



THE MICROFINANCE SUPPORT CENTRE LTD

Standard Invitation to Bidders BID NOTICE UNDER OPEN BIDDING

12th November 2024

Provision of Staff Medical Insurance – MSC/NCONS/2024-2025/00040

1. The Microfinance Support Centre Ltd has allocated funds to be used for the acquisition of Staff Medical Insurance Services.
2. The Entity invites sealed bids from eligible bidders for the provision of the above nonconsultancy 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 9:00 am – 4:00 am.
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. 250,000 (Two Hundred Fifty Thousand Shillings Only)**. The method of payment will be via bank as per details 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: 00 am on 9th December 2024**. *All bids must be accompanied by a bid security of UGX. 9,476,478* Bid securities must be valid until **9th May 2025**. 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 **12: 00 pm on 9th December 2024**

7. There shall not be a pre-bid meeting

8. (a) Documents may be inspected at: **MSC Head Office Plot 32, Nakasero Road Kampala**

(b) Documents will be issued from: **MSC Head Office Plot 32, Nakasero Road Kampala**

(c) Bids must be delivered to: **MSC Head Office Plot 32, Nakasero Road Kampala**

(d) Address of Bid Opening: **MSC Head Office Plot 32, Nakasero Road Kampala**

9. The planned procurement schedule (subject to changes) is as follows:	
Activity	Date
a. Publish bid notice	12 th November 2024
b. Pre-bid meeting/ Site visits where applicable	N/A
c. Bid closing date	9th December 2024 at 11: 00 am
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
The Microfinance Support Centre Ltd