



REQUEST FOR PROPOSALS

NAPSA/DF/02/17: CONSULTANCY FOR PROVISION OF EXTERNAL AUDIT SERVICES FOR THE NATIONAL PENSIONS SCHEME AUTHORITY

1. The National Pension Scheme Authority (NAPSA) intends to apply part of the budgeted funds to eligible payments under the contract for which this Request for Proposals (RFP) is issued. Payments by NAPSA will be made only at the request of the Authorized Representative, and will be subject, in all respect, 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 External Audit Services for the National Pensions 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 elibly obtained the solicitation document.
5. A firm will be selected under **Quality and Cost Based Selection** procedures and in a Full Technical Proposal (FTP) format as described in this RFP.
6. Further information may be obtained from the office of the **Head of Procurement & Stores, National Pension Scheme Authority, 3rd Floor, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia.** The telephone numbers are +260 (211) 226225 and the fax number is +260 (211) 225226. Interested bidders may inspect the bidding document from the office of the **Head of Procurement & Stores** or visit our website (www.napsa.co.zm) and purchase the bidding document at **K500.00 non-refundable.**
7. The Proposals, in **sealed envelopes**, should be addressed to the Director General, National Pension Scheme Authority, Levy Business Park, Corner

Kabelenga/Church Roads, Lusaka, Zambia. The Telephone numbers are +260 (211) 225226 and the fax number is +260 (211) 225226. **However, telefax and emails of Request for Proposals will not be considered.**

8. The Request for Proposals (RFP) bound and clearly marked '**Request for Proposals for the Provision of External Audit Services for the National Pensions Scheme Authority.**' shall be deposited in the tender box situated at the Ground Floor, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia.
9. The closing date for the receipt of Request for Proposals (RFP) is **Friday 11th August, 2017 at 10:30 hours local time** and any Request for Proposal received after the time and date stipulated above will not be accepted.
10. The Request for Proposals will be opened immediately thereafter 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	Tuesday, 11th July, 2017 at 10:00 hours.
2	Date of pre-proposal conference.	Thursday, 20th July, 2017 at 10:30 Hours.
3	Last Date for requesting any clarifications	14 days before the closing date.
4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday, 11th August, 2017 at 10:30 hours.
5	Date and time of opening of bids	Friday, 11th August, 2017 at 10:30 hours.

Justine Mwiinga
Head Purchasing & Stores
For/Director General
NATIONAL PENSION SCHEME AUTHORITY