



## Standard Invitation to Consultants

### BID NOTICE UNDER OPEN INTERNATIONAL BIDDING

5<sup>th</sup> December 2023

**INVITATION TO BID FOR THE PROVISION OF LEGAL ADVISORY SERVICES UNDER FRAMEWORK ARRANGEMENT: UNOC/CONS/23-24/00222**

1. The Uganda National Oil Company Limited (UNOC) has allocated funds to be used for acquisition of Legal Advisory Services under Framework arrangement.
2. The Entity invites your sealed proposals for provision of the above services.
3. Bidding will be conducted in accordance with the Open International Bidding method contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 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 (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](mailto:pl.unoc@unoc.co.ug) to obtain the Bidding document.
6. Proposals must be delivered to the address below at 8, at or before **10:00am** on **25<sup>th</sup> January 2024**. All Bids/Proposals must be accompanied by a **Proposal Securing Declaration** which must be valid until **9<sup>th</sup> September 2024**. Late proposals shall be rejected. Proposals will be virtually opened in the presence of consultants' representatives who choose to attend the virtual/online public opening session using Microsoft Teams Platform at **10:40am** on **25<sup>th</sup> January 2024**.
7. There shall be an online/virtual **pre – proposal meeting** at **10:00am** on **20<sup>th</sup> December 2023** using the UNOC Microsoft Teams Platform as per the proposed schedule in this notice.
8. The Bidding document may be inspected, issued and delivered to;

**The Reception**  
**Uganda National Oil Company Ltd**  
**Plot 15 Yusuf Lule Road,**

**P.O. Box 36316, Kampala**

**Email: [pl.unoc@unoc.co.ug](mailto:pl.unoc@unoc.co.ug)**

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:

<b>Activity</b>	<b>Date</b>
a. Publish Bid notice and issue of Bidding document (RFP)	5 <sup>th</sup> December 2023
b. Pre-proposal meeting (Online/virtual)	20 <sup>th</sup> December 2023 at <b>10:00am</b> using the UNOC Microsoft Teams Platform
c. Proposal closing date	25 <sup>th</sup> January 2024 at <b>10:00am</b>
d. Proposal opening date (Technical Proposals)	25 <sup>th</sup> January 2024 at <b>10:40am</b>
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> )

**ACCOUNTING OFFICER**