



INVITATION TO BID UNDER OPEN BIDDING

June 2024.

Dear Sir/Madam,

Provision of VMWare Support.

1. The National Social Security Fund has allocated funds to be used for **Provision of VMWare Support**.
2. The Entity invites sealed bids for the provision of the above Services.
3. Bidding will be conducted in accordance with the Open bidding method contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 6(a) from 8:00am to 5:00pm from Monday to Friday except public holiday or may request for a soft copy via email.
5. You may obtain further information from the Entity and inspect the bidding documents at the address given below at 9(a) from 08:00-05:00pm.
6. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 9(a) 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 send an email to anasuru@nssfug.org copy procurement@nssfug.org . The bidder shall be given a receipt on confirmation that funds have been transmitted into the specified account. The document will be picked or sent on email to the bidders or their representative (s) from NSSF Procurement and Disposal Unit at the address specified in 9(c) below.
7. One hard copy of the bid must be delivered to the address below at 9(c) at or before **12th July 2024 at 11:00am** while the soft copy shall be submitted using the link. All bids must be accompanied with a **Bid Security of UGX. 5,000,000 in form of bank guarantee only**. Bid Security must be valid until **08th February 2025**. Late bids shall be rejected.
8. Documents may be inspected, issued, delivered, and opened at:

NSSF Workers House, 13th Floor, Southern Wing, PDU Offices

Address of bid opening:

Workers House, 13th Floor, Southern Wing, NSSF PDU Board room.

Information/clarification may be obtained from procurement@nssfug.org

Tel. 0417-311301

9. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) Whether you will submit a bid alone or in association.

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

S/N	Activity	Date
1	Published Bid Notice	20th June, 2024
2	Bid Closing Date	12th July 2024 at 11:00am
4	Bid Opening Date	12th July 2024 at 11:30am
5	Evaluation Process	<i>(Within 20 working days from bid closing date)</i>
6	Display and Communication of the Best Evaluated Bidder Notice	<i>(Within 5 working days from Contracts Committee award)</i>
7	Contract Award and Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Solicitor General's Clearance)</i>

MANAGING DIRECTOR