



29th August, 2019

Dear Bidders,

Invitation to bid for Medical Insurance Cover for URSB staff and their dependants- URSB/NCONS/19-20/00034

1. The Uganda Registration Service Bureau has allocated funds to be used for acquisition of medical Insurance Cover for URSB staff and their dependants
2. The Entity invites your sealed bids for the provision of medical Insurance cover 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 50,000**. 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 **25th September, 2019** at 11:00a.m. All bids must be accompanied by a bid security of **UGX 15,000,000** (Fifteen 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 11:30am on **25th September, 2019**
8. (a) Documents may be inspected at: *Uganda Registration services Bureau, Plot 5, George Street, 4th floor, PDU. P.O Box 6848, Kampala*

(b) Documents will be issued from: *Uganda Registration services Bureau, Plot 5, George Street, 4th floor, PDU. P.O Box 6848, Kampala,*

(c) Bids must be delivered to: *Uganda Registration services Bureau Plot 5 George Street, P.O Box 6848, Kampala, PDU Offices-4th Floor*

(d) Address of Bid Opening: *Uganda Registration services Bureau, Plot 5 George Street, P.O Box 6848, Kampala, Boardroom-1st 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:

| Activity | Date |
|--|---|
| a. Publish bid notice | 29 th August, 2019 |
| b. Pre-bid meeting | 4 th September, 2019 |
| c. Bid closing date | 25 th September, 2019 |
| d. Evaluation process | 26 th -September, 2019-3 rd October, 2019 |
| e. Display and communication of best evaluated bidder notice | 6 th October, 2019 |
| f. Contract award and Signature | After 10 days from display of the Best Evaluation bidder notice and approval from the Solicitor General |