



NATIONAL PENSION SCHEME AUTHORITY

REQUEST FOR PROPOSALS

NAPSA/DI/16/19: CONSULTANCY FOR THE PROVISION OF INVESTMENT ADVISORY SERVICES TO NATIONAL PENSION SCHEME AUTHORITY (NAPSA)

- 1.0 The National Pension Scheme Authority (NAPSA) has set aside funds in the 2019 budget for the engagement of Consultants for the provision of investment advisory services to National Pension Scheme Authority (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 Bidding will be conducted using the Open International Selection (**OIS**) procedures specified in the Public Procurement Act of 2008 and the Public Procurement Regulations of 2011, and is open to all eligible **Local** and **International** Consultants. International Consultants **MAY** Partner with Local Consultants (added advantage).
- 4.0 It is not permissible to transfer this invitation to any other firm that has not eligible obtained the RFP document.
- 4.0 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 on (www.napsa.co.zm) and purchase the bidding document at a non-refundable fee of **K1, 000.00**.

- 6.0 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).
- 4.0 A firm will be selected using the **Quality and 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 National Pension Scheme Authority reserves the right to change the dates mentioned above or in the RFP, which will be communicated. Bidders should pay attention to information in the table below:

Item No.	Description of Item	Date
1.	Date and Time of commencement of inspection / Sale of Bid Document	Friday 10th May, 2019, 10:00 hours. Bidders are advised to pay K1, 000.00 or its equivalent before closing of this tender.
2.	Last date for requesting any clarification	14 days before the closing date.
3.	A pre-proposal conference	Wednesday 5th June, 2019 at 10:00 hours in the NAPSA Ground Floor Meeting Room, Levy Business Park, Lusaka.
4.	Last Date and Time for Receipt of Bids at NAPSA (Address as given below)	Friday, 21st June, 2019 at 10:30 hours

5.	Date and Time of opening Technical Bids	Friday, 21st June, 2019 at 10:30 hours
6.	Date, Time & Place of opening of Financial Proposal for Technically Qualified Bidders	To be advised separately.

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