



BID NOTICE UNDER OPEN BIDDING

PROCUREMENT OF A HUMAN RESOURCES INFORMATION SYSTEM (HRIS)- NSSF/NCONS/2023-2024/00132.

1. The National Social Security Fund has allocated funds to be used for the Procurement of a Human Resources Information System (HRIS).
2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies.
3. Bidding will be conducted in accordance with the open domestic bidding method 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 8:00am to 5:00pm from Monday to Friday.
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 **UGX 50,000**. The method of payment will be by Bank to National Social Security Fund Account Number **9030005950790** at **STANBIC BANK UGANDA LTD**. The bidders shall then submit a deposit slip to the NSSF Cashier on 14th Floor Southern Wing, Worker's House or email the receipt to anasuru@nssfug.org copy procurement@nssfug.org. The bidder shall be given an e-receipt on confirmation that funds have been transmitted into the specified account. The soft copy document will then be sent to the bidders or their representative (s) from NSSF Procurement and Disposal Unit at the address specified in 8(c) below.
6. **Five hard copies** of the original bid must be delivered to the address below at 8(c) at or before **3:00pm on 17th July 2024**. All bids must be accompanied by a bid security or bid bond of **UGX 3,000,000 valid until 24th April 2024**. 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 **3:30pm on 17th July 2024**.
7. There shall be a pre – bid meeting on 27th June 2024 at 11:00 am at **NSSF Workers House, 13th Floor-Southern Wing, PDU Board room**.
8. (a) Documents may be inspected at: **NSSF Workers House, 13th Floor, Southern Wing, PDU Office**.
(b) Documents will be issued from: **NSSF Workers House, 13th Floor, Southern Wing, PDU Office**.
(c) Bids must be delivered to: **NSSF Workers House, 13th Floor, Southern Wing, PDU Office**.
(d) Address of bid opening: **NSSF Workers House, 13th Floor-Southern Wing, PDU Board room**.

Information/clarification may be obtained from 6(a) or Email: procurement@nssfug.org

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

Activity	Date
Published Bid Notice	20 th June 2024
Pre-bid meeting	27 th June 2024 at 11:00 am
Bid Closing Date	17 th July 2024 at 3:00 pm
Bid Opening	24 th July 2024 at 3:30 pm
Evaluation Process	8 th August 2024
Display & Communication of the Best Evaluated Bidders	15 th August 2024
Contract Award and Signature	30 th August 2024

Managing Director.