



BID NOTICE UNDER OPEN DOMESTIC BIDDING

PROVISION OF AGENCY SERVICES FOR NSSF VOLUNTARY MEMBER REGISTRATION - NSSF/NON-CONS/2023-2024/00038

1. The **National Social Security Fund (NSSF)** has allocated funds to be used for the provision of agency services for NSSF voluntary member registration.
2. NSSF invites sealed bids from eligible bidders for the provision of the above services.
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.
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. Bids must be delivered to the address below at 8(a) at or before **28th March 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 **28th March 2024 at 11:30am**. **All bids must be accompanied with bid security of UGX 1,000,000 (Uganda Shillings One Million Only) valid until and including 9th September 2024 in form of bank guarantee only.**
7. Information/clarification may be obtained from 8(a) or **Email: rkyomuhendo@nssfug.org copy procurement@nssfug.org**
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	7 th March 2024
b. Bid closing date and time	28 th March 2024 before or at 11:00pm
c. Evaluation process	Withing 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