



BID NOTICE UNDER OPEN DOMESTIC BIDDING

SUPPLY AND DELIVERY OF TONER CARTRIDGES- NSSF/SUPLS/2023-2024/00093

1. The **National Social Security Fund (NSSF)** has allocated funds to be used for the Supply and delivery of Toner Cartridges.
2. NSSF invites sealed bids from eligible bidders for the supply of the above items.
3. Bidding will be conducted in accordance with the **open domestic bidding** procedures 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 **08:00am-05:00pm local time** from Monday to Friday except public holidays on **Email: and copy procurement@nssfug.org and copy rkyomuhendo@nssfug.org**
5. The document shall be issued to the bidders or their representative (s) from NSSF Procurement and Disposal Unit at the address specified below in 8(a) below. No liability will be accepted for loss or late delivery.
6. 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 Finance Administrator 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(a) below
7. Bids must be delivered to the address below at 8(a) at or before **May 3, 2024 at 11:00am** local time. 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(b) on **May 3, 2024 at 11:30am**. **All bids must be accompanied with bid security of UGX 500,000 (Uganda Shillings Five Hundred Thousand Only) valid until and including October 10, 2024 in form of bank guarantee only.**
8. (a) The address where documents shall be inspected, issued and delivered is: **NSSF Procurement and Disposal Unit, Room 4, Workers House, Plot 1 Pilkington road, 13th Floor Southern wing.**
(b) The address for Bid opening: NSSF Procurement and Disposal Unit, Meeting room on 13th Floor Southern Wing, Workers House, Plot 1 Pilkington Road.
9. This notice is available at the Entity's website: www.nssfug.org.
10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	April 11, 2024
b. Bid closing date and time	May 3, 2024 before or at 11:00pm
c. Evaluation process	Within Ten (10) Working Days from bid submission deadline date.
d. Display and communication of best evaluated bidder notice	Within Five (5) Days from Contracts Committee, award decision.
e. Contract Signature	Subject to Solicitor General's Clearance

MANAGING DIRECTOR