



## BID NOTICE UNDER OPEN DOMESTIC BIDDING

26<sup>TH</sup> AUGUST 2025

**INVITATION TO BID FOR UPGRADE OF MICROSOFT LICENSES UNDER FRAMEWORK  
ARRANGEMENT: UNOC/NCONS/25-26/00001**

1. Uganda National Oil Company Limited (UNOC) has allocated funds to be used for Upgrade of the Microsoft Licenses under Framework arrangement as indicated in the table below;

Subject of Procurement	Bid Securing Declaration	Pre-bid meeting date & time	Bid closing date & time
Upgrade of Microsoft Licenses under Framework arrangement	Required	3 <sup>rd</sup> September 2025 (10:00am)	16 <sup>th</sup> September 2025 (10:00am)

2. The Entity invites sealed bids from eligible bidders for Provision of Microsoft Licenses 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 Cap 205 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.com](mailto:pl.unoc@unoc.com) to obtain the Bidding document which shall be issued using email.

6. Bids must be delivered to the address below in 8(a) at or before **10:00am** on **16<sup>th</sup> September 2025**. All bids must be accompanied by a Bid Securing Declaration as indicated in (1) above using the form provided in the bidding forms. The Bid Securing Declaration must be valid until **11<sup>th</sup> March 2026**. 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 **16<sup>th</sup> September 2025**. 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 **3<sup>rd</sup> September 2025** using the Microsoft Teams Platform. All interested eligible bidders are advised to include their email addresses in the Application letter (in 5 above) which UNOC will use to contact and invite them for the virtual/online pre-bid meeting.
8. (a) Bids shall be submitted to the address indicated below:  
The Head, Supply Chain  
Uganda National Oil Company Limited  
Plot 15 Yusuf Lule Road  
P. O. Box 36316, Kampala.  
**Email:** [pl.unoc@unoc.com](mailto:pl.unoc@unoc.com)  
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 Bidding document	26 <sup>th</sup> August 2025
b. Pre-bid meeting date & time	3 <sup>rd</sup> September 2025 at <b>10:00am</b> <b>Note:</b> UNOC uses Microsoft Teams meeting platform, hence bidders shall be required to send email and contact details of their representatives not later than one day to the pre-bid meeting date; <a href="mailto:pl.unoc@unoc.com">pl.unoc@unoc.com</a>
c. Bid closing date & time	16 <sup>th</sup> September 2025 at <b>10:00am</b>
d. Bid opening date & time	16 <sup>th</sup> September 2025 at <b>10:40am</b> <b>Note:</b> UNOC uses Microsoft Teams meeting platform, hence bidders shall be required to send email and contact details of their representatives not later than one day to the bid closing date; <a href="mailto:pl.unoc@unoc.com">pl.unoc@unoc.com</a>
e. Evaluation process	Between 17 <sup>th</sup> & 30 <sup>th</sup> September 2025

f. Display and communication of best evaluated bidder notice	Between 6 <sup>th</sup> & 20 <sup>th</sup> October 2025
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**