



WORKERS' COMPENSATION FUND CONTROL BOARD

OPEN NATIONAL SELECTION REQUEST FOR PROPOSALS

RFP No: WCFCB/CS/10621/2020: CONSULTANCY SERVICES FOR THE DESIGN AND SUPERVISION OF THE RENOVATION WORKS AT THE TRADE FAIR AND LUSAKA SHOW GROUND STANDS

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 design and supervision of the renovation works at the Trade Fair and Lusaka Show Ground Stands.**
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 eligibly 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 4th 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 4th 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 design and supervision of the renovation works at the Trade Fair and Lusaka Show Ground Stands**" shall be deposited in the tender box situated at the reception, Compensation House in Ndola on or before Friday 30th October 2020 at 10:30 hours local time.
12. The Closing Date for the receipt of Request for Proposals is **Friday, 30th October 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

Item No.	Description of Item	Date
	Date of Publication of Tender	Thursday 1st October 2020
1	Date and Time of commencement of issuing the Request for Proposal (RFP)	Friday 2nd October 2020 at 10:00 hours
2	Date of Site Visit and Venue of Site Visit	Friday, 9th October 2020 at the Trade Fair stand in Ndola.
		Tuesday, 13th October 2020 at 10:00 hours at the show Ground stand in Lusaka
3	Last Date and Time for receipting of bids at WCFCB (Address as given above)	Friday 30th October at 10:30 hours in Ndola
4	Date and Time of opening of bids	Friday 30th October 2020 at 10:30 hours opening of bids is immediately after closing

Secretary – Procurement Committee
For Commissioner and Chief Executive Officer