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IN ANY CORRESPONDENCE ON THIS
SUBJECT PLEASE QUOTE NO:



THE REPUBLIC OF UGANDA

MINISTRY OF ENERGY AND
MINERAL DEVELOPMENT

P.O.BOX 7270,
KAMPALA

12th April, 2018

**BID NOTICE UNDER OPEN DOMESTIC BIDDING; PROVISION OF MEDICAL
INSURANCE SERVICES TO STAFF OF THE PETROLEUM AUTHORITY OF UGANDA;
PROCUREMENT REFERENCE NUMBER: MEMD-PAU/NCONS/17-18/00383**

1. The **Ministry of Energy and Mineral Development (MEMD)** has planned and allocated funds to be used for the acquisition of Provision of Medical Insurance Services to Staff of the Petroleum Authority of Uganda and their dependants.
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** method 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 from **08:30am – 04:30pm**.
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 and upon payment of a non-refundable fee of **Ugx100,000/= (Ugandan Shillings one hundred thousand only)**. The method of payment will be:
 - a) Payment will be by bank advice form(s) to be **collected from MEMD cash office, Room A113 on 1st floor Amber house**. A receipt will be issued upon payment.
 - b) Payment will be made at Diamond Trust Bank, Kampala Road.
 - c) Bidders return a copy of the payment slip to cash office for a General Receipt.
 - d) On presentation of the General Receipt to the PDU in **room B405 on 4th Floor Amber House**, bidders will be issued a bid document. The document can be obtained by the bidder's representatives or sent by courier services at the bidder's cost. No liability will be accepted for the loss or late delivery.
- 6a. Bids must be delivered to the address below at 8 at or before **10:00am on 11th May, 2018**. All bids must be accompanied by a **Bid Security of UGX 2,000,000/= in form of Bank Guarantee in the format provided in the bid**.

- 6b. 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 at **10:15am** on **11th May, 2018**
7. There shall be a pre – bid meeting on **23rd April, 2018** at **11:00am** at the address stated in the bid.
8. Documents may be inspected at, issued at and delivered to:
The Procurement and Disposal Unit Office,
Petroleum Authority of Uganda,
Room B405, 4th Floor, Amber House
Plot 29/33 Kampala Road.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	12th April, 2018
b. Pre-bid meeting	23rd April, 2018
c. Bid closing date	11th May, 2018.
d. Evaluation process	14th to 16th May, 2018
e. Display and communication of best evaluated bidder notice	22nd May, 2018 To 4th June, 2018
f. Contract signature	11th June, 2018