizen Owned Companies - 12 percent
5. The Bidder is allowed, at its option, to bid for individual lots or for all lots, but in each category, Bidder must quote for all activities.
6. 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 **K1000.00** or its equivalent.
7. Sealed and properly bound bids must be deposited in the Tender box situated at the Ground Floor, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, Lusaka, clearly marked, **“Provision of Physical Security Services to Society Business Park on a One (1) Year Running Contract Basis,”** addressed to the Director-General and must be received not later than **Friday, 23rd March,**

2018 at 10:30 Hours local time. HOWEVER, TELEGRAPHIC OR TELEFAX BIDS WILL NOT BE ACCEPTED.

8. 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 signed by representative with power of attorney.
9. The closing date for the receipt of bids is **Friday, 23rd March, 2018 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 at the Meeting Room situated at the **Ground Floor, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, Lusaka**; in the presence of bidders or their representatives who choose to attend.
10. Bidders should pay attention to the following information:

Item No.	Description of Item	Date
10.1	Date and Time of commencement of inspection/sale of Bidding Documents	Wednesday, 16th February 2018 at 08:30 hours. Bidders are advised to inspect and purchase the bidding documents at a non-refundable fee of K1000.00 or its equivalent.
10.2	Last Date for requesting any clarifications	14 days before the closing date.
10.3	Pre- bid Meeting Date, Time and Place	All participating bidders are required to attend a Pre-Bid meeting on Wednesday, 7th March, 2018 at 10:00 hours in the Meeting Room Ground Floor, NAPSA Head Office, Levy Business Park for Lusaka Lots. For Lots outside Lusaka, Bidders are at liberty to conduct site visitations at their own cost during business hours before the closing date of this tender. Contact persons: Area and Stations managers for stations outside Lusaka. Site Visitation forms are therein enclosed in the bidding documents. Bidders should ensure the forms are signed by a designated NAPSA representative at those sites/Locations.
10.4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday, 23rd March 2018, at 10:30 hours.
10.5	Date and Time of opening of bids	Friday, 23rd March 2018 at 10:30 hours.

Secretary

Management Procurement Committee

For/Director General

NATIONAL PENSION SCHEME AUTHORITY.