



## Standard Invitation to Bidders

### BID NOTICE UNDER OPEN DOMESTIC BIDDING

**13<sup>th</sup> October 2025.**

**Provision of Staff Medical Insurance Services for the periods 2026-2027 and 2027 - 2028 - [MSC/NCONS/25-26/00028]**

1. The Microfinance Support Centre Ltd (MSC) has allocated funds to be used for the procurement of staff medical services for the periods 2026-2027 and 2027-2028.
2. The Entity invites sealed bids from eligible bidders for the provision of the non-consultancy services.
3. Bidding shall be conducted in accordance with the procedures contained in the Public Procurement and Disposal of Public Assets Act, Cap 205 and the Regulations made under the Act 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 8:30am to 4:30pm.
5. The bidding documents 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. 1,000,000 (One Million Shillings Only)**. The method of payment will be *via Bank Deposit* 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 **11:00am, 4<sup>th</sup> November 2025**. All bids must be accompanied by a **Bid Security of UGX. 10,000,000 ( Uganda Shillings Ten Million only)**. Bid Securities must be valid until **18<sup>th</sup> March 2026**. Electronic bidding **will not** be permitted. 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 **11:30am 4<sup>th</sup> November 2025**.



7. There shall not be a pre-bid meeting/ site visit.

8. Bidders should note the following:

Documents may be inspected at:	<b>MSC Head Office Plot 32, Nakasero Road Kampala</b>
Documents will be issued from:	<b>MSC Head Office Plot 32, Nakasero Road Kampala</b>
Bids must be delivered to:	<b>MSC Head Office Plot 32, Nakasero Road Kampala</b>
Address of Bid Opening:	<b>MSC Head Office Plot 32, Nakasero Road Kampala</b>

9. The planned procurement schedule (subject

Activity	Date
a. Publish bid notice	13 <sup>th</sup> October 2025
b. Pre-bid meeting/ Site visits where applicable	N/A
c. Bid closing date	4 <sup>th</sup> November 2025, at 11:00am
d. Evaluation process	<i>(Within 10 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 Attorney General's approval).</i>

**Accounting Officer**