



NATIONAL PENSION SCHEME AUTHORITY

INVITATION FOR BIDS (IFB)

1. NAPSA has set aside funds for eligible payments to be made for the **“TENDER FOR THE SUPPLY AND DELIVERY OF THIRTY-FIVE (35) LAPTOPS TO THE NATIONAL PENSION SCHEME AUTHORITY (NAPSA)”**.
2. Bidding will be conducted using Open National Bidding (ONB) procedures specified in the Public Procurement Act No.08 of 2020 and the Public Procurement Regulations SI. 63 of 2011.
3. This invitation for bids (IFB) is open to all interested Citizen/Local Bidders as described in the Public Procurement Act No.08 of 2020.
4. The Citizen/Local Bidders can download the bidding document from the eGP platform on www.zppa.org
5. Bidders are required to make a payment of a non-refundable fee of **K500.00** or its equivalent (online) on the e-GP system. **Please indicate the tender title on the receipt.**
6. The bid must be accompanied by a **3 years'** bid securing declaration.
7. Bids should clearly read: **“NAPSA/DICT/11/21: TENDER FOR THE SUPPLY AND DELIVERY OF THIRTY-FIVE (35) LAPTOPS TO THE NATIONAL PENSION SCHEME AUTHORITY (NAPSA)”** must be submitted on the eGP platform on or before **Friday 17th December 2021 at 10:30 hours local time. LATE, FAXED AND ELECTRONIC BIDS WILL BE REJECTED.** Bids will be opened thereafter through the e-GP system.

8. Bidders should pay attention to the following information;

Item No.	Description of Item	Date
1	Date and time of commencement of inspection of Bidding document	Friday, 12th November 2021 at 10:30 hours. Bidders are advised to download the document on eGP
2	Date, time and Venue of Pre-bid Meeting	Friday, 26th November 2021 at 10:30 The meeting will be held virtually on Microsoft TEAMS, starting at 10.30 hours. To receive the meeting link, kindly send your email address to SakalaM@napsa.co.zm
3	Last Date for requesting any clarifications	7 days before the closing date.
4	Last Date and Time for receipting of bids (On the e-GP system)	Friday, 17th December 2021 at 10:30 hours.
5	Date and time of opening of bids	Friday, 17th December 2021 at 10:30 hours.

**Secretary
Management Procurement Committee
For/Director General
NATIONAL PENSION SCHEME AUTHORITY**