



BID NOTICE UNDER OPEN DOMESTIC BIDDING

25th September 2025

PROVISION OF MOTOR VEHICLE HIRE, AIR TICKETING AND TRAVEL INSURANCE SERVICES UNDER FRAMEWORK ARRANGEMENT – UNOC/NCONS/25-26/00170/205.

1. Uganda National Oil Company Limited (UNOC) has allocated funds to be used for Provision of Motor Vehicle Hire, Air Ticketing and Travel Insurance Services under Framework arrangement.
2. The Entity invites sealed bids from eligible bidders for provision of the above Services.
3. Bidding will be conducted in accordance with the ***Open Domestic Bidding*** method contained in the Public Procurement and Disposal of Public Assets Act 205 and is open to all bidders.
4. Interested eligible bidders may obtain further information using the email: pl.unoc@unoc.com and inspect the bidding document at the address given in 8(a) below from 8am to 5pm.
5. The Bidding document in English may be purchased by interested bidders on submission of a written application and receipt of payment of a non-refundable fee of **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 the application letter and payment confirmation/receipt to: pl.unoc@unoc.com to obtain the bidding document.

6. Bids shall be delivered to the address below at 8(a) at or before **10:00am on Tuesday 14th October 2025**. All bids must be accompanied by **Bid Securities** as stated below;

| Lot No. | Item description | Bid Security (UGX) |
|---------|-----------------------------|--------------------|
| Lot 1 | Motor Vehicle Hire Services | 3,500,000 |
| Lot 2 | Air Ticketing Services | 1,500,000 |
| Lot 3 | Travel Insurance Services | 500,000 |

*The **Bid Securities** shall be valid until **31st March 2026**. Late bids shall be rejected. Bids shall be virtually opened in the presence of bidders' representatives who will choose to attend the virtual/online public bid opening session using Microsoft Teams Platform at **11:00am on Tuesday 14th October 2025**.*

7. Virtual/online pre-bid meetings shall be held using Microsoft Teams Platform each at **10:00am on 2nd October 2025 for Lot 1 and 3rd October 2025 for Lot 2 & 3**. 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.
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 | | 25 th September 2025 |
| b. Pre-bid meeting | Lot 1 | 2 nd October 2025 at 10:00am |
| | Lot 2 & 3 | 3 rd October 2025 at 10:00am |
| | | Note: UNOC uses Microsoft Teams Meeting Platform, hence bidders shall be required to send emails and contact details of their representatives not later than one day to the meeting to: pl.unoc@unoc.com |
| c. Bid closing date & time | | 14 th October 2025 at 10:00am |

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| d. Bid opening date & time | 14 th October 2025 at 11:00am Note: UNOC Uses Microsoft Teams Meeting Platform, hence bidders shall be required to send emails and contact details of their representatives not later than 13 th October 2025 (By 5:00pm) to pl.unoc@unoc.com |
| e. Evaluation process | Between 15 th & 28 th October 2025 |
| f. Display and communication of best evaluated bidder notice | Between 10 th & 14 th November 2025 |
| g. Contract signature | <i>(After expiry of at least 5 working days from display of the best evaluated bidder notice and Attorney General's approval)</i> |

CHIEF EXECUTIVE OFFICER