

BID NOTICE UNDER OPEN BIDDING

**PROVISION OF INDIVIDUAL CONSULTANCY SERVICES FOR BOARD ADVISORY TO THE
AUDIT AND RISK ASSURANCE COMMITTEE- NSSF/CONS/2023-2024/00157.**

1. The National Social Security Fund has allocated funds to be used for the Provision of Individual Consultancy Services for Board Advisory to the Audit and Risk Assurance Committee.
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 shall be inspected and issued via e-mail at NSSF Procurement & Disposal Unit, Room 4, 13th Floor Southern Wing, Workers House.
6. **Three hard copies** of the original bid must be delivered to the address below at 8(c) at or before **12:00pm** on **17th July 2024**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at **12:30pm** on **17th July 2024**.
7. There shall be a pre – bid meeting on 26th 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	26 th June 2024 at 11:00 am
Bid Closing Date	17 th July 2024 at 12:00 pm
Bid Opening	24 th July 2024 at 12:30 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.