



BID NOTICE UNDER OPEN DOMESTIC BIDDING

SUPPLY AND DELIVERY OF 60 LAPTOPS - NSSF/SUPLS/2025-2026/00025

1. The **National Social Security Fund (NSSF)** has allocated funds to be used for the **Supply and Delivery of 60 Laptops**.
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, 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 **08:00am-05:00pm local time** from Monday to Friday except public holidays.
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(a) and upon payment of a non-refundable fee of **UGX 50,000 (Uganda Shillings Fifty Thousand Only)**. The method of payment will be by Bank to National Social Security Fund Administration Account Number **9030005950790** at **STANBIC BANK UGANDA LTD**. The bidders shall then submit a deposit slip to the NSSF Cashier-Finance Department on 14th Floor Southern Wing, Workers House. The bidders shall be given a receipt on confirmation that funds have been credited into the specified account. The document shall then be issued to the bidders or their representative (s) from NSSF Procurement and Disposal Unit at the address specified below in 8(a). No liability will be accepted for loss or late delivery.
6. Bids must be delivered to the address below at 8(c) at or before **3rd November 2025 at 12:00pm-local time**. All bids must be accompanied by a bid security of **UGX 4,000,000 (Uganda Shillings Four Million Only) in form of Bank Guarantee Only**. Bid Security must be valid until and including **19th April 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 **12:30pm on 3rd November 2025**.
7. There shall not be a pre – bid meeting on **16th October 2025 at 11:00am**. Venue of the pre-bid meeting is the NSSF Procurement & Disposal Unit's Board Room on 13th Floor, Workers House-Sothern Wing.
8. Bidders should note the following:
 - (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
 - (c) Proposals must be delivered to: NSSF Workers House, 13th Floor, Southern Wing, PDU Office.
 - (d) Address of Proposal Opening: NSSF Workers House, 13th Floor-Southern Wing, PDU Board room.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	13 th October 2025
b. Pre-bid meeting, where applicable	16 th October 2025 at 11:00am in the NSSF Procurement and Disposal Unit Boardroom on 13 th Floor of Workers House.
c. Bid closing date	3 rd November 2025 at 12:00pm-local time.
d. Evaluation process	(Within 10 working days from the bid closing date)



	e. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>	
	f. Contract signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).</i>	

MANAGING DIRECTOR