



NATIONAL PENSION SCHEME AUTHORITY

INVITATION FOR BIDS (IFB)

NAPSA/DI/08/18: PROVISION OF PROPERTY MANAGEMENT SERVICES FOR VARIOUS NAPSA PROPERTIES ON A ONE (01) YEAR RUNNING CONTRACT SUBJECT TO RENEWAL FOR ANOTHER YEAR BASED ON PERFORMANCE

1. The National Pension Scheme Authority (NAPSA) wishes to engage various Firms to provide property management services for various NAPSA properties on a one-year running contract basis subject to renewal for another year based on performance.
2. NAPSA now invites sealed bids from prospective Bidders who are NAPSA and ZRA registered and are complaint, for the provision of property management services for various NAPSA properties.
3. The bidding documents may be inspected at the National Pension Scheme Authority, 1st Floor, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, P.O. Box 51275, Lusaka, Zambia. The telephone number are + 260 (211) 225226 and the fax number is +260 (211) 225226.
4. The Bidder is allowed, at its option, to bid for individual Lots or for all Lots, but in each Lot, Bidder must quote for all Properties.
5. The bidding documents may be purchased by interested bidders from the National Pension Scheme Authority, 1st Floor, 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. Sealed and properly bound bids must be deposited in the Tender box situated at the Ground Floor, Levy Business Park Office Block, Corner of Kabelenga and Church Roads, Lusaka, clearly marked, "**Provision of property management services for various NAPSA properties on a one (01) year running contract subject to renewal for another year based on performance**" addressed to the Director-General and must be received not later than **Friday 24th August 2018 at 10:30 Hours local time.**

HOWEVER, TELEGRAPHIC OR TELEFAX BIDS WILL NOT BE ACCEPTED.

7. The bids must be accompanied by a Bid Securing Declaration signed by representative with power of attorney.
8. The closing date for the receipt of bids is **Friday 24th August 2018 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 situated at 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:

Item No.	Description of Item	Date
9.1	Date and Time of commencement of inspection/sale of Bidding Documents	Monday 23rd July 2018 at 10:00 hours. Bidders are advised to inspect and purchase the bidding documents at a non-refundable fee of K500.00 or its equivalent.
9.2	Last Date for requesting any clarifications	14 days before the closing date.
9.3	Pre- bid Meeting Date, Time and Place	All participating bidders are required to attend a Pre-Bid meeting on Friday 3rd August 2018 at 10:00 hours in the meeting room on the Ground Floor at NAPSA House, Levy Business Park.
9.4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday 24th August 2018 at 10:30 hours.
9.5	Date and Time of opening of bids	Friday 24th August 2018 at 10:30 hours.

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