



Standard Invitation to Bidders

BID NOTICE UNDER OPEN DOMESTIC BIDDING

25th January 2024

INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF HIGH-END LAPTOPS:
UNOC/SUPLS/23-24/00312.

1. Uganda National Oil Company Limited (UNOC) has allocated funds to be used for acquisition of High-End Laptops.
2. The Entity invites sealed bids from eligible bidders for the Supply and delivery of High-End Laptops.
3. Bidding will be conducted in accordance with the ***Open Domestic Bidding*** procedures contained in the Public Procurement and Disposal of Public Assets Act, 2021 and is open to all bidders.
4. Interested bidders 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: UGX 100,000 (Uganda shillings One hundred thousand only)** 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 application letters 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 4th March 2024** (Local time). All bids must be accompanied by a Bid Security of **UGX: 3,500,000** (Uganda Shillings: Three million five hundred thousand only) using the format indicated in the bidding forms. The Bid Security 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 public bid opening session via Microsoft Teams Platform at

10:40am on 4th 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. An online/virtual pre-bid meeting shall be held at **10:00am on 12th February 2024** using the UNOC Microsoft Teams Platform.

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	25 th January 2024
b. Pre-bid meeting date & time	12 th February 2024 at 10:00am Note: UNOC uses Microsoft Teams meeting platform, hence bidders shall be required to send emails and contacts of their representatives not later than 9 th February 2024 to pl.unoc@unoc.co.ug .
c. Bid closing date & time	4 th March 2024 at 10:00am
d. Bid opening date & time	4 th March 2024 at 10:40am
e. Evaluation process	Between 28 th February 2024 and 25 th March 2024
f. Display and communication of best evaluated bidder notice	Between 2 nd and 16 th April 2024
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