



NATIONAL PENSION SCHEME AUTHORITY

INVITATION FOR PROPOSALS

NAPSA/DI/18/19: PROVISION OF TRANSACTION ADVISORY SERVICES FOR THE LISTING OF THE LEVY BUSINESS PARK HOTEL ON THE LUSAKA SECURITIES EXCHANGE.

- 1.0 The National Pension Scheme Authority (NAPSA) has set aside funds in the 2019 budget for the provision of Transaction Advisory Services for the listing of the Levy Business Park Hotel on the Lusaka Securities Exchange and intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued.
- 2.0 Open National Selection (**ONS**) procedures as specified in the Public Procurement Act of 2008 and the Public Procurement Regulations of 2011 will be used and is open to all eligible **Local** Consultants. International Consultants who wish to participate **MUST** Partner with Local Consultants.
- 3.0 It is not permissible to transfer this invitation to any other firm that has not eligibly 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 Consultants may inspect the solicitation document from **the Procurement Office on the 1st Floor**, Levy Business Park or visit our website on (www.napsa.co.zm) and purchase the solicitation document at a non-refundable fee of **K500.00**.
- 5.0 Consultants will be evaluated based on the Preferential Procurement Margin Clause for Consultants 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).

- 6.0 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.
- 7.0 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)
- 8.0 The Proposal must be accompanied by a **3 years’** bid securing declaration.
- 9.0 Sealed and bound proposals clearly marked: **‘NAPSA/DI/18/19: Provision of Transaction Advisory Services for the listing of the Levy Business Park Hotel on the Lusaka Securities Exchange** must be deposited in the tender box on the Ground Floor, Levy Business Park Office Block, Corner of Kabelenga and Church Roads, Lusaka, on or before **Friday, 27th December 2019 at 10:30 hours local time. LATE, FAXED AND ELECTRONIC PROPOSALS WILL BE REJECTED.**
Proposals will be opened thereafter in the presence of Consultants or their representatives who choose to attend
- 10.0 The planned procurement schedule (subject to changes) is as follows:

Item No.	Description of Item	Date
1.	Date and Time of commencement of inspection / Sale of Solicitation Documents	Wednesday 27th November, 2019, 14:30 hours.
2.	Last date for requesting any clarification	10 days before the closing date.
3.	Date of pre-proposal conference.	Consultants are required to attend a pre-proposal meeting on Wednesday 11th December 2019 at 10:30 hours in the Ground Floor meeting room at NAPSA, Levy Business Park.
4.	Last Date and Time for Receipt of Proposals at NAPSA (Address as given below)	Friday 27th December 2019, at 10:30 hours
5.	Date and Time of opening Technical Proposals	Friday 27th December 2019, at 10:30 hours
6.	Date, Time & Place of opening of Financial Proposals for Technically Qualified Constulants	To be advised separately.

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