

NATIONAL PENSION SCHEME AUTHORITY



INVITATION FOR BIDS

NAPSA/DIT/002/16: TENDER FOR THE SUPPLY AND DELIVERY OF SEVENTY-FIVE (75) LAPTOPS

The National Pension Scheme Authority has made a budget provision towards the procurement of Laptops and intends that part of the proceeds of these funds be applied to eligible payments under the contract for the Supply and Delivery of Seventy-Five (75) Laptops.

The National Pension Scheme Authority now invites sealed bids from eligible bidders who are NAPSA compliant with 2016 Certificate of Compliance, for the Supply and Seventy-five (75) Laptops.

CONDITIONS

1. Indicate at least three (05) similar contracts with traceable references in the past 5 years
2. Evidence of being in the similar business for the past 5 years
3. Attach Copy of Certificate of Incorporation
4. Bidders must have Tax Clearance for 2016
5. Bidders must be registered with Zambia Public Procurement Authority (**ZPPA**)
6. Bidders **MUST attach copies of the 2016 NAPSA compliance Certificate.**
7. A Compliance certificate **MUST** be obtained from the Lusaka Area Office, Lusaka House, Corner of Lumumba and Benbella Roads, Lusaka or any **nearest** NAPSA Office.
8. All bids must be accompanied by a bid security of not less than **2%** of the bid sum provided for in the bidding documents or Bid securing declaration form duly completed and signed.
9. Bidders must submit **three copies** and **one original** bidding documents
10. **Delivery** period of **6 weeks** shall be preferred

Bidders will be evaluated based on the Preferential Procurement Margin Clause for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:

- I. For a citizen influenced company, by 4% (four percent)
- II. For a citizen empowerment Company, by 8% (eight percent); and
- III. For Citizen Owned Company, by 12% (twelve percent)

The bidding documents may be inspected at the National Pension Scheme Authority, 3rd Floor, Levy Business Park Office Block, Cnr Kabelenga and Church Roads, P.O. BOX 51275, Lusaka, Zambia. The telephone number are 260 (01) 225226 and the fax number is (01) 225226.

The bidding documents may be purchased by interested bidders from the National Pension Scheme Authority, 3rd 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. Evidence of having purchase the bid document shall be required.

The sealed and bound bids must be deposited in the Tender box on the Ground Floor, Levy Business Park Office Block, CnrKabelenga and Church Roads, Lusaka, clearly marked, **“Tender for the Supply and Delivery of Seventy-five(75) Laptops.”** addressed to the Director-General and must be sent not later than **Thursday, 18th August, 2016, at 10:30 Hours local time. HOWEVER, TELEGRAPHIC OR TELEFAX BIDS WILL NOT BE ACCEPTED.**

The closing date for the receipt of bids is **Thursday, 18th August, 2016 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 on the Ground Floor, Levy Business Park Office Block, Cnr Kabelenga and Church Roads, Lusaka; in the presence of bidders or their representatives who choose to attend.

**Secretary Management Procurement Committee
NATIONAL PENSION SCHEME AUTHORITY**