



INVITATION TO BID UNDER OPEN DOMESTIC BIDDING

Medical Insurance Cover for URSB staff and their dependants

PROCUREMENT REFERENCE NO. URSB/NCONS/21-22/00010

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*
5. 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.
6. Bids must be delivered to the address below at 8(c) at or before **12th November, 2021** at 11:00a.m. All bids must be accompanied by a bid security of **UGX 12,000,000** (Twelve 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 **12th November, 2021**
7. (a) Documents may be inspected at: Uganda Registration Services Bureau, 4th floor-PDU offices, Georgian House-George Street
- (b) Documents will be issued from: Uganda Registration Services Bureau, 4th floor-PDU Offices, Georgian House-George Street
- (c) Bids must be delivered to: Uganda Registration Services Bureau, 4th floor-PDU Offices, Georgian House-George Street
- (d) Address of bid opening: Uganda Registration Services Bureau, 4th floor- Training room, Georgian House-George Street

9. The planned procurement schedule (subject to changes) is as follows;

Activity	Date
a. Publish bid notice	18 th October, 2021
b. Pre-bid meeting	22 nd October, 2021
c. Bid closing date	12 th November, 2021
d. Evaluation process	15 th – 17 th November, 2021
e. Display and communication of best evaluated bidder notice	22 nd November, 2021
f. Solicitor General's Clearance	13 th December, 2021
g. Contract award and Signature	17 th December 2021