



## INVITATION FOR BIDS

October 1, 2019

**NAPSA/DHRA/03/19: TENDER FOR THE PROVISION OF PHYSICAL SECURITY SERVICES TO SOCIETY BUSINESS PARK, ON A ONE YEAR RUNNING CONTRACT, SUBJECT TO REVIEW AND RENEWAL ANNUALLY FOR TWO (02) YEARS, BASED ON SATISFACTORY PERFORMANCE**

1. Society House Development Company Limited wishes to engage a firm to provide physical security services to Society Business Park on a one year running contract, subject to review and renewal for two (02) years, based on satisfactory performance.
2. The tender will be conducted using the Open National Bidding (ONB) procedures specified in the Public Procurement Act of 2008 and the Public Procurement Regulations Statutory Instrument No. 63 of 2011 and is open to all eligible Bidders as defined in the Bidding Documents.
3. Bidders will be evaluated based on the Preferential Procurement Margin Clause for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:
  - a. Citizen influenced company, by 4% (four percent)
  - b. Citizen empowerment Company, by 8% (eight percent); and
  - c. Citizen Owned Company, by 12% (twelve percent).
4. Interested eligible bidders may obtain further information from the office of the **Head Procurement & Stores, National Pension Scheme Authority, 3rd Floor, Levy Business Park, Corner of Kabelenga/Church Roads, Lusaka, Zambia**. The telephone numbers are 260 211 395000. The bidding document can be viewed by the bidder from the office of the **Head Procurement & Stores** or visit our website ([www.napsa.co.zm](http://www.napsa.co.zm)).
5. The bidding documents may be purchased by interested bidders from NAPSA, 1st Floor Procurement Office, Levy Business Park Office Block, Cnr. of Kabelenga and Church Roads, P.O. Box 51275, Lusaka upon payment of a non-refundable fee of **K500.00** or its equivalent.
6. The tender, in **sealed envelopes**, should be addressed to the Director General, National Pension Scheme Authority, 4<sup>th</sup> Floor, Levy Business Park, Corner of Kabelenga/Church Roads, Lusaka, Zambia. The Telephone numbers are +260 211 395000 and +260 211 395044. **However, emails in this tender will not be considered.**
7. Bids shall be valid for a period of *90 days* after Bid closing and must be accompanied by a Bid Securing Declaration, (the suspension period should be Three years). The

bid submissions should be bound and clearly marked “**NAPSA/DHRA/03/19: Tender for the provision of physical security services to Society Business Park, on a one year running contract, subject review and renewal annually for two (02) years, based on satisfactory performance**”.

8. The closing date for the receipt of bids is, **Friday, October 26, 2019 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 in the meeting room on 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.
9. Bidders should pay attention to the following information (subject to change):

<b>Item No.</b>	<b>Description of Item</b>	<b>Date</b>
1	Date and Time of commencement of inspection/sale of Bidding Documents	<b>Tuesday, 1<sup>st</sup> October, 2019</b> at 10:00 hours. Bidders are advised to inspect and collect the bidding document.
2	Last Date for requesting any clarifications	14 days before the closing date.
3	A pre-bid conference	<b>Wednesday, 16<sup>th</sup> October, 2019 at 10:00 hours on the First Floor Cafeteria at Levy Business Park.</b>
4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	<b>Friday, 26<sup>th</sup> October, 2019 at 10:30 hours.</b>
5	Date and Time of opening of bids	<b>Friday, 26<sup>th</sup> October, 2019, at 10:30 hours.</b>

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