



## BID NOTICE UNDER OPEN DOMESTIC BIDDING

19<sup>th</sup> December 2023

### **PROVISION OF HOTEL, HOSPITALITY AND CONFERENCE SERVICES UNDER FRAMEWORK ARRANGEMENT: UNOC/NCONS/23-24/00122**

1. Uganda National Oil Company Limited (UNOC) has allocated funds to be used for the acquisition of Hotel, Hospitality and Conference Services under framework arrangement.
2. The Entity invites sealed bids from eligible bidders for the Provision of Hotel, Hospitality and Conference 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, 2003, 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](mailto:pl.unoc@unoc.co.ug) to obtain the Bidding document. The Bidding document will be issued using email.
6. Bids must be delivered to the address below in 8(a) at or before **10:00am** on **29<sup>th</sup> January 2024**. All bids must be accompanied by a **Bid Securing Declaration** using the format indicated in the bidding forms. The Bid Securing Declaration must be valid until **9<sup>th</sup> September 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 **11:00am** on **29<sup>th</sup> January 2024**. 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 **11<sup>th</sup> January 2024** using the UNOC Microsoft Teams Platform.

8. (a) Bids will be submitted to the address indicated below:

The Procurement and Logistics Unit  
Uganda National Oil Company Limited  
Plot 15 Yusuf Lule Road.  
P. O. Box 36316, Kampala.  
Telephone: 256 (0) 312-444 600

(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 invitation to bid	19 <sup>th</sup> December 2023
b. Pre-bid meeting date & time	11 <sup>th</sup> January 2024 at <b>10:00am</b> <b>Note:</b> UNOC uses Microsoft Teams meeting platform, hence bidders shall be required to send emails and contacts of their representatives not later than 10 <sup>th</sup> January 2024 to <a href="mailto:pl.unoc@unoc.co.ug">pl.unoc@unoc.co.ug</a> .
c. Bid closing date & time	29 <sup>th</sup> January 2024 at <b>10:00am</b>
d. Bid opening date & time	29 <sup>th</sup> January 2024 at <b>11:00am</b>
e. Evaluation process	Between 29 <sup>th</sup> January 2024 & 26 <sup>th</sup> February 2024
f. Display and communication of best evaluated bidder notice	Between 11 <sup>th</sup> and 22 <sup>nd</sup> March 2024
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**