



## Standard Invitation to Bidders

### BID NOTICE UNDER OPEN BIDDING

19<sup>TH</sup> OCTOBER 2023

**PROVISION OF DOMESTIC AND INTERNATIONAL COURIER SERVICES UNDER FRAMEWORK ARRANGEMENT (RETENDER): UNOC/NCONS/22-23/00382-2**

1. Uganda National Oil Company Limited (UNOC) has allocated funds to be used for the acquisition of **Domestic and International Courier services under Framework arrangement** as indicated in the table below;

<b><i>Procurement Reference No.</i></b>	<b><i>Subject of Procurement</i></b>	<b><i>Bid Security (UGX)</i></b>	<b><i>Pre-bid meeting</i></b>	<b><i>Bid closing</i></b>
UNOC/NCONS/22-23/00382-2	Provision of Domestic and International Courier Services under Framework arrangement – Retender.	500,000/=	02/11/2023 <b>(10:00am)</b> <b>Online</b>	16/11/2023 <b>(10:00am)</b>

2. The Entity invites sealed bids from eligible bidders for the Provision of Domestic and International Courier Services under Framework arrangement.
3. Bidding will be conducted in accordance with the ***Open Domestic Bidding*** method contained in the 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: Fifty thousand (UGX: 50,000/=)** 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](mailto: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 **16<sup>th</sup> November 2023**. All bids must be accompanied by a **Bid Security of Uganda shillings: Five Hundred Thousand (UGX: 500,000)** using the format indicated in the bidding forms. The Bid Security must be valid until **31<sup>st</sup> May 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 using Microsoft Teams Platform at **10:40am** on **16<sup>th</sup> November 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. An online/virtual pre-bid meeting shall be held at **10:00am** on **2<sup>nd</sup> November 2023** using the UNOC Microsoft Teams Platform.

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](mailto:pl.unoc@unoc.co.ug)

(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. Issue of Bidding document	19 <sup>th</sup> October 2023
b. Pre-bid meeting date & time	2 <sup>nd</sup> November 2023 at <b>10:00am</b> <b>Note:</b> UNOC uses Microsoft Teams Meeting Platform, hence bidders shall be required to send email and contact of their representatives not later than 1 <sup>st</sup> November 2023 <a href="mailto:pl.unoc@unoc.co.ug">pl.unoc@unoc.co.ug</a> .
c. Bid closing date & time	16 <sup>th</sup> November 2023 at <b>10:00am</b>
d. Bid opening date & time	16 <sup>th</sup> November 2023 at <b>10:40am</b>
e. Evaluation process	Between 16 <sup>th</sup> November 2023 & 14 <sup>th</sup> December 2023
f. Display and communication of best evaluated bidder notice	Between 14 <sup>th</sup> December 2023 & 28 <sup>th</sup> December 2023.
g. Contract signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval)

**CHIEF EXECUTIVE OFFICER**