
BID NOTICE UNDER OPEN DOMESTIC BIDDING



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Plot 7 Valley Drive, Ntinda, P. O. Box 1499, Kampala Uganda

Phone: +256 392 289786, E-mail: info@ubteb.go.ug

Website: www.ubteb.go.ug

For any correspondence on this subject please quote Ref. No: UBTEB/ES/ODB/23-24/00026/2024

27th February, 2024

MEDICAL INSURANCE TO UBTEB STAFF – UBTEB/NCONS/23-24/00026

1. The **Uganda Business and Technical Examinations Board** has allocated funds to be used for the provision of **Medical Insurance Services for her Staff and Dependants**.
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 **09:00am up to 04:00am**.
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. 100,000/= (One hundred thousand Uganda Shillings) plus bank charges of Ugx. 2,850/=**. The method of payment will be **by direct deposit to UBTEB Bank Account Number 9030005776596**, upon examining the bidding documents.
6. Bids must be delivered to the address below at 8(c) at or before **10:00am local time on 26th March, 2024**. All bids must be accompanied by a Bid security of **Ugx. 4,947,000/= or an equivalent amount in a freely convertible currency**. **Bid securities must be valid until 29th October, 2024**.

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 local time on 26th March, 2024**.
7. There **shall** be a pre – bid meeting/ site visit at **UBTEB Secretariat Boardroom on 5th March, 2024 at 10:00am** on the dates indicated in the proposed schedule in this notice.
8. (a) Documents may be inspected, issued, and delivered at: **UBTEB Secretariat PDU**

(d) Address of Bid Opening: **UBTEB Secretariat PDU**
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	27th February, 2024
b. Pre-bid meeting	5th March,2024 at 10:00am
c. Bid closing date	26th March, 2024
d. Evaluation process	26th March to 12th April, 2024
e. Display and communication of best evaluated bidder notice	19th April, 2024
f. Contract Signature	13th May, 2024

EXECUTIVE SECRETARY
