



NATIONAL PENSION SCHEME AUTHORITY

INVITATION FOR BIDS

NAPSA/CA/01/21: TENDER FOR THE SUPPLY AND DELIVERY OF BRANDED DIARIES, NOTEBOOKS AND CALENDERS FOR 2022

1. NAPSA has set aside funds for eligible payments to be made for the tender for the supply and delivery of branded diaries, notebooks and calendars as follows:

NO.	DESCRIPTION	QUANTIT Y	DELIVERY PERIOD
Lot 1	Executive Diaries (Branded with NAPSA corporate colours)	800	4 to 6 weeks
Lot 2	Standard Diaries (Branded with NAPSA corporate colours)	500	4 to 6 weeks
Lot 3	Notebooks (Branded with NAPSA corporate colours)	800	4 to 6 weeks
Lot 4	Wall Calendars (Branded with NAPSA corporate colours)	800	4 to 6 weeks
Lot 5	Desk Calendars (Branded with NAPSA corporate colours)	200	4 to 6 weeks
Lot 6	Table (Tent) Calendars (Branded with NAPSA corporate colours)	800	4 to 6 weeks

2. Bidding will be conducted using the Open National Bidding (ONB) procedures specified in the Public Procurement Act of 2008 and the Public Procurement Regulations of 2011 and is open to all Bidders eligible as defined in the Bidding Documents.
3. NAPSA now invites sealed bids from prospective Bidders who are NAPSA and ZRA registered and compliant, for the tender for supply and delivery of branded diaries, notebooks and calendars to NAPSA. National Competitive Bidding will be conducted in accordance with Public Procurement Regulations SI 63 of 2011 Bidding Procedures, through the **Zambia Public Procurement Authority Electronic Government Procurement System (ZPPA e-GP System)**.

4. Bidding Documents can also be accessed on the NAPSA Website; <http://www.napsa.co.zm> as well as on the **ZPPA e-GP System**. Further information can be obtained from the office of the Senior Procurement Manager at the National Pension Scheme Authority, 3rd Floor Procurement Office, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, P.O. Box 51275, Lusaka, Zambia. The telephone number is +260 (211) 395044.
5. A complete set of the Bidding Documents may be purchased at the address above upon payment of a non-refundable fee of K500.00 or its equivalent, through the **ZPPA e-GP System**.
6. The Bidder is allowed, at its option, to bid for individual lots or for all lots, but in each category, the Bidder must quote for all activities. Furthermore, **award would be on a lot basis**.
7. Bids must be submitted **electronically** through the **ZPPA e-GP System**. However, samples are to be submitted at NAPSA House, Levy Business Park, in the **tender box**, located on the Ground Floor in a closed envelope, clearly marked with the **supplier name**, the **tender name: 'NAPSA/CA/01/21: Tender for the supply and delivery of branded diaries, notebooks and calendars for 2022'** and the **lot** participated in.
8. Bids must be submitted electronically through the ZPPA e-GP System, clearly labelled, "**NAPSA/CA/01/21: Tender for the supply and delivery of branded diaries, notebooks and calendars for 2022**" to the Director General and must be received not later than **Friday, 9th April, 2021** at 10:30 Hours local time. **HOWEVER, PHYSICAL BIDS WILL NOT BE ACCEPTED.**
9. The bid must be accompanied by a Bid Securing Declaration, signed by the representative with Power of Attorney, (**having a suspension period of three (3) years**) and shall be valid for a period of 90 days after bid opening.
10. 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	Wednesday, 10th March, 2021 at 10:00 hours. Bidders are advised to download the bidding document from the ZPPA e-GP System and purchase the bidding documents at a non-refundable fee of K500.00 or its equivalent through the ZPPA e-GP System.
2	Last Date for requesting any clarifications	Friday, 19th March, 2021.
3	Date of Pre bid meeting	Wednesday 17th March, 2021 online via Microsoft Teams

		(prospective bidders to send their email address to Mwenyap@napsa.co.zm to receive the pre-bid meeting link)
4	Last Date and Time for the electronic submission of bids through the ZPPA e-GP System	Friday , 9 th April, 2021 at 10:30 hours
5	Last Date and Time for the physical submission of samples	Friday , 9 th April, 2021 at 10:30 hours Samples, and not bids shall be submitted physically at NAPSA House, Levy Business Park, in the tender box , located on the Ground Floor in a closed envelope, clearly marked with the supplier name and the tender name .
6	Date and time of opening of bids	Friday, 9 th April, 2021 at 10:30 hours on eGP.

Secretary
Management Procurement Committee
For/Director General
National Pension Scheme Authority

10th March, 2021