

# NATIONAL PENSION SCHEME AUTHORITY



## INVITATION FOR PRE-QUALIFICATION FOR THE PROVISION OF TRAINING SERVICES FOR THE YEAR 2017 FOR NAPSA

- 1.0 The National Pension Scheme Authority (NAPSA) is a Corporate establishment under the National Pension Scheme Act No. 40 of 1996.
- 2.0 The National Pension Scheme Authority has set aside funds toward the cost for the provision of Training services, and it intends to apply part of the proceeds of this financing to payments under the agreement(s) resulting from tender to provide training Services for the year 2017.
- 3.0 NAPSA now invites application from interested firms for the Provision of Training Services for 2017 in the following courses.

LOT No.	DESCRIPTION
1	Report writing skills
2	Supervisory management course
3	Record management
4	Administrative office management
5	Financial modelling in excel
6	Risk and fraud detection course
7	Defensive driving course

- 4.0 The Invitation for Pre-Qualification for the provision of **Training Services** for the year 2017 is open only to Local institutions and firms shall be shortlisted strictly by Lot basis.

## 5.0 PRE-QUALIFICATION REQUIREMENTS

Interested firms should provide the following information and documentations;

- a) Information on the Vendor's firm(s) and its representatives, if any, to include the name, Address, Telephone and Email address.
- b) Company Profile to include the following documentations;
  - 2017 ZRA Tax Clearance Certificate
  - 2017 NAPSA Compliance Certificate
  - Certificate of Incorporation/Registration
- c) The firm should have at least 5 years in the similar business
- d) Indicate traceable references in the Company profiles provided

6.0 Interested eligible Bidders may obtain further information from National Pension Scheme Authority at the address given below: 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 are +260 (211) 225226 and the fax number is +260 (211) 225226.

7.0 The sealed and bound applications must be deposited in the tender box on the Ground Floor, Levy Business Park Office Block, Corner Kabelenga and Church Roads, Lusaka, clearly marked, **“Invitation for Pre-Qualification for the tender to Provide Training Services for the National Pension Scheme Authority for the year 2017.”** Addressed to the Director-General and must be sent not later than Friday, **30<sup>th</sup> June, 2017, at 10:30 Hours local time.** HOWEVER, TELEGRAPHIC OR TELEFAX BIDS WILL NOT BE ACCEPTED.

Justine Mwiinga

**HEAD-PURCHASING AND STORES**

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