



# **WORKERS' COMPENSATION FUND CONTROL BOARD**

## **OPEN NATIONAL SELECTION**

### **REQUEST FOR PROPOSALS**

#### **RFP No: WCFCB/CS/19422/2020: CONSULTANCY SERVICES FOR DEVELOPMENT OF MEDIA PRODUCTIONS ON A ONE YEAR FRAMEWORK FOR WORKERS' COMPENSATION FUND CONTROL BOARD**

1. The WORKERS' COMPESATION FUND CONTROL BOARD (WCFCB) has allocated funds from the 2020 Budget and intends to apply the funds to eligible payments under the contract for which this Request for Proposals (RFP) is issued. Payments by WCFCB will be made only at the request of the Authorized Representative, and will be subject, in all respects, to the terms and conditions of the Contract.
2. WCFCB now invites proposals to provide the following consulting services (hereinafter called "Services"): **Request for proposals for Development of Media productions on a one year framework for Workers' Compensation Fund Control Board.**
3. This Request for Proposals (RFP) is open to all eligible **Local** Consultants.
4. Interested Consultants have to pay a non-refundable fee of **K500.00** cash or bank certified cheque as participation fee, proof to be submitted with the proposal.
5. It is not permissible to transfer this invitation to any other firm that has not eligible obtained the solicitation document.
6. A firm will be selected under **Quality and Cost Based Selection** procedures and in a Full Technical Proposal (FTP) format as described in the solicitation document.
7. The Consultant should provide proof of establishment and legal registration of their business under the Laws of Zambia.
8. The RFP includes the following documents:

Section 1 -Letter of Invitation

Section 2 -Instructions to Consultants and Data Sheet

Section 3 –Full Technical Proposal (FTP) -Standard Forms

Section 4 -Financial Proposal -Standard Forms

Section 5 –Eligible Countries

Section 6 –Government’s Policy –Corrupt and Fraudulent Practices  
Section 7 -Terms of Reference  
Section 8 -Standard Forms of Contract (Lump-Sum)

9. Further information may be obtained from the office of the Procurement & Supplies Manager, Workers’ Compensation Fund Control Board, on the 4<sup>th</sup> floor, Compensation House, Corner Broadway and Moffatt Roads, Ndola.
10. The RFP in sealed envelopes, should be addressed to the Procurement & Supplies Manager Workers’ Compensation Fund Control Board on the 4<sup>th</sup> floor, Compensation House, Corner Broadway and Moffatt Roads, P.O Box 71534, Ndola. However, electronic submission of Request for Proposals is not permitted.
11. The Request for Proposal (RFP) bound and clearly marked “Request for proposals for Development of Media productions on a one year framework for Workers' Compensation Fund Control Board” shall be deposited in the tender box situated at the reception, Compensation House in Ndola on or before **Friday 20<sup>th</sup> November 2020 at 10:30 hours local time.**
12. The Closing Date for the receipt of Request for Proposals is **Friday, 20<sup>th</sup> November 2020 at 10.30 hours** local time and any Request for Proposal received after the time and date stipulated above will not be accepted.
13. The Request for Proposals will be opened immediately thereafter in the presence of bidder’s representatives who choose to attend.

**HOWEVER TELEGRAPHIC AND/OR ELECTRONIC OFFERS WILL NOT BE ACCEPTED**

**Bidders should pay attention to the following**

<b>Item No.</b>	<b>Description of Item</b>	<b>Date</b>
1.	Date of Publication of Tender	<b>28<sup>th</sup> October 2020</b>
2.	Date and Time of commencement of inspection/sale of Bidding Documents	<b>Thursday 30<sup>th</sup> October 2020 at 09:00 hours</b>
3.	Last Date for requesting any clarifications	<b>7 days before the closing date.</b>
4.	Last Date and Time for receipting of Bids at WCFCB (Address as given above)	<b>Friday 20<sup>th</sup> November 2020 at 10:30 hours</b>
5.	Date and Time of opening of Bids	<b>Friday 20<sup>th</sup> November 2020 at 10:30 hours, opening of Bids is immediately after closing</b>

**Secretary – Procurement Committee**  
**For Commissioner and Chief Executive Officer**