



NATIONAL PENSION SCHEME AUTHORITY

PREQUALIFICATION

NAPSA/DHRA/08/21: PROVISION OF WAREHOUSE / STORAGE FACILITIES TO THE NATIONAL PENSION SCHEME AUTHORITY FOR A PERIOD OF ONE YEAR

1.0 BACKGROUND

- 1.1 National Pension Scheme Authority (NAPSA) was established through an Act of Parliament, the National Pension Scheme (NPS) Act number 40 of 1996. NAPSA was established to provide income security to the members when they reach retirement age or become incapacitated, or to their spouses and children (biological and legally adopted) in the event of death.
- 1.2 NAPSA has an immediate need to rent suitable space for storage of items such as Furniture and old equipment accumulated from Head Office and other NAPSA offices and properties. The Warehouse/Storage Facility requirements amongst others include; proximity to the CBD, adequate safety, security and sanitation, accessibility and health environment.
- 1.3 It is against this background that the Authority would like to engage a firm or company in Zambia already providing such services for the provision of warehouse/storage facilities.

2.0 SELECTION CRITERIA

Interested firms or companies should provide information demonstrating their being in possession of the relevant documentary evidence and experience in provision of warehouse/storage facilities as follows;

- (a) Valid 2021 NAPSA Compliance Certificate.
- (b) Valid 2021 ZRA Tax Clearance Certificate.
- (c) Certificate of Incorporation/Registration.
- (d) Information on the firm(s) i.e., name, address, telephone, Facsimile and email.
- (e) Size of warehouse not to exceed 1000m² to 1500m²
- (f) Height of the warehouse not to exceed 4m -5m

- (g) Location of the warehouse to be within the radius of 0.5km-15km from NAPSA Head Office, Lusaka.
- (h) Ventilated warehouse and situated in a well fenced environment
- (i) Availability of ZESCO and water supply within the premises
- (j) Well maintained ablution facilities and a guard house.
- (k) Not waterlogged environment.
- (l) Reliable road access to the warehouse.

Further information is available on the NAPSA Website (www.napsa.co.zm) or may be obtained from the office of the Senior Procurement Manager, National Pension Scheme Authority, 3rd Floor, Levy Business Park, Corner of Church and Kabelenga Roads, Lusaka, Zambia. Email: MwiingaJ@napsa.co.zm

3.0 SUBMISSION

Applications should be complete with copies of relevant documents as evidenced in the selection criteria and must be deposited in the NAPSA Tender box, at the Ground Floor, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, Lusaka.

Submissions must be clearly marked "Pre-qualification: **PROVISION OF WAREHOUSE / STORAGE FACILITIES TO THE NATIONAL PENSION SCHEME AUTHORITY FOR A PERIOD OF ONE YEAR**". Electronic submissions should be sent to MwiingaJ@napsa.co.zm and must be copied to KautaK@napsa.co.zm

NOTE: No Solicitation Document will be issued for pre-qualification. Bidders are expected to prepare their pre-qualification documents in accordance with the information provided and provide the rate per square meter.

The closing date for submission is 1st September 2021 at 10:30 hours.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

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