



## BID NOTICE UNDER OPEN DOMESTIC BIDDING

### PROVISION OF STAFF LUNCH AT HEAD OFFICE - NSSF/NCONS/2025-26/00700/1/2/3

1. The National Social Security Fund (NSSF) has allocated funds to be used for Provision of Lunch to NSSF Staff at Head Office and Security Personnel at Offices, Residences & Properties.
2. The Entity invites sealed bids from eligible bidders for the provision of non-consultancy services.
3. Bidding shall be conducted in accordance with the procedures contained in the Public Procurement and Disposal of Public Assets Act, Cap 205 and the Regulations made under the Act 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 8:00 am to 5:00 pm
5. The bidding documents 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 UGX 100,000 (Uganda Shillings One Hundred Thousand Shillings). The method of payment will be by Bank to National Social Security Fund Administration Account Number 9030005950790 at STANBIC BANK UGANDA LTD.
6. Bids must be delivered to the address below at 8(c) at or before 11:00 AM on 24th April 2026. All bids must be accompanied by a Bid Security as follows:

<i>Lot Nos.</i>	<i>Procurement Reference Number</i>	<i>Subject of Procurement</i>	<i>Bid Security</i>
1.	NSSF/NCONS/2025-26/00700/1	Provision of Lunch to NSSF Staff at Head Office and Security Personnel at Offices, Residences & Properties.	UGX. 10,000,000
2.	NSSF/NCONS/2025-26/00700/2	Provision of Lunch to NSSF Staff at Head Office and Security Personnel at Offices, Residences & Properties.	UGX. 7,000,000
3.	NSSF/NCONS/2025-26/00700/3	Provision of Lunch to NSSF Staff at Head Office and Security Personnel at Offices, Residences & Properties.	UGX. 5,000,000

Bid Securities must be valid until 30th July 2026. 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 11:30 AM on 23<sup>rd</sup> April 2026.

7. There shall be a pre – bid meeting on 31st March 2026 at 11:00 am. The Venue of the pre-bid meeting is the NSSF Procurement & Disposal Unit's Board Room on 13th Floor, Workers House-Southern Wing.
8. Bidders should note the following:

- a. Documents may be inspected at: NSSF Workers House, 13th Floor, Southern Wing, PDU
- b. Documents will be issued from: NSSF Workers House, 13th Floor, Southern Wing, PDU
- c. Bids must be delivered to: NSSF Workers House, 13th Floor, Southern Wing, PDU
- d. Address of bid opening: NSSF Workers House, 13th Floor, Southern Wing, PDU

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

Activity	Date
a. Publish bid notice	26 <sup>th</sup> March 2026
b. Pre-bid meeting/ Site visits where applicable	11:00 AM on 31 <sup>st</sup> March 2026
c. Bid closing date	11:00 AM on 23 <sup>rd</sup> April 2026
d. Evaluation process	(Within 10 working days from the 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 Attorney General's approval).

**MANAGING DIRECTOR**