



BID NOTICE UNDER OPEN DOMESTIC BIDDING

29th April 2025

PROVISION OF OFFICE SPACE FOR THE UNOC CENTRE OF EXCELLENCE: PROC. REF: UNOC/NCONS/24-25/00730

1. The Uganda National Oil Company Limited (UNOC) has allocated funds to be used for the acquisition of office space for the UNOC centre of excellence as stated in the table below:

Subject of Procurement	Bid Securing Declaration	Pre-bid Meeting (Date & Time)	Bid Closing (Date & Time)
Provision of Office Space for the UNOC Centre of Excellence	Valid up to 31/ Oct/ 2025	8/May/2025 (10:00am)	22/May/2025 (10:00am)

2. The Entity invites sealed bids from eligible bidders for Provision of the above services and facilities. ***The facilities should be within 2kms from the UNOC Head Office located at plot 15 Yusuf Lule Road, Kampala.***
3. Bidding will be conducted in accordance with the ***Open Domestic bidding*** method contained in the Public Procurement and Disposal of Public Assets Act Cap 205 and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding document at the address given below at 8(a) from **8:00am to 5:00pm**.
5. The Bidding document shall be issued using email upon payment of a non-refundable fee of **UGX: 50,000** and submission of a written application to pl.unoc@unoc.com. **Payment shall be by deposit to the Uganda National Oil Company Limited Account: Stanbic Bank Uganda Limited, Corporate Branch, Crested Towers on A/C No. 9030011896005.**
6. Bids must be delivered to the address below at 8(a) at or before **10:00am on 22nd May 2025**. All bids must be accompanied by a **Bid Securing Declaration** as indicated in (1) above. The Bid Securing Declaration must be valid until **31st October 2025**. Late bids shall be rejected. Bids shall be virtually opened in the presence of bidders' representatives who

choose to attend the virtual/online public bid opening session via Microsoft Teams Platform at **11:00am** on **22nd May 2025**.

7. A virtual/online pre-bid meeting shall be held on the date indicated in the planned procurement schedule of this notice.

8. (a) The Bidding documents may be inspected, issued and the bids delivered to;

The Supply Chain Section
Uganda National Oil Company Limited
Plot 15 Yusuf Lule Road.
Email: pl.unoc@unoc.com

(b) Address of bid opening: **Online public bid opening via Microsoft Teams Platform**

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

Activity	Date
a. Publish bid notice	29 th April 2025
b. Pre-bid meeting (Virtual/online)	8 th May 2025 at 10:00am Note: UNOC uses Microsoft Teams meeting Platform, hence bidders shall be required to send email(s) and contact(s) of their representatives not later than 7 th May 2025 by 5:00pm to pl.unoc@unoc.com
c. Bid closing date and time	22nd May 2025 at 10:00am
d. Bid opening date and time	22nd May 2025 at 11:00am Note: UNOC uses Microsoft Teams meeting Platform, hence bidders shall be required to send email(s) & contact(s) of their representatives not later than 21 st May 2025 at 5:00pm to pl.unoc@unoc.com
e. Evaluation process	Between 22 nd May and 5 th June 2025
f. Display and communication of best evaluated bidder notice	Between 16 th and 27 th June 2025 With rental valuation by the Chief Government Valuer
g. Contract signature	After expiry of the Best Evaluated Bidder Notice and Attorney General's approval.

CHIEF EXECUTIVE OFFICER