



## INVITATION FOR BIDS (IFB)

Date: 25<sup>th</sup> March, 2020

### **NAPSA/DHRA/01/20: TENDER FOR THE PROVISION OF CLEANING, LANDSCAPING AND PEST CONTROL SERVICES TO VARIOUS NAPSA PROPERTIES ON A ONE YEAR RUNNING CONTRACT, SUBJECT TO REVIEW AND POSSIBLE RENEWAL FOR ANOTHER YEAR, BASED ON SATISFACTORY PERFORMANCE**

1. The National Pension Scheme Authority (NAPSA) wishes to engage various firms to provide Cleaning, Landscaping and Pest Control Services to its properties, located country wide, on a one-year running contract basis subject to review and possible renewal for another year based on performance.
2. Bidding will be conducted through procedures in accordance with the applicable Guidelines pursuant to Public Procurement Act No.12 of 2008. Bidders are advised that foreign companies will be required to partner with local companies to be eligible as tender is reserved for Zambian Owned firms. This tender is subject to the CEEC margin of preference.
3. NAPSA now invites sealed bids from prospective Bidders who are NAPSA and ZRA registered and compliant, for the provision of Cleaning, Landscaping and Pest Control Services to various NAPSA properties. 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](http://www.napsa.co.zm) as well as on the electronic Government Procurement Platform. Further information can be obtained from the office of the Senior Procurement Manager at the National Pension Scheme Authority, 3<sup>rd</sup> 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 account number:

<b>BANK:</b>	<b>ZANACO</b>
<b>A/C NAME:</b>	<b>ZNPF OPERATING ACCOUNT</b>
<b>A/C:</b>	<b>1086858500105</b>
<b>BRANCH:</b>	<b>CAIRO ROAD BUSINESS CENTRE</b>

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. However, award will only be up to a maximum of **four (4) Lots** per Bidder.
7. Bids must be submitted **electronically** through the **ZPPA e-GP System** on or before **10:30 Hours** on **Thursday, 30<sup>th</sup> April, 2020** and must be accompanied by a Bid Securing Declaration signed by the representative with Power of Attorney, with a **suspension period of three years**.
8. The pre-bid conference/ **mandatory** site visit will be held on **Wednesday, 8<sup>th</sup> April, 2020** at **10:00 Hours** on **the First Floor Cafeteria at Levy Business Park**. Furthermore, the last day for the submission of clarifications shall be 14 days before the closing date.
9. Sealed and properly bound bids must be submitted **electronically** through the **ZPPA e-GP System**, clearly labelled, **“NAPSA/DHRA/01/20: Tender for the provision of cleaning, landscaping and pest control services to various NAPSA properties on a one year running contract, subject to review and possible renewal on another year, based on satisfactory performance”** addressed to the Director General and must be received not later than **Thursday, 30<sup>th</sup> April, 2020 at 10:30 Hours local time. HOWEVER, PHYSICAL BIDS WILL NOT BE ACCEPTED.**

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