



**Standard Invitation to Bidders**  
**BID NOTICE UNDER OPEN BIDDING**  
**(RETENDER)**

***PROCUREMENT OF MEDICAL INSURANCE SERVICES TO KCCA STAFF -  
KCCA/SRVCS/2016-17/00076***

1. The Kampala Capital City Authority has allocated to be used for the acquisition of the **Procurement of Medical Insurance Services to KCCA Staff (RETENDER)**.
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy services.
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, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 08:00a.m -05:00pm.
5. The Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of 120,000/=.
6. Bids must be delivered to the address below at 8(c) at or before **10:00am on Thursday, 25<sup>th</sup> August 2016**. *All bids must be accompanied by a bid security of Fifteen Million Uganda Shillings. Bid securities must be valid until 17<sup>th</sup> February 2017*. 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 **10:30am on Thursday, 25<sup>th</sup> August 2016**.
7. There shall be a pre – bid meeting at **Procurement & Disposal Boardroom, 1<sup>st</sup> Floor, wing B on Wednesday, 10<sup>th</sup> August 2016** at **11:00am** on the dates indicated in the proposed schedule in this notice.
8. (a) Documents may be inspected at, issued from and delivered to: **Procurement & Disposal Unit, 1st Floor, Wing B, Room B117**.  
(b) Address of Bid Opening: **Procurement & Disposal Boardroom, 1<sup>st</sup> Floor, wing B**

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	<b>29<sup>th</sup> July 2016</b>
b. Pre-bid meeting/ Site visits where applicable	<b>10<sup>th</sup> August 2016</b>
c. Bid closing date	<b>25<sup>th</sup> August 2016</b>
d. Evaluation process	<b>29<sup>th</sup> August – 15<sup>th</sup> September 2016</b>
e. Display and communication of best evaluated bidder notice	<b>19<sup>th</sup> – 30<sup>th</sup> September 2016</b>
f. Contract Signature	<b>After Solicitor General's Approval</b>

**KAMPALA CAPITAL CITY AUTHORITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BID**

**ACCOUNTING OFFICER**

Signature:

Name:

Position of Authorised Official: