



BID NOTICE UNDER OPEN DOMESTIC BIDDING

PROCUREMENT OF EVENTS MANAGEMENT UNDER FRAMEWORK – NSSF/NCONS/2021-2022/00016.

1. The National Social Security Fund has allocated funds to be used for the procurement of Events Management under Framework Contract for a period of Three years.
2. The Entity 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 method 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 8:00am to 5:00pm from Monday to Friday.
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(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 Cashier on 14th Floor Southern Wing, Worker's House. The bidder shall be given a 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(c) below.
6. **One hard copy** of the bid must be delivered to the address below at 8(c) at or before **03:00pm** on **01st March 2022** while the **soft copy shall be delivered using the link below**.

https://nssf-my.sharepoint.com/:f/g/personal/gnampijja_nssfug_org/EjRZUO-DWN9B1clakZO3bWEBu1IbSKN0UOPm8qDkQnKBLw

All bids must be accompanied by a bid security of **UGX 1,000,000 valid until 18th July 2022**. 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 **03:30pm on 01st March 2022**.

7. There shall not be a pre – bid meeting.
8. (a) Documents may be inspected at: **NSSF Workers House, 13th Floor, Southern Wing, PDU Office.**
(b) Documents will be issued from: **NSSF Workers House, 13th Floor, Southern Wing, PDU Office.**
(c) Bids must be delivered to: **NSSF Workers House, 13th Floor, Southern Wing, PDU Office.**
(d) Address of bid opening: **NSSF Workers House, 13th Floor-Southern Wing, PDU Board room.**

Information/clarification may be obtained from 6(a) or Email: gmugabi@nssfug.org

Tel. 0417-311301

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

Activity	Date
Published Bid Notice	01 st February, 2022
Pre-Bid Meeting	N/A
Bid Closing Date	01 st March, 2022 at 03:00 pm
Bid Opening	01 st March, 2022 at 03:30 pm
Evaluation Process	<i>(Within 20 working days from bid closing date)</i>
Display & Communication of the Best Evaluated Bidders	<i>(Within 5 working days from Contracts Committee award).</i>
Contract Award and 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.