

## Standard Invitation to Bidders BID NOTICE UNDER OPEN BIDDING

**April 2018**

**Insurance services for KCCA fleet (Motor vehicles, Equipment and Motorcycles)  
KCCA/NCONS/17-18/00447**

1. Kampala Capital City Authority has allocated funds to be used for the acquisition of Insurance services 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 8(a) and upon payment of a non-refundable fee of **UGX 150,000/=**.
6. Bids must be delivered to the address below before **10:00 am on Friday, 27<sup>th</sup> April 2018**. All bids must be accompanied by a bid security of **Ten Million Uganda Shillings (UGX 10,000,000/=) (in form of a bank guarantee)**. Bid securities must be valid until **21<sup>st</sup> November 2018**. 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 **10:30am on 27<sup>th</sup> April 2018**.
7. There shall be a pre-bid meeting in **Procurement & Disposal Unit Boardroom, 1<sup>st</sup> Floor, wing B on Tuesday 10<sup>th</sup> April 2018 at 11:00 am**.
8. (a) Documents may be inspected at, issued from and delivered to: **Procurement & Disposal Unit, 1st Floor, Wing B Room B114**.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	29 <sup>th</sup> March, 2018
b. Pre-bid meeting	10 <sup>th</sup> April, 2018 @ 11:00 am
c. Bid closing date	27 <sup>th</sup> April, 2018 @ 10:00 am
d. Evaluation process	(Within 20 working days from bid closing date)
e. Display and communication of best evaluated bidder notice	(Within 5 working days from Contracts Committee award)
f. Contract Signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval).).

**ACCOUNTING OFFICER**