



## **Standard Invitation to Bidders BID NOTICE UNDER OPEN BIDDING**

**6<sup>th</sup> May 2025**

**Provision of Security Services for MSC Head Office, Zones and Projects - MSC/NCONS/24-25/00144**

1. The Microfinance Support Centre Ltd has allocated funds to be used for the acquisition of Security Services for MSC Head Office, Zones and Projects.
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 9:00am to 4:00am.
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. 500,000 (Five Hundred Thousand Shillings Only)**. The method of payment will be via bank deposit as per the 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 **11:00am 27<sup>th</sup> May 2025**. All bids must be accompanied by a bid security of **UGX. 7,500,000 (local currency)** must be valid until **27<sup>th</sup> December 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 8(d) at **12:00pm on 27<sup>th</sup> May 2025**
7. There shall not be a pre – bid meeting. **Bidders can seek clarification by sending**

emails to [PDU@msc.co.ug](mailto:PDU@msc.co.ug) or [jmnansereko@msc.co.ug](mailto:jmnansereko@msc.co.ug)

8. (a) Documents may be inspected at: **MSC Head Office Plot 32, Nakasero Road**
- (b) Documents will be issued from: **MSC Head Office Plot 32, Nakasero Road**
- (c) Bids must be delivered to: **MSC Head Office Plot 32, Nakasero Road. PDU Ground Floor Right Wing.**
- (d) Address of Bid Opening: **MSC Head Office Plot 32, Nakasero Road, Lower Boardroom.**

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	6 <sup>th</sup> May 2025
b. Pre-bid meeting/ Site visits where applicable	N/A
c. Bid closing date	27 <sup>th</sup> May 2025 at 11:00am
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**