



## NATIONAL PENSION SCHEME AUTHORITY

### INVITATION FOR BIDS

#### **NAPSA/CORPORATE/03/03/17: TENDER FOR THE SUPPLY AND DELIVERY OF DIARIES, NOTEBOOKS AND CALENDARS**

1. NAPSA has set aside funds for eligible payments to be made for the tender for the supply and delivery of diaries, notebooks and calendars as per lots below:

LOT	DESCRIPTION	Quantity
1	Executive Diaries	1000
2	Standard Diaries	1000
3	Notebooks	750
4	Wall Calendars	2000
	Desk Calendars	2000
	Table Calendars	2000

2. Bidding will be conducted using the Open National Bidding (ONB) 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. 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).
4. Interested eligible Bidders may obtain further information from **National Pension Scheme Authority** and inspect the bidding documents at the following address: National Pension Scheme Authority, 3<sup>rd</sup> 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. The bidding documents may be purchased by interested bidders from the National Pension Scheme Authority, 3<sup>rd</sup> Floor, Levy Business Park Office Block,

Corner Kabelenga and Church Roads, P.O Box 51275, Lusaka upon payment of a non-refundable fee of **K1,000.00** or its equivalent.

6. 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 with a period of three years.
7. Sealed and bound bids clearly marked **“Tender for the supply and delivery of diaries, notebooks and calenders.”** 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, 9<sup>th</sup> June, 2017 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.
8. Bidders should pay attention to the following information:

<b>Item No.</b>	<b>Description of Item</b>	<b>Date</b>
1	Date and Time of commencement of inspection/sale of Bidding Documents	Friday, 12 <sup>th</sup> May, 2017 at 08:00 hours. Bidders are advised to inspect and purchase the bidding documents at a non-refundable fee of K1,000.00 or its equivalent.
2	Last Date for requesting any clarifications	14 days before the closing date.
3	Last Date and Time for receipting of bids at NAPSA (Address as given above)	Friday, 9 <sup>th</sup> June, 2017 at 10:30 hours.
4	Date and time of opening of bids	Friday, 9 <sup>th</sup> June, 2017 at 10:30 hours.

Justine Mwiinga  
**Head- Procurement and Stores**  
**For/Director General**  
**National Pension Scheme Authority**