

Standard Invitation to Bidders

BID NOTICE UNDER OPEN BIDDING

Provision of Funeral Services to the Fund – NSSF/NCONS/2025-2026/00104

1. The NSSF has allocated funds to be used for Provision of Funeral Services to the Fund.
2. The Entity invites sealed bids from eligible bidders for the provision of the 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 05:00 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 *4th November 2025 at 12:00pm* All bids must be accompanied by a Bid Security of *UGX 500,000 (Uganda Shillings Five Hundred Thousand only)* . Bid Security must be valid until *20th 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 *12:30 pm on 4th November 2025*.
7. There shall not be a pre – bid meeting
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	16 th October 2025
b. Bid closing date	4 th November 2025
c. Evaluation process	(Within 10 working days from bid closing date)
d. Display and communication of best evaluated bidder notice	(Within 5 working days from Contracts Committee award)
e. Contract Signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).

