



NATIONAL PENSION SCHEME AUTHORITY

Invitation for Bids

NAPSA/CA/02/18: TENDER FOR THE SUPPLY AND INSTALLATION OF BILL BOARDS AND DIRECTIONAL SIGNAGE

1. The National Pension Scheme Authority (NAPSA) has set aside funds to eligible payments under the contract for which this invitation to tender is issued for the supply and installation of Bill Boards and Directional Signage.
2. Bidding will be conducted using the Open National Bidding procedures specified in the Public Procurement Act of 2008 and the Public Procurement Regulations of 2011, and is open to all Bidders eligible as defined in the Bidding Documents.
3. The National Pension Scheme Authority now invites sealed bids from eligible bidders for the supply and installation of Bill Boards and Directional Signage.
4. Bidders may obtain further information from **National Pension Scheme Authority** and inspect the bidding documents at the following address: National Pension Scheme Authority, 3rd Floor, Levy Business Park Office Block, Corner Kabelenga and Church Roads, P.O. BOX 51275, Lusaka, Zambia. The telephone number is +260 (211) 225226 and the fax number is +260 (211) 225226.
5. Bidders will be evaluated based on the Preferential Procurement Margin Clause for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:
 - a. Citizen influenced company, by 4% (four percent)
 - b. Citizen empowerment Company, by 8% (eight percent); and
 - c. Citizen Owned Company, by 12% (twelve percent)
 - d. Domestically manufactured goods by citizen-influenced company, citizen-empowered or citizen-owned company – 15%
6. The bidding documents should be purchased by bidders with from the National Pension Scheme Authority, 3rd Floor, Levy Business Park Office Block, Corner Kabelenga and Church Roads, P.O Box 51275, Lusaka upon payment of a non-refundable fee of **K500.00** or its equivalent.
7. The bid must be accompanied by a bid security of not less than 2% of the bid sum, duly signed and sealed by the Guarantor and shall be valid for a period of

90 days after bid opening or a bid securing declaration for a period of three years.

8. Sealed and bound bids clearly marked **“Tender for the supply and installation of Bill Boards and Directional Signage.”** 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, 4th May, 2018 at 10:30 hours local time. LATE, FAXED AND ELECTRONIC BIDS WILL BE REJECTED.** Tenders will be opened thereafter 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
1	Date and Time of commencement of inspection/sale of Bidding Documents	Friday, 6th April, 2018 at 14:30 hours. Bidders are advised to inspect and purchase the bidding documents at a non-refundable fee of K500.00 or its equivalent.
2.	Pre-bid meeting/Site Visit	A Pre-bid meeting will take place on Thursday, 12th April, 2018 Time: 10:30 hours Place: Ground floor Meeting Room, NAPSA House, Levy Business Park, Corner of Church/Kabelenga Roads, Lusaka
3	Last Date for requesting any clarifications	14 days before tender closing
4	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday, 4th May, 2018 at 10:30 hours.
5	Date and time of opening of bids	Friday, 4th May, 2018 at 10:30 hours.

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

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