



Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING
Security Services for all MSC Office Premises-

Reference No: MSC/NCONS/17-18/00026

1. The Microfinance Support Centre Ltd has allocated funds to be used for the acquisition of Security Services for its office premises.
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 8:00 am to 5:00pm.
5. A complete set of Bidding Documents in English may be obtained by interested bidders from The Microfinance Support Centre Ltd Head Office on the address indicates in 7(a) below and upon payment of a non-refundable fee of **Ugx.50,000/=** (Uganda Shillings; Fifty Thousand only). The documents should be physically collected from the address in No. 7 (a) after paying to the A/C Number indicated below:

A/C No. 0103009931

Account Title: The Microfinance Support Centre Ltd

Bank: UBA (United Bank for Africa) Ltd

Branch: Spear House, Plot 22, Jinja Road

6. Bids must be delivered to the address below at 8(c) at or before 11:00am on **22/09/2017**. All bids must be accompanied by A Bid Securing Declaration. The bid Securing Declarations must be valid until **19/01/2018**. Late bids shall be rejected. Bids will be opened in the

presence of bidders or their representatives who choose to attend at the address below at 8(d) at **12:30am: 22/09/2017.**

7. There shall be a pre – bid meeting

8. (a) Documents may be inspected at: Plot 46 Windsor Crescent Kololo, P.O Box 33711, Kampala, Tel: 031 2 263779/0414 233665; email: msc@msc.co.ug

(b) Documents will be issued from: *As in above*

(c) Bids must be delivered to: *As in above*

(d) Address of Bid Opening: *As in above, Board Room*

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

Activity	Date
a. Publish bid notice	23/08/2017
b. Pre-bid meeting/ Site visits where applicable	05/09/2017
c. Bid closing date	22/09/2017
d. Evaluation process	18/10/2017
e. Display and communication of best evaluated bidder notice	14/11/2017
f. Contract Signature	04/12/2017