



NMS
MEDICAL LOGISTICS
Passionate about your Life

NOTICE OF EXPRESSION OF INTEREST FOR PROVISION OF INSURANCE BROKERAGE SERVICES

REF: NMS/CONS /16-17/00064

1. The **National Medical Stores** has decided to acquire services of an Insurance broker..
2. The Entity now invites eligible Insurance brokers to submit sealed expressions of interest for provision of Insurance brokerage services to cater for the interests of NMS and offer professional insurance and risk management services for a commission which is earned on the premium charged.

Specifically the objectives of the Assignment are to:

- (i) help NMS to identify its exposures and risks;
 - (ii) handle NMS` interests;
 - (iii) negotiate the best cover at the best cost;
 - (iv) place a cover with the most suitable insurer;
 - (v) handle claims; and
 - (vi) carry out other administrative functions e.g. sensitization of the insured on the covers in place, picking and delivery of policy documents, endorsement, claim documents, debit notes etc.
3. Interested brokers should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
 4. The short listing criteria will include the following requirements and documents:
 - a. a copy of valid licence from Insurance Regulatory Authority of Uganda;
 - b. a copy of the certificate of Incorporation;
 - c. a signed statement indicating that the broker does not have a conflict of interest in the subject of the procurement;
 - d. registered/Notarized powers of attorney
 - e. Valid tax clearance certificate
 - f. PPDA certificate of registration.
 - g. Must be a member of Uganda Association of Insurance Brokers.
 - h. Must be a member of The Insurance Institute of Uganda.
 - i. Must provide evidence of professional indemnity cover (2016) not less than UGX: Three (3) Billion certified by Insurance Regulatory Authority of Uganda.
 - j. Evidence of having offered the same services to at least two public or private organisations each paying a premium of one (1) Billion per annum. (Evidence must be provided);

6. Interested eligible consultants may obtain further information at the address given below from Monday to Friday between 0800hrs to 1700hrs:

The General Manager,

National Medical Stores,

Plot4-12 Nsamizi Road,

P.O. Box 16 Entebbe –UGANDA

Tel: 256 414 320542

E-mail : nms.go.ug

7. Sealed Expressions of Interest must be delivered to the address below by **11:00AM** local time on 28th February, 2017 at the address in 6 above.

8. The notice of expression of interest is available at the Entity’s website at www.nms.go.ug and at www.ppda.go.ug

9. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	7 th February,2017
a. Closing date for receipt of Expression of Interest	28 th February,2017
a. Evaluation of Expressions of Interest	Within 15 working days after closing date.
a. Display of shortlist	Within 2 working days after Contract Committee`s approval

ACCOUNTING OFFICER