



Standard Invitation to Bidders

BID NOTICE UNDER OPEN DOMESTIC BIDDING

10th August 2023

Invitation to bid for the Provision of Cleaning Services for UNOC offices (Head office, Hoima office and Jinja Storage Terminal): UNOC/NCONS/23-24/00017.

1. The Uganda National Oil Company Limited (UNOC) has allocated funds to be used for acquisition of Cleaning Services (*Cleaning, Fumigation, Disinfection, Sanitary Bin Services and Supply of Toiletries*) for UNOC offices as indicated below;

<i>Procurement Reference No.</i>	<i>Subject of Procurement</i>	<i>Bid Security (UGX)</i>	<i>Pre-bid meeting date & time</i>	<i>Bid Closing date & time</i>
UNOC/NCONS/23-24/00017	Provision of Cleaning Services (<i>Cleaning, Fumigation, Disinfection, Sanitary Bin Services and Supply of Toiletries</i>) for UNOC offices as indicated below; Lot 1: Head office: Plot 15 Yusuf Lule Road, Kampala. Lot 2: Hoima office: Plot 8 Tayari Road. Lot 3: Jinja Storage Terminal (JST): Mutibwa Road, Walukuba Ward, Southern Jinja Division, Jinja District. Lot 4: Supply of Toiletries to Head office, Hoima office and JST.	Lot 1: 2,600,000/= Lot 2: 1,000,000/= Lot 3: 1,000,000/= Lot 4: 5,000,000/=	Lot 1: 28/08/2023 (11:00am) Lot 2: 31/08/2023 (11:00am) Lot 3: 29/08/2023 (11:00am)	15/09/2023 (10:00am)

2. The Entity invites your sealed Bids for the provision of the above services.
3. Bidding will be conducted in accordance with the with the *Open Domestic Bidding* procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2021, and is open to all bidders.
4. Interested bidders may obtain further information and inspect the Bidding 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 on submission of a written application and upon payment of a non-refundable fee of **Uganda Shillings: One hundred thousand (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 an 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 in 8(a) at or before **10:00am** on **15th September 2023**. All bids must be accompanied by **Bid Securities** for each Lot as indicated in the table above using the format indicated in the bidding forms. The Bid Securities must be valid until **9th February 2024**. Late bids shall be rejected. Bids shall be virtually opened in the presence of bidders' representatives who choose to attend the online/virtual public bid opening session via Microsoft Teams Platform at **10:40am** on **15th September 2023**. Bidders will be required to share email addresses of their representatives to attend the online/virtual public bid opening session prior to submission of Bids.
7. Physical pre-bid meetings shall be held for the respective Lots as indicated below;
- Lot 1:** Head office (Kampala): **28th August, 2023 at 11:00am.**
- Lot 2:** Hoima office: **31st August, 2023 at 11:00am.**
- Lot 3:** Jinja Storage Terminal (JST): **29th August, 2023 at 11:00am.**
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
P.O. Box 36316
Email: pl.unoc@unoc.co.ug
Kampala, Uganda.
- (b) 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. Publish of Bid notice and issue of Bidding document	10 th August 2023
b. Pre-bid meeting date & time	28 th August 2023 at 11:00am for Lot 1: Head office (Kampala) 31 st August 2023 at 11:00am for Lot 2: Hoima office 29 th August 2023 at 11:00am for Lot 3: Jinja Storage Terminal (JST) Note: Physical pre-bid meetings shall be held for the respective Lots as above.
c. Bid closing date & time	15 th September 2023 at 10:00am
d. Bid opening date & time	15 th September 2023 at 10:40am
e. Evaluation process	Between 18 th September 2023 and 12 th October 2023
f. Display and communication of best evaluated bidder notice	Between 23 rd October 2023 to 3 rd November 2023

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