



BID NOTICE UNDER OPEN DOMESTIC BIDDING

PROVISION OF LEGAL SERVICES UNDER FRAMEWORK CONTRACT-

NSSF/CONS/2020-2021/00314

1. The **National Social Security Fund (NSSF)** has allocated funds to be used for the **provision of legal services under framework contract**.
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 or may request for a soft copy via the e-mail given at 7 below.
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 100,000** (One Hundred Thousand Uganda Shillings 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) via e-mail. No liability will be accepted for loss or late delivery.
6. One hard copy of the bid must be delivered to the address below at 8(a) at or before **23rd February 2022 at 11:00am** local time while the soft copy shall be delivered using this link https://nssf-my.sharepoint.com/:f/g/personal/nnerima_nssfug_org/Eouz7f7AG0lBqtFxFQYBKXIBYnTomQRzx25HRFMVaGMBxg
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 **23rd February 2022 at 11:30am**. **All bids must be accompanied with Bid Security of UGX 2,000,000 (Uganda Shillings Two Million Only) in form of bank guarantee only valid until and including 11th July 2022.**
7. Information/clarification may be obtained from 8(a) or **Email: gmuqabi@nssfug.org**. **Tel. 0417-311301**
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	25 th January 2022
b. Bid closing date and time	23 rd February 2022 before or at 11:00am
c. Bid Opening date and time	23 rd February 2022 at 11:30am
d. Evaluation process	<i>(Within 37 working days from bid closing date)</i>
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 Solicitor General's Clearance).</i>

MANAGING DIRECTOR