



NAPSA/DHRA/08/20: REQUEST FOR PROPOSAL FOR THE PROVISION OF SHORT- AND LONG-TERM INSURANCE BROKER SERVICES TO NAPSA ON ONE YEAR RUNNING CONTRACT SUBJECT TO RENEWAL ANNUALLY FOR THREE YEARS BASED ON PERFORMANCE

- 1.0 The National Pension Scheme Authority (NAPSA) has set aside funds in the 2020 budget for the engagement of Insurance Broker Service for the provision of short and long term insurance broker services to NAPSA and intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued.
- 2.0 Payments by the Client will be made only at the request of the Authorized Representative, and will be subject, in all respects, to the terms and conditions of the Contract. The Authority as a Government Institution prohibits a withdrawal from the funds for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited by a decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations.
- 3.0 The Client now invites proposals from reputable Insurance Brokers Service Providers for the provision of Short- and Long-Term Insurance Broker Services to NAPSA (hereinafter called "Services"). More details on the Services are provided in the terms of reference (Section 7) of RFP. Brokers interested in participating in this tender may inspect or purchase the RFP from NAPSA Head Office, Levy Business Park, 1st Floor, Procurement & Stores Department, Lusaka.
- 4.0 A firm will be selected using the **Quality Cost Based** Selection procedures and in a Full Technical Proposal (FTP) format as described in this RFP.
- 5.0 The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal (FTP) - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

Section 6 – Government's Policy – Corrupt and Fraudulent Practices

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract (Time-Based)

- 6.0 Details on the proposal's submission date, time and address are provided in Clauses 17.7 and 17.9 of the ITC.
- 7.0 Bid Document Availability: Bidding Document to be downloaded from NAPSA's web- site: **Website: www.napsa.co.zm**.
- 8.0 The procurement schedule Subject to changes is as follows:

Item No.	Description of Item	Date
1	Date and Time of commencement of inspection / Sale of Bid Document	2nd November 2020, 10:00 hours. Bidders are advised to pay K1,000 or its equivalent before closing of this tender.
2	Last date for requesting any clarification	10 days before the closing date.
3	A pre-proposal conference	Tuesday, 10th November 2020 at 10:30 hours in the NAPSA Meeting Room, Levy Business Park, Ground Floor. Lusaka
4	Last Date and Time for Receipt of Bids at NAPSA (Address as given below)	Friday, 30th November 2020 at 11:00 hours
5	Date and Time of opening Technical Bids	Friday, 30th November 2020 at 11:00 hours
6	Date, Time & Place of opening of Financial Proposal for Technically Qualified Bidders	To be advised separately.

**Secretary
Management Procurement Committee
National Pension Scheme Authority,**