

**UGANDA DEVELOPMENT BANK – PROCUREMENT OF INSURANCE
BROKERAGE SERVICES FOR A PERIOD OF 2020-2023**

Invitation to bid for Provision of Insurance Brokerage Services to Uganda Development Bank for a period of three years (2020- 2023)

Procurement Reference Number: UDB/SVCS/19/0023

1. The Uganda Development Bank has allocated funds to be used for the acquisition of Insurance Brokerage Services
2. The Entity invites sealed proposals for the provision of Insurance Brokerage services.
3. Bidding will be conducted in accordance with the with the method of short listing of Consultants without publication of an expression of interest contained in the Government of Uganda’s Public Procurement and Disposal of Public Assets Act, 2003, the PPDA (Procurement of Consultancy Services) Regulations, 2014 and the procedures described in Part 1: Proposal Procedures.
4. This letter of invitation has been addressed to the attached list of Insurance Brokers **N/A**
5. You may obtain further information and inspect the proposal documents at the address given below at 8(a) from **09:00am** (Local time) to **4:00pm** (Local time) during working days from **Mondays to Fridays**.
6. Proposals must be delivered to the address below at 8(c) at or before **03:00 pm on 30th January 2020**. All proposals must be accompanied by a proposal securing declaration which must be valid until **30th March 2020**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants’ representatives who choose to attend at the address below at 8(d) at **3:30pm on 30th January 2020**
8. (a) Documents may be inspected at:

**Uganda Development Bank Ltd
Plot 6 Nakasero Road Rwenzori Towers
P.O. Box 7210
Kampala**
- (b) Documents will be issued from: *Same as 8(a)*
- (c) Proposals must be **delivered** to: *UDB Towers (Former MTN Towers)
Plot 22, Hannington Road*
- (d) Address of Proposal Opening: *Same as 8(c)*
9. Please inform us, upon receipt:
 - That you received the letter of invitation; and
 - Whether you will submit a proposal alone or in association.

10. The planned procurement schedule is as follows:

Activity	Date
• Advertising Requesting for Bids	9 th January 2020
• Deadline for Bid Submission	30 th January 2020 at 3:00pm
• Bid Opening Conference	30 th January 2020 at 3:30pm
• Evaluation process	31 st January 2020 – 13 th February 2020
• Display & communication of best evaluated bidder notice	14 th February 2020
• Contract award and Signature	28 th February 2020

NOTE:

BID AMOUNT

- Bidding documents will be obtained from Uganda Development Bank Offices upon payment of non- refundable cash fee of Ushs 200,000 (Two Hundred Thousand Shillings) Upon presentation of the original Bank deposit slip

Bank deposit slips can be obtained from UDB Reception

DELIVERY/BID SUBMISSION ADDRESS

- The Bids must be delivered at UDB Towers (Former MTN Towers), Plot 22, Hannington Road