

## INVITATION TO BID UNDER OPEN DOMESTIC BIDDING



M/s.....

20<sup>th</sup> July 2015

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Dear Sirs,

### **Invitation to bid for Provision of Medical Insurance Services- Tender Ref: NMS/CONS/15-16/00035**

1. The National Medical Stores has allocated to be used for the acquisition of **Medical Insurance services**.
2. The Entity invites sealed bids from eligible bidders for the provision of the above **consultancy services**.
3. Bidding will be conducted in accordance with the open domestic bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **8.30am-4.30pm Mondays to Fridays**.
5. The Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **Uganda shillings: 300,000= (Three hundred thousand only)**. The method of payment will be **by Cash to the National Medical Stores Cashier at the address in 8(a) below**.
6. Bids must be delivered to the address below at 8(c) at or before 11.00am on **18<sup>th</sup> August 2015**. **All bids must be accompanied by a bid securing declaration which shall be valid for 118 working days counted from the date of bid submission until 8<sup>th</sup> January 2016**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at **11.30am on 18<sup>th</sup> August 2015 at National Medical Stores Staff Canteen**
7. There shall be a pre – bid meeting on **30<sup>th</sup> July 2015 at 11.00 am at National Medical Stores Staff Canteen**.
8. (a) Documents may be inspected at: **The Procurement Department, National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062**

(b) Documents will be issued at the address at 8(a)

(c) Bids must be delivered to: **The General Manager, National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062**

(d) Address of Bid Opening: **The Staff Canteen of National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062**

9. The planned procurement schedule (subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	22 <sup>nd</sup> July 2015
b. Pre-bid meeting	30 <sup>th</sup> July 2015
c. Bid closing date	18 <sup>th</sup> August 2015
d. Evaluation process	Within 20 working days from bid closing date
e. Display and communication of best evaluated bidder notice	Within 5 working days from Contracts Committee award
f. Contract Signature	After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval

Signature:

Name:

Position of Authorised Official: General Manager/Accounting Officer