



Standard Invitation to Consultants

BID NOTICE UNDER OPEN DOMESTIC BIDDING

20th June 2023

Invitation to bid for Procurement of a Human Resource Manpower firm to provide Staff Management Services for Jinja Storage Terminal (JST): UNOC/CONS/22-23/00558.

1. The Uganda National Oil Company Limited (UNOC) has allocated funds to be used for acquisition of Human Resource Manpower firm to provide Staff Management Services for Jinja Storage Terminal (JST).
2. The Entity invites your sealed proposals 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, 2021 the PPDA (Procurement of Consultancy services) Regulations, 2014 and the procedures described in Part 1: Proposal Procedures.
4. You may obtain further information and inspect the proposal document at the address given below at 8(a) from **8:00am to 05:00pm**.
5. The bidding document in English may be purchased by interested bidders/consultants on submission of a written application and upon payment of a non-refundable fee of **Uganda Shillings: One hundred thousand (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 an application letter and payment confirmation/receipt to: pl.unoc@unoc.co.ug to obtain the Bidding document.
6. Proposals must be delivered to the address below in 8 at or before **10:00am on 17th July 2023**. All Bids/Proposals must be accompanied by a **Proposal Securing Declaration** which must be valid until **31st December 2023**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below in 8 at **10:40am on 17th July 2023**.
7. There shall be an online/virtual **pre - proposal meeting** at **10:00am on 30th June 2023** using the UNOC Microsoft Teams Platform as per the proposed schedule in this notice.

8. The Bidding document may be inspected at, issued from, and delivered to:

The Reception
Uganda National Oil Company Ltd
Plot 15 Yusuf Lule Road
P.O. Box 36316
Email: pl.unoc@unoc.co.ug
Kampala, Uganda.

9. Address of Proposal Opening: **Virtually/Online using Microsoft Teams Platform.**
(Kindly send through the email addresses and contacts of personnel that shall be attending the online proposal opening for invitation purposes).

10. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal alone or in association.

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

Activity	Date
a. Publish Bid notice and issue of Bidding document (RFP)	20 th June 2023
b. Pre-proposal meeting (Online/virtual)	30 th June 2023 at 10:00am using the UNOC Microsoft Teams Platform
c. Proposal closing date & time	19 th July 2023 at 10:00am
d. Proposal opening date & time	19 th July 2023 at 10:40am
e. Evaluation process	<i>(Within 30 working days from technical proposal closing date for technical evaluation and 7 working days from opening of financial proposals for financial evaluation in the case of two stage submission)</i>
f. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee approval of the evaluation report)</i>
g. 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>

CHIEF EXECUTIVE OFFICER