



## **WORKERS' COMPENSATION FUND CONTROL BOARD**

### **INVITATION FOR BIDS**

**IFB No: WCFCB/14054/2020: PROVISION OF INSURANCE BROKERAGE SERVICES TO THE WORKERS COMPENSATION FUND CONTROL BOARD FOR A PERIOD OF THREE YEARS (2022- 2024)**

#### **Background**

The Workers' Compensation Fund Control Board (WCFCB) is a Social Security Institution headquartered in the city of Ndola, with operations throughout Zambia. WCFCB's mandate is to provide benefits to workers who get injured or contract diseases in the course of their employment. WCFCB collects revenue from employers by way of Assessments in order to meet its mandate as provided for in the Workers' Compensation Act No. 10 of 1999 of the Laws of Zambia.

WCFCB has made a provision towards the cost of insurance brokerage services for a period of three years (2022- 2024) in the 2021 budget and intends to apply part of the proceeds to cover eligible payments under the contract for which the Invitation for Bids has been issued.

The Workers' Compensation Fund Control Board now invites sealed bids from reputable and eligible companies for the provision of insurance brokerage services for a period of three years (2022- 2024).

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.

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%
- b) Citizen Empowerment Company, by 8%
- c) Citizen Owned Company, by 12%

Interested eligible bidders may obtain further information by downloading the bidding documents from the Workers' Compensation Fund Control Board website: [www.workers.com.zm](http://www.workers.com.zm).

Due to Covid-19 pandemic, interested bidders are advised to download the bidding documents from the workers compensation website, then make payment of a non-refundable fee of Five Hundred Kwacha **(K500.00)** or its equivalent in any freely convertible currency or bank certified cheque as participation fee, proof to be submitted with the bid. The Bank Details are provided in the bid document.

Interested Bidders may obtain further information from the office of the Purchasing & Supplies Manager, Workers' Compensation Fund Control Board during office hours from 08:00 to 13:00 hours and 14:00 to 17:00 hours, local time, week working days only before 25<sup>th</sup> March 2021. The telephone numbers are 260 (212) 612411/610481-7 and fax number is 260 (212) 612411.

The bid must be accompanied by a bid securing declaration with a period of one year.

Sealed and properly bound bids clearly marked **“WCFCB/14054/2020: PROVISION OF INSURANCE BROKERAGE SERVICES TO THE WORKERS COMPENSATION FUND CONTROL BOARD FOR A PERIOD OF THREE YEARS (2022- 2024)”** must be deposited in the tender box situated at the reception, Compensation House in Ndola on or before **Thursday 1<sup>st</sup> April 2021 at 10:30 hours** local time.

The closing date for the receipt of bids is **Thursday 1<sup>st</sup> April 2021 at 10:30 hours Local** time and any bids received after the time and date stipulated above shall not be accepted. The bids will be opened soon after closing in the Procurement Unit Conference Room, Fourth Floor, Compensation House, Broadway/Moffat Road, Ndola, Zambia, in the presence of bidders or 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>Thursday 25<sup>th</sup> February 2021</b>
2.	Date and Time of commencement of inspection/sale of Bidding Documents	<b>Monday 1<sup>st</sup> March 2021 at 14:00 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>Thursday 1<sup>st</sup> April, 2021 at 10:30 hours</b>
5.	Date and Time of opening of Bids	<b>Thursday 1<sup>st</sup> April, 2021 at 10:30 hours, opening of Bids is immediately after closing</b>

**Secretary – Procurement Committee**

**For Commissioner and Chief Executive Officer**