



BID NOTICE UNDER DOMESTIC OPEN BIDDING

27th August 2026

PROCUREMENT FOR THE PROVISION OF THE EMPLOYEE COUNSELLING AND PSYCHOSOCIAL SUPPORT SERVICES TO NSSF STAFF – NSSF/CONS/2026-2027/00004

1. The Fund has allocated/received funds to be used for the procurement of Consultancy Services for Provision of the **Employee Counselling And Psychosocial Support Services to Nssf Staff**.
2. The Entity invites sealed proposals from eligible bidders/consultants for the provision of the above services.
3. Bidding shall be conducted in accordance with the procedures contained in the Public Procurement and Disposal of Public Assets Act, Cap 205 and the Regulations made under the Act and is open to all bidders/consultants.
4. Interested eligible bidders/consultants may obtain further information and inspect the proposal documents at the address given below at 8 (a) from *08:00am-05:00pm*.
5. The Bidding documents 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 50,000 (Uganda Shillings Fifty Thousand Only). The method of payment will be by Bank to National Social Security Fund Administration Account Number 9030005950790 at STANBIC BANK UGANDA LTD
6. Proposals must be delivered to the address below at 8 (c) at or before ***18th September 2026 at 11:00 am***. A Proposal Securing Declaration shall be valid until ***12th February 2027***. Electronic Bidding will be permitted. 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 ***18th September 2026 at 11:30 am***
7. There shall be a pre – proposal meeting at on 13th Floor, Workers House on the dates indicated in the proposed schedule in this notice.
8. Bidders/consultants should note the following
 - a. Documents may be inspected at: NSSF Workers House, 13th Floor, Southern Wing, PDU Office.
 - b. Documents will be issued from: NSSF Workers House, 13th Floor, Southern Wing, PDU
 - c. Proposals must be delivered to: NSSF Workers House, 13th Floor, Southern Wing, PDU Office.
 - d. Address of Proposal Opening: NSSF Workers House, 13th Floor-Southern Wing, PDU Board

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

Activity	Date
a. Publish bid/proposal notice	<i>27th August 2026</i>
b. Pre-proposal meeting/Site visit	<i>n/a</i>
c. Proposal closing date	<i>18th September 2026 at 11:00 am</i>
d. Evaluation of technical proposals	<i>(Within 20 working days from the date of the opening of the technical proposals for technical evaluation.</i>
e. Proposal opening date for the financial proposal	<i>Within five days from Contracts Committee approval of the technical proposal.</i>
f. Evaluation of financial proposals	<i>Within 3 days from opening of financial proposals) for financial evaluation in the case of two stage.</i>
g. Display and communication of best evaluated bidder/consultant notice	<i>(Within 5 working days from Contracts Committee approval of evaluation report).</i>
h. Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder/consultant notice and Attorney General's approval).</i>

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Chief Procurement and Disposal Officer.