

STANDARD INVITATION TO CONSULTANTS

16/06/2025

Invitation to bid for Provision of Individual Consultancy Services to develop a communication and media management strategy for Insurance Appeals Tribunal (IAT) - IAT/CONS/24-25/00002

1. The Insurance Appeals Tribunal (IAT) has allocated funds to be used for the acquisition of Provision of Individual Consultancy Services to develop a communication and media management strategy for Insurance Appeals Tribunal (IAT).
2. The Entity invites your sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the with the method of shortlisting of consultants following publication of an expression of interest **(Modified)** 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. You may obtain further information and inspect the proposal documents **online** at the **email address** given below at 7(a) from **8:00 am to 5:00 pm**. The Bidding documents in English may be purchased by interested bidders **online** upon the submission of a written application to the **email address** below at 7(d). No liability will be accepted for loss or late delivery.
5. Proposals must be delivered to the address below at 8(c) at or before **11:00 am on 27th June 2025**. **All proposals must be accompanied by a proposal securing declaration which must be valid until 16th August 2025**. 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 **11:15 am on 27/06/2025**.
6. There shall not be a pre – proposal meeting.
7. (a) Documents may be inspected at: *[as in (d) below]*
(b) Documents will be issued from: *[as in (d) below]*
(c) Proposals must be delivered to: *[as in (d) below]*
(d) Address of Proposal Opening:
**Insurance Regulatory Authority of Uganda,
Procurement and Disposal Unit Offices,
Plot 6, Lumumba Avenue,
Insurance Tower, 9th Floor
P.O.BOX 22855, Kampala, Uganda
Tel: +256-414-346712/0312266364
Email: procurements@ira.go.ug**
10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to bid letter	27/06/2025
b. Pre-proposal meeting/ Site visit	N/A
c. Proposal closing date	27 th June 2025 at 11:00 am
d. Evaluation process	27 th June - 10 th July 2025 for technical evaluation and 10-15/07/2025 for financial evaluation
e. Display and communication of best evaluated bidder notice	20 th 07 2025
f. Contract Signature	30 th July 2025

CHIEF EXECUTIVE OFFICER