

Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING

November 2016

Comprehensive Insurance for KCCA fleet (Motor vehicles, Equipment and Motorcycles)
KCCA/NCONS/16-17/00333

1. Kampala Capital City Authority has allocated funds to be used for the acquisition of Comprehensive Insurance for KCCA Fleet (Motor vehicles, equipment and motorcycles).
2. The Entity invites sealed bids from eligible bidders for the provision of the above 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 8:00am to 5:00pm.
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 **UGX 150,000**.
6. Bids must be delivered to the address below at 8(c) at or before **10:00am on Friday, 23rd December 2016**. All bids must be accompanied by a bid security of **Seven Million Uganda Shillings (UGX 7,000,000) (in form of a bank guarantee)**. Bid securities must be valid until **19th July 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 23rd December 2016**.
7. There shall be a pre-bid meeting in **Procurement & Disposal Unit Boardroom**, 1st Floor, wing B on **Tuesday, 6th December 2016** at **10:00am**.
8. (a) Documents may be inspected at, issued from and delivered to: **Procurement & Disposal Unit, 1st Floor, Wing B Room B117**.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	28 th November 2016
b. Pre-bid meeting	6 th December 2016
c. Bid closing date	23 rd December 2016
d. Evaluation process	<i>(Within 20 working days from bid closing date)</i>
e. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
f. Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval).).</i>

ACCOUNTING OFFICER