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**BID NOTICE UNDER OPEN BIDDING  
NON-CONSULTANCY SERVICES**



**UGANDA REGISTRATION SERVICES BUREAU (URSB) P.O BOX 6848,  
KAMPALA, GEORGE STREET, GEORGIAN HOUSE**

**BID NOTICE**

1. **Uganda Registration Services Bureau** invites sealed bids from eligible bidders for:

<i>No.</i>	<i>Procurement Reference Number</i>	<i>Subject matter of Procurement</i>	<i>Bid Security</i>
<i>1</i>	<i>URSB/NCONS/17-18/00034</i>	<i>Medical Insurance Services for URSB staff and their dependants</i>	<i>UGX 7,000,0000</i>

2. The Bidding document(s) shall be inspected and issued at Uganda registration Services Bureau P.O Box 6848, Kampala
3. The deadline for bid submission shall be at Uganda Registration Services Bureau at 11:00am on 26<sup>th</sup> October, 2017
4. The detailed bid notice is available at the Entity's website at [ursb.go.ug](http://ursb.go.ug) and at [www.ppda.go.ug](http://www.ppda.go.ug)

BEMANYA TWEBAZE  
*Accounting Officer*

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## INVITATION TO BID UNDER OPEN BIDDING



**28<sup>th</sup> September, 2017**

Dear Bidders,

### **Invitation to bid for Medical Insurance Services for URSB staff and their dependants**

**URSB/NCONS/17-18/00034**

1. The Uganda Registration Service Bureau has allocated funds to be used for acquisition of medical insurances services for URSB staff and their dependants
2. The Entity invites your sealed bids for the provision of medical insurance services for URSB staff and their dependants.
3. Bidding will be conducted in accordance with the Open Domestic bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003.
4. You may obtain further information from *Uganda Registration Services Bureau* and inspect the bidding documents at the address given below at 8(a) from *George Street, Georgian House, P.O Box 6848, Kampala, Floor 4*
6. Bidding Documents in English may be purchased on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of *UGX 30,000*. The method of payment will be *through the bank*. Interested bidders will be required to pay for the tender fees through the URA web portal.
7. Bids must be delivered to the address below at 8(c) at or before 26<sup>th</sup> October 2017 at 11:00a.m. All bids must be accompanied by a bid security of Ugx. 7,000,000/= (Seven Million Shillings). Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at 12:00 noon 26th October 2017
8. (a) Documents may be inspected at: *Uganda Registration services Bureau, George Street, P.O Box 6846, Kampala*  
(b) Documents will be issued from: *Uganda Registration services Bureau George Street, P.O Box 6846, Kampala*  
(c) Bids must be delivered to: *Uganda Registration services Bureau George Street, P.O Box 6846, Kampala, PDU Offices-4<sup>th</sup> Floor*

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(d) Address of Bid Opening: *Uganda Registration services Bureau, George Street,  
P.O Box 6846, Kampala, Boardroom-1<sup>st</sup> Floor*

9. 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.

10. The planned procurement schedule (subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	28 <sup>th</sup> September, 2017
b. Bid closing date	26 <sup>th</sup> October, 2017
c. Evaluation process	27 <sup>th</sup> -30 <sup>th</sup> October, 2017,
d. Display and communication of best evaluated bidder notice	2 <sup>nd</sup> November, 2017
e. Contract award and Signature	30 <sup>th</sup> November 2017

Signature:

Name: Alfred Mugisha

Position of Authorised Official; Deputy Registrar General