



**Standard Invitation to Bidders
INVITATION TO BID UNDER OPEN DOMESTIC BIDDING**

**INVITATION TO BID FOR PROVISION OF CLEANING SERVICES FOR NSSF
BRANCH OFFICES - NSSF/NCONS/2023-2024/00145.**

1. The **National Social Security Fund** has allocated funds to be used for the **Provision of Cleaning Services for NSSF Branch offices under lots 9 lots.**
 - a) *Lots 3,5,6 and 7 are Reserved for Registered Associations for Women, Youth, and Persons with disabilities.*
 - b) *Lots 1,2,4,8 and 9 are open to participation by all firms.*
2. The Fund invites your sealed bids for the provision of the above services.
3. Bidding will be conducted in accordance with the **Open Domestic Bidding** method contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003.
4. 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.
5. Bidding documents in English may be by submission of a written application to the address below at 9(b). The document will be picked by the bidders or their representative (s) from NSSF Procurement and Disposal Unit at the address specified in 9(a) below.
6. Bids must be delivered to the address below at 9(c) at or before **6th May 2024 at 11:00 am**. All bids must be accompanied with valid **bid securing declaration valid until 14th November 2024**. 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 9(d) at **6th May 2024 at 11:30am**. *Note; this procurement is reserved for businesses registered in the regions where we have branch offices.*
7. There shall be a pre – bid meeting at Workers House on 17th April 2024 at 10:00am.
8. (a) Documents may be inspected, issued, delivered, and opened at:
NSSF Workers House, 13th Floor, Southern Wing, PDU Offices
 - (b) Address of bid opening:
Workers House, 13th Floor, Southern Wing, NSSF PDU Board room.
 - (c) Address of Bid Closing
**Head Procurement and Disposal Unit
Plot 1 Pilkington Road, Workers House
13th Floor, Southern Wing, Room 6.
Kampala-Uganda.**

10. 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.

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

| Activity | Date |
|---|---|
| Publish bid notice | 11 th April 2024 |
| Pre-bid Meeting/ Site Visit | 17 th April 2024: 10:00am in PDU Meeting Room |
| Bid closing date | 6 th May 2024 |
| Bid Opening date | 22 nd March 2024: 11:20am |
| Evaluation process | (Within 10 working days from bid closing date) |
| Display and communication of best evaluated bidder notice | <i>(Within 5 working days from Contracts Committee award)</i> |
| 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