



INVITATION TO BID UNDER OPEN DOMESTIC BIDDING

February 24th, 2022

INVITATION TO BID FOR PROVISION OF GROUP PERSONAL ACCIDENT / WORKER'S COMPENSATION INSURANCE POLICY FOR UNOC STAFF-UNOC/NCONS/21-22/00154

1. Uganda National Oil Company Limited (UNOC) has allocated funds to be used for the acquisition of group personal accident / worker's compensation insurance policy for UNOC staff.
2. UNOC invites your sealed bids for the provision of group personal accident / worker's compensation insurance policy for UNOC staff.
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.
4. Interested bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 8am to 5pm.
5. The bidding document in English may be purchased by interested bidders on submission of a written application and upon payment of a non-refundable fee of **Ugx: 100,000/=** to the **Uganda National Oil Company Limited Account in Stanbic Bank Uganda Limited, Corporate Branch, Crested Towers on A/C No. 9030011896005**. Bidders should send the application letter and payment confirmation/receipt to: pl.unoc@unoc.co.ug to obtain the bidding document.
6. Bids must be delivered to the address below at 8(a) at or before **10:00am on 25th March 2022**. All bids must be accompanied by a **bid security of UGX 6,000,000** using the form as indicated in the bidding forms. The bid security must be valid until **October 6th, 2022**. Late bids shall be rejected. Bids shall be virtually opened in the presence of bidders' representatives who choose to attend the online public bid opening session via Microsoft Teams Platform at 10:40am on **25th March 2022**.
7. There shall be a virtual/Online pre-bid meeting at **10:00am on 9th March 2022 at Plot 15 Yusuf Lule Road**.

8. (a) Documents will be issued using email, and bids delivered to:
The Procurement and Logistics Unit
Uganda National Oil Company Limited
Plot 15 Yusuf Lule Road.
Email: pl.unoc@unoc.co.ug
- (b) Bids will be delivered to:
The Procurement and Logistics Unit
Uganda National Oil Company Limited
Plot 15 Yusuf Lule Road.
- (c) Address of bid opening: Online public bid opening via Microsoft Teams Platform
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of Bidding document	24 th February 2022
b. Pre-bid meeting	9 th March 2022 starting 10:00am
c. Bid closing date & time	25 th March 2022 at 10:00am
d. Bid opening date & time	25 th March 2022 at 10:30am Note: UNOC Uses Microsoft Teams Meeting Platform, hence bidders shall be required to send email and contact of their representatives not later than 16 th March 2022 at 5:00pm to pl.unoc@unoc.co.ug
e. Evaluation process	25 th March to 20 th April, 2022
f. Display and communication of best evaluated bidder notice	Between 2 nd & 13 th May 2022
g. Contract signature	After expiry of the BEB and upon Solicitor General's clearance

Signature:

Name: **JERROMY NDURU**

Position of Authorised Official: **HEAD PROCUREMENT AND LOGISTICS**