



NATIONAL PENSION SCHEME AUTHORITY

INVITATION FOR BIDS (IFB)

NAPSA/DI/19/19: PROVISION OF PROPERTY MANAGEMENT SERVICES TO SOCIETY BUSINESS PARK ON A TWO (02) YEAR RUNNING FRAMEWORK CONTRACT SUBJECT TO RENEWAL BASED ON SATISFACTORY PERFORMANCE

1. Society House Development Company Limited wishes to engage a firm to Provide Property Management Services to Society Business Park on a two-year (02) running framework contract subject to renewal based on performance.
2. Society House Development Company Limited (SHDCL) now invites sealed bids from prospective Bidders who are NAPSA and ZRA registered and complaint, for the provision of property management services to Society Business Park. Bidding will be conducted using Open National Bidding (ONB) procedures specified in the Public Procurement Act No. 12 of 2008 and the Public Procurement Regulations of 2011.
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 or visit our website on (www.napsa.co.zm).
4. 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 in cash.**
5. 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 to Society Business park on a two (02) year running contract subject to renewal based on satisfactory performance”** addressed to the Director-General and must be received not later than **Friday 7th June 2019 at 10:30 Hours local time. HOWEVER, TELEGRAPHIC OR TELEFAX BIDS WILL NOT BE ACCEPTED.**

6. The bids must be accompanied by a Bid Securing Declaration signed by a representative with power of attorney.
7. The closing date for the receipt of bids is **Friday 7th June 2019 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.
8. Bidders should pay attention to the following information:

Item No.	Description of Item	Date
8.1	Date and Time of commencement of inspection/sale of Bidding Documents	Monday 6th May 2019 at 10:30 hours. The Bidders are advised to inspect and purchase the bidding document at NAPSA Levy Business Park on the 1 st Floor Procurement Office at a non-refundable fee of K500.00 .
8.2	Last Date for requesting any clarifications	14 days before the closing date.
8.3	Pre- bid/site visit Meeting Date, Time and Place	The bidder is required to attend a Mandatory Pre-Bid/site visit meeting on Wednesday 22nd May 2019 at 10:00 hours in the meeting room on the Ground Floor at NAPSA House, Levy Business Park.
8.4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday 7th June 2019 at 10:30 hours.
8.5	Date and Time of opening of bids	Friday 7th June 2019 at 10:30 hours.

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