



INVITATION FOR BIDS

January 20, 2020

NAPSA/DI/01/20: TENDER FOR THE PROVISION OF MAINTENANCE AND SERVICING OF LEVY BUSINESS PARK EQUIPMENT, ON A ONE-YEAR RUNNING CONTRACT, SUBJECT TO REVIEW AND RENEWAL BASED ON SATISFACTORY PERFORMANCE

1. The National Pension Scheme Authority (NAPSA) wishes to engage firms to provide maintenance and servicing of Levy Business Park equipment on a one-year running contract, subject to annual review and renewal based on satisfactory performance, as follows:

LOT	DESCRIPTION
1	Fire Services
2	Heating, Ventilation and Air Conditioning (HVAC)
3	Automatic Sliding Doors

2. NAPSA now invites sealed bids for the provision of Maintenance and Servicing of Levy Business Park and NAPSA Office Park Facilities.
3. The bidding documents may be inspected at the National Pension Scheme Authority, 1st 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. Further, bidders can visit our website (www.napsa.co.zm).
4. The Bidder is allowed, at its option, to bid for individual Lots or for a combination of Lots, but in each Lot, Bidder must quote for all requirements
5. The bidding documents may be purchased by interested bidders from NAPSA, 1st Floor Procurement Office, Levy Business Park Office Block, Cnr. Kabelenga and Church Roads, P.O. Box 51275, Lusaka upon payment of a non-refundable fee of **K500.00** or its equivalent.
6. 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). Sealed and properly bound bids must be deposited in the Tender box situated at the Ground Floor, Levy Business Park Office Block, Cnr of

Kabelenga and Church Roads, Lusaka, clearly marked, “**NAPSA/DI/01/20: Tender for Provision of Maintenance and Servicing of Levy Business Park Equipment, on a one-year running contract, subject to review and renewal, based on performance**” addressed to the Director General and must be received not later than **Friday 21st February, 2020** at 10:30 hours local time. **However, emails of this tender will not be considered.**

7. Further information may be obtained from the office of the **Head Procurement & Stores, National Pension Scheme Authority, 3rd Floor, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia.** The telephone number is 260 211 395044.
8. The closing date for the receipt of bids is, **Friday, 21st February, 2020 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. 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:

Item No.	Description of Item	Date
1	Date and Time of commencement of inspection/sale of Bidding Documents	Monday, 20th January, 2020 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	Wednesday, 5th February, 2020 at 10:00 hours on the First Floor Cafeteria at Levy Business Park.
4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday, 21st February, 2020 at 10:30 hours.
5	Date and Time of opening of bids	Friday, 21st February, 2020, at 10:30 hours.

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