

Date: 16th June 2025

BID NOTICE UNDER OPEN BIDDING

INVITATION TO BID FOR SUPPLY OF OFFICE STATIONARY UNDER A FRAMEWORK CONTRACT

Procurement Reference Number: IRA/SUPLS/24-25/00350

1. The Insurance Regulatory Authority of Uganda has allocated funds for financial year 2024-2025 IRA budget allocation to be used for the acquisition of ICT accessories under framework contract.

2. The Insurance Regulated Authority of Uganda invites sealed bids from eligible bidders for **Supply of office stationary under a framework contract for thirty-six (36) months not renewable**.

3. Bidding will be conducted in accordance with the Open Domestic Bidding a procedure contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders from eligible source countries.

4. Interested eligible bidders may obtain further information from the Insurance Regulated Authority of Uganda (IRA) and inspect the bidding documents **online** from the IRA Website under Jobs & Tenders section > Bids & Tenders> View Bidding Documents.

5. A complete set of Bidding Documents in English will be issued to interested bidders on the submission of a **written application** to the email address below at 7(a) and upon **payment of a non-refundable fee of UGX. 100,000/=** on A/C Insurance Regulatory Authority of Uganda, 95010200001050, Bank of Baroda Kampala. The document shall be issued to interested eligible bidders **via email** upon submission of their written application and proof of payment for the document. No liability will be accepted for loss or late delivery.

6. Bids must be delivered to the address below at 7(a) at or before **10:00 am (East Africa local time) on 4th July 2025. Bid securing declarations valid until 15th October 2025 shall be required**. 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 7(b) at **10:30 am (East Africa local time) on 4th July 2025**.

7(a) Address of Bid inspection, issuing and delivery:

The Procurement & Disposal Unit
Insurance Regulatory Authority of Uganda
Plot 6, Lumumba Avenue,
9th Floor, Insurance Tower
P.O Box 22855,
Kampala
Email: procurements@ira.go.ug
Telephone: 256 (0) 414-346712/253564

(b) Address of Bid Opening: **PDU Office at the address given above at 7(a).**

8. The Insurance Regulatory Authority of Uganda reserves the right to accept or reject any bid.

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

Activity	Date
a. Publish bid notice	16 th June 2025
b. Bid closing date	4 th July 2025 at 10:00 am
c. Bid opening	4 th July 2025 at 10:30 am
d. Evaluation process	(Within 10 working days from bid closing date)
e. Display and communication of best evaluated bidder notice	(Within 5 working days from Contracts Committee award)
F. Contracts award & signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice)

CHIEF EXECUTIVE OFFICER