



March, 2025

Invitation to bid for Provision of Workman's Compensation Insurance Policy under framework arrangement for a period of 36 months: Ref. No. MUBS/NCSV/2024-2025/00245

1. The **Makerere University Business School** has allocated funds to be used for the **provision of Workman's Compensation Insurance under framework arrangement for a period of 36 months.**
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy service.
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 below are the shortlisted bidders:
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **8:00am to 5:00pm.**
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. 200,000/= (Two hundred thousand shillings).** The method of payment will be by obtaining a **bank reference number** from the **MUBS Accounts Office.** Upon presentation of the payment receipt to the MUBS Procurement and Disposal Unit Office (PDU), Block 1/Bursar's Block Room 30, a bidding document will be issued.
6. Bids must be delivered to the address below 8(c) at or before **10:00 am on 24th March, 2025. All bids must be accompanied by a Bid Securing Declaration.** 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 **10:30 am on, 24th March, 2025.** There shall be a pre-bid meeting on **10th March, 2025** at **11:00 am** in the **Meeting Room, Block 1, 1st Floor, MUBS, Plot 21A, Port bell Road, Block 1/ Bursar's Office** on the dates indicated in the proposed schedule in this notice.
- 8.(a) Documents may be inspected at: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**
- (b) Documents will be issued from: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

(c) Bids must be delivered to: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

(d) Address of bid opening: **Council room, MUBS, Plot 21A Port bell Road**

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

Activity	Date
Publish bid notice	4 th March, 2025
Pre-bid meeting/ Site visits where applicable	10 th March, 2025
Bid closing date	24 th March, 2025
Evaluation process	<i>(Within 10 working days from bid closing date)</i>
Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval).).</i>

Disclaimer: MUBS is under no obligation to award to the lowest or any bidder.

Mr. Rodney Twagarukaho

Manager