



WORKERS' COMPENSATION FUND CONTROL BOARD

INVITATION FOR BIDS (IFB)

TENDER NUMBER: WCFCB/W/12696/2020

TENDER FOR THE RENOVATION WORKS AT COMPENSATION HOUSE KASAMA FOR WORKERS' COMPENSATION FUND CONTROL BOARD

1. The Workers' Compensation Fund Control Board (The Board) is established by the Workers' Compensation Act No. 10 of 1999. Its functions are, inter alia,
 - i) To administer the Compensation Fund out of which funds for compensating workers disabled by accidents occurring, or diseases contracted in the course of employment, are paid out;
 - ii) To compensate dependants of workers who die as a result of accidents or diseases;
 - iii) To ensure that all Employers make contributions to the Compensation Fund as provided under Act No.10 of 1999.
2. Act No. 10 of 1999 requires Employers to register with the Board and pay statutory assessments. Further, the Act makes it an offence for an employer to fail to either register with the Board or pay assessments within stipulated time.
3. The Board has made a provision towards the cost of **Renovation works at Compensation House Kasama for Workers' Compensation Fund Control Board** and intends to apply part of these proceeds of this provision to cover eligible payments under the contract for the said **Renovation works at Compensation House Kasama for Workers' Compensation Fund Control Board**.
4. Workers' Compensation Fund Control Board now **invites sealed bids** from eligible Bidders with **National Council for Construction (NCC) Certificates of Grades 3 or 4 Category B or C** to undertake the works in Kasama.
5. Bidding will be conducted using the Open National Bidding (ONB) procedures specified in the Public Procurement Act No. 12 of 2008 and the Public Procurement Regulations of 2011, and is open to all Bidders eligible as defined in the Bidding Documents, that meet the minimum qualifications.
6. Site visit shall be conducted by the Board on **Tuesday, 30th June 2020** at 10:00hrs local time at **Compensation House in Kasama and prospective bidders MUST attend**.

7. Interested eligible bidders may obtain further information from Procurement Department on the 4th floor of Compensation House Ndola, Procurement Unit from 8:30hrs to 16:00hrs on working days and may inspect the soft copy of the Bidding Document on our website: www.workers.com.zm.
8. Interested bidders may access the bid document upon payment of a non-refundable participation fee of **K1,000.00** through our Cashier at Head Office in Ndola and attach proof of payment receipt copy to their submission.
9. Sealed properly bound bids and clearly marked “**Tender for Renovation Works at Compensation House Kasama number: WCFCB/W/12696/2020**” must be deposited in the Tender Box at the reception, Compensation House in Ndola on or before **Friday 24th July 2020** at **10:30 hours** and will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend.
10. The closing date shall be **Friday 24th July 2020** at **10:30 hours**. Tender opening will be immediately after closing on the stated date and time.

Please note that faxed/email bids will not be considered.

Prospective Bidders should pay attention to the following information:

Item No.	Description of Item	Date
1	Date and Time of commencement of Issuing the Solicitation Document	Wednesday 10th June 2020 at 10:00 hours
2	Date of Site Visit and Venue of Site Visit	Tuesday, 30th June 2020 at Compensation House in Kasama at 10:00 hours
3	Date and Time for close of receiving any Clarifications	Friday 17th July 2020 at 16:00 hours
4	Last Date and Time for receipting of bids at WCFCB (Address as given above)	Friday 24th July 2020 at 10:30 hours
5	Date and Time of opening of bids	Friday 24th July 2020 at 10:30 hours opening of bids is immediately after closing

11. This tender has Preferential Procurement Margins for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:

- i) Citizen Influence Companies – 4%
- ii) Citizen Empowered Companies – 8%
- iii) Citizen Owned Companies – 12%

12. The Board reserves the right to accept or reject all the bids without giving a reason and is not bound to accept the lowest bid.

LATE BIDS SHALL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

T M Kasonde
Procurement & Supplies Manager
Workers Compensation Fund Control Board