

NATIONAL PENSION SCHEME AUTHORITY



PRE-QUALIFICATION

NAPSA/AS/01/21: NAPSA ENVIRONMENTAL SUSTAINABILITY PROJECT

1. INTRODUCTION

- 1.1. National Pension Scheme Authority (NAPSA) was established through an Act of Parliament, the National Pension Scheme (NPS) Act number 40 of 1996. NAPSA was established to provide income security to the members when they reach retirement age or become incapacitated, or to their spouses and children (biological and legally adopted) in the event of death.
- 1.2. As a good corporate citizen, NAPSA has recognized the need to promote environmentally sound practices. This is in line with the growing recognition that corporate entities can play a major role in protecting the environment by implementing measures that reduce the impact of human activity on the planet. NAPSA also identifies with the experience that, the task of developing an eco-conscious organization begins on the ground level with the workforce. In this regard, it will be crucial to get its employees' buy-in for them to uphold and practice environmentally friendly habits in the office and for the sustainability program to be successful.
- 1.3. In this regard, the Authority would like to embark on an environmental sustainability programme on a pilot basis and introduce environmentally friendly practices within the office by recycling disposable items such as plastics and paper.
- 1.4. Apart from recycling the waste, the Program will include another social responsibility aspect in that some of the proceeds from the recycling will be ploughed back or donated towards a community social cause or activity to be identified by the Authority.
- 1.5. Against this background the Authority would like to collaborate or synergize with a like-minded firm or company in Zambia already undertaking such activities to implement a recycling program within the Authority, on a pilot basis.

2. TERMS OF REFERENCE

- 2.1. The following are the terms of reference for this collaboration or partnership. It is envisaged that the Firm or Company will

- 2.1.1. Assist NAPSA to formulate and implement a recycling program for disposable plastics and paper within the Authority. The program should clearly cover:
- 2.1.1.1. Disposal methods.
 - 2.1.1.2. Collection methods.
 - 2.1.1.3. Storage and transfer.
 - 2.1.1.4. Treatment.
 - 2.1.1.5. Reuse/Recycling.
- 2.1.2. Should be able to demonstrate the end to end process of their recycling process and show that the waste will be recycled into something useful.
- 2.1.3. Should share knowledge or conduct training for purposes of capacity building for NAPSA members of staff required for the recycling project.
- 2.1.4. Should state how much it will pay for the waste collected from NAPSA; as this forms part of the proceeds that NAPSA intends to plough back into the Community.

3. SELECTION CRITERIA

Interested firms or companies should provide information demonstrating their being in possession of the required documentary evidence and relevant experience in recycling waste. Interested firms are required to provide the following information;

- a) Valid 2021 NAPSA Compliance Certificate.
- b) Valid 2021 ZRA Tax Clearance Certificate.
- c) Certificate of Incorporation/Registration.
- d) Information on the firm(s) i.e., name, address, telephone, Facsimile and email.
- e) Proof of registration with the Zambia Environmental Management Agency.
- f) **Evidence of experience in undertaking similar Community projects or activities including** names and contact numbers of partners or communities they have worked with, and who may be contacted for confirmation.

Further information may be obtained from the office of the Senior Procurement Manager, National Pension Scheme Authority, 3rd Floor, Levy Business Park, Corner of Church and Kabelenga Roads, Lusaka, Zambia.

4. DURATION OF THE PROJECT

4.1. The Pilot Environmental Sustainability Project is expected to be for an initial period of one (1) year and may be extended subject to successful implementation.

NOTE: The establishment of a shortlist and the selection procedure shall be in conformity with Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations Statutory Instrument No. 63 of 2011.

5. SUBMISSION

Applications clearly marked “**Pre-qualification: NAPSA Environmental Sustainability Project**”, should be deposited in the NAPSA Tender box, at the Ground Floor, Levy Business Park Office Block, Cnr of Kabelenga and Church Roads, Lusaka.

NOTE: Bidders are expected to prepare their applications in accordance with the information outlined above.

The closing date for submission is 18th June 2021 at 10:30 hours.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Secretary

Management Procurement Committee

For /Director General

NATIONAL PENSION SCHEME AUTHORITY