



NAPSA/DI/16/18: CONSULTANCY FOR THE APPOINTMENT OF EXTERNAL FUND MANAGERS/FINANCIAL INSTITUTIONS FOR THE PROVISION OF ECONOMICALLY TARGETED FUND MANAGEMENT SERVICES TO THE NATIONAL PENSION SCHEME AUTHORITY (NAPSA)

1. The National Pension Scheme Authority (NAPSA) intends to apply part of the budgeted funds to eligible payments under the contract for which this Request for Proposals (RFP) is issued. Payments by NAPSA will be made only at the request of the Authorized Representative, and will be subject, in all respect, to the terms and conditions of the contract.
2. NAPSA now invites sealed proposals to provide the following consulting services (hereinafter called 'services'): **Consultancy for the appointment of External Fund Managers/Financial Institutions for the provision of Economically Targeted Fund Management Services to the National Pension Scheme Authority (NAPSA).**
3. This Request for Proposals (RFP) is Open to all Eligible **Local** Consultants.
4. A firm will be selected under **Quality Cost Based Selection procedures** and in a Full Technical Proposal (FTP) format as described in this RFP.
5. Bidders will be evaluated based on the Preferential Procurement Margin Clause for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:

Citizen influenced company, by 4% (four percent)
Citizen empowered Company, by 8% (eight percent); and
Citizen Owned Company, by 12% (twelve percent).
6. 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 numbers are +260 (211) 226225 and the fax number is +260 (211) 225226. Interested bidders may inspect the bidding document from **the Procurement Office on the 1st Floor**, Levy Business Park or visit our website

(www.napsa.co.zm) and purchase the bidding document at a non-refundable fee of **K1, 000.00**.

7. Proposals, in **sealed envelopes**, should be addressed to the Director General, National Pension Scheme Authority, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia. The Telephone numbers are +260 (211) 225226 and the fax number is +260 (211) 225226. **However, telefax and emails of Request for Proposals will not be considered.**
8. The Request for Proposals (RFP) bound and clearly marked '**Consultancy for the appointment of External Fund Managers/Financial Institutions for the provision of Economically Targeted Fund Management Services to the National Pension Scheme Authority (NAPSA)**', shall be deposited in the tender box situated at the Ground Floor, Levy Business Park, Corner Kabelenga/Church Roads, Lusaka, Zambia.
9. The closing date for the receipt of Request for Proposals (RFP) is **Friday 21st September 2018, at 10:30 hours local time** and any Request for Proposal received after the time and date stipulated above will not be accepted. The Request for Proposals will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend.
10. 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 August 2018 at 10:00 hours.
2	Date of pre-proposal conference.	Wednesday 5th September 2018 at 10:30 hours in the Ground Floor Meeting Room of Levy Business park.
3	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday 21st September 2018 at 10:30 hours.
4	Date and time of opening of bids	Friday 21st September 2018 at 10:30 hours.

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