



Standard Invitation to Bidders

BID NOTICE UNDER OPEN DOMESTIC BIDDING

13th February 2024

INVITATION TO BID FOR PROVISION OF ADDITIONAL OFFICE SPACE AND PARKING FACILITIES WITHIN KAMPALA FOR UNOC: UNOC/NCONS/23-24/00399.

1. The Uganda National Oil Company Limited (UNOC) has allocated funds to be used for acquisition of Provision of additional office space and parking facilities within Kampala as indicated below;

<i>Procurement Reference No.</i>	<i>Subject of Procurement</i>	<i>Bid Security/ Bid Securing declaration</i>	<i>Pre-bid meeting date & time</i>	<i>Bid closing date & time</i>
UNOC/NCONS/23-24/00399	Provision of additional office space and parking facilities within 1.5 km radius from the UNOC Head office at Plot 15 Yusuf Lule Road, Kampala.	Bid Securing declaration	21/02/2024 (10:00am)	07/03/2024 (10:00am)

2. The Entity invites sealed bids from eligible bidders for provision of the above services and facilities.
3. Bidding will be conducted in accordance with the ***Open Domestic Bidding*** procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2021 and is open to all bidders.
4. Interested bidders/prospective landlords 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: Fifty thousand (UGX: 50,000/=)** 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.co.ug to obtain the Bidding document. The Bidding document will be issued using email.
6. Bids must be delivered to the address below in 8(a) at or before **10:00am** on **7th March 2024** (Local time). All bids must be accompanied by a **Bid Securing declaration** as indicated in the table above using the format indicated in the bidding forms. The Bid Securing declaration must be valid until **31st August 2024**. **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 **10:30am** on **7th March 2024**. 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. A **physical pre-bid meeting** shall be held at **10:00am** on **21st February 2024** at the UNOC Head office at Plot 15 Yusuf Lule Road.

8. (a) Bids will be submitted to the address indicated below:

The Head Procurement & Disposal Unit
Uganda National Oil Company
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. Publish of Bid notice and issue of Bidding document	13 th February 2024
b. Pre-bid meeting date & time	21 st February 2024 at 10:00am at the UNOC Head office at Plot 15 Yusuf Lule Road.
c. Bid closing date & time	7 th March 2024 at 10:00am
d. Bid opening date & time	7 th March 2024 at 10:30am
e. Evaluation process	Between 11 th and 22 nd March 2024
f. Display and communication of best evaluated bidder notice	Between 2 nd and 16 th April 2024 With rental valuation by the Chief Government Valuer.
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