

## NOTICE FOR BIDDING AND PRE-QUALIFICATION FY: 2019/2020, 2020/2021, 2021/2022

### BID NOTICE NO: 001

Kabale University is in the process of soliciting service providers for **FYs: 2019/2020, 2020/2021, 2021/2022**. Applications are invited from competent firms and individuals for pre-qualification and award of frame work contracts for the supply of goods, services and works list below

#### ITEMS FOR PRE QUALIFICATION:

#### LOT A: SUPPLIES

1. KABA307/SUPLS/19-20/00001 General Office Stationery, Consumables and Fittings.
2. KABA307/SUPLS/19-20/00002 Computers, Photocopiers, Projectors, Office equipment, Consumables and Accessories and Video Cameras.
3. KAB307/SUPLS/19-20/00003 Fuel, Lubricants and servicing of vehicles.
4. KAB307/SUPLS/19-20/00004 Office Furniture
5. KAB307/SUPLS/19-20/00005 University Text Books
6. KAB307/SUPLS/19-20/00006 Curtains and Carpets
7. KAB307/SUPLS/19-20/00007 Civil Engineering Teaching Materials
8. KAB307/SUPLS/19-20/00008 Mechanical Engineering Teaching Materials
9. KAB307/SUPLS/19-20/00009 Electrical Engineering Teaching Materials
10. KAB307/SUPLS/19-20/00010 Plumbing Materials
11. KAB307/SUPLS/19-20/00011 Newspapers .
12. KABA307/SUPLS/19-20/00012 General Hardware and Building materials and Protective Wear.
13. KAB307/SUPLS/19-20/00013 Supply of Corporate Wear, Ceremonial Wear and Uniforms and Student Gowns
14. KAB307/SUPLS/19-20/00014 Supply of Assorted Cleaning Materials
15. KAB307/SUPLS/19-20/00015 Drugs and Medical Equipment
16. KAB307/SUPLS/19-20/00016 Supply of Electrical Equipment and Installation
17. KAB307/SUPLS/19-20/00017 Supply of Lecture Room Furniture
18. KAB307/SUPLS/19-20/00018 Supply of Sports ware and Sports Materials and Tools.
19. KAB307/SUPLS/19-20/00019 Supply of Sand, Bricks and Aggregated Stones
20. KAB307/SUPLS/19-20/00020 Supply of Fire Extinguishers and Maintenance
21. KAB307/SUPLS/19-20/00021 Supply of Kitchenware Materials and Tools.
22. KAB307/SUPLS/19-20/00022 Supply of Laboratory and Chemical Equipment
23. KAB307/SVRS/19-20/00007 Environment Testing Equipment

#### LOT B: SERVICES:

1. KAB307/SVRS/19-20/00001 Advertising and Media Services (audio/ written).
2. KAB307/SVRS/19-20/00002 Auctioning Services.
3. KAB307/SVRS/19-20/00003 Repair and Maintenance of Computers, Photocopying Machines and other Office equipments.
4. KAB307/SVRS/19-20/00004 General Cleaning Services
5. KAB307/SVRS/19-20/00005 Compound Management
6. KAB307/SVRS/19-20/00006 Provision of Public Address System
7. KAB307/SVRS/19-20/00007 Fuel Gas
8. KAB307/SVRS/19-20/00008 Consultancy Services for Designing Building Projects.
9. KAB307 /SVRS/19-20/00009 Designing and Printing branded Materials( Calendars, Diaries, Varied Publications, Car Tyre Covers, Key holders, Umbrellas and others>
10. KAB307/SVRS/19-20/00010 Varied Consultancy Services
11. KAB307/SVRS/19-20/00011 Catering, Hotel, Accommodation and Conference Facilities ( Venue, Food and Refreshments).
12. KAB307/SVRS/19-20/00012 Repair and maintenance of vehicles (includes supply of spare parts of all types, Tyres and batteries).
13. KAB307 /SVRS/19-20/00013 General Printing Services, Secretarial, binding and photocopying services.
14. KAB307 /SVRS/19-20/00014 Provision of Carpentry Services
15. KAB307 /SVRS/19-20/00015 Provision of Legal Services
16. KAB307 /SVRS/19-20/00016 Provision of Engraving Services
17. KAB307 /SVRS/19-20/00017 Provision of Generator Maintenance Services.
18. KAB307 /SVRS/19-20/00018 Provision of Welding Services
19. KAB307 /SVRS/19-20/00019 Provision of Security Services
20. KAB307 /SVRS/19-20/00020 Provision of fumigation Services
21. KAB307 /SVRS/19-20/00021 Event management(Provision of Tents, Chairs Decoration Services)
22. KAB307 /SVRS/19-20/00022 Provision of Consultancy Services for designing Civil works and Quantity Surveying Services
23. KAB307 /SVRS/19-20/00023 Provision of Medical Referral Services for Students.
24. KAB307 /SVRS/19-20/00024 Internet, Installation and related Services
25. KAB307 /SVRS/19-20/00025 Provision of Insurance Services
26. KAB307 /SVRS/19-20/00026 Provision of Specialized Plumbing Services
27. KAB307 /SVRS/19-20/00027 Provision of Electrical Repairs and Maintenance
28. KAB307 /SVRS/19-20/00028 Provision of Cesspool Services
29. KAB307 /SVRS/19-20/00029 Generator Servicing and Maintenance

30. KAB307 /SVRS/19-20/00030 Photography and Videography
31. KAB307 /SVRS/19-20/00031 Hire of Transport Services
32. KAB307 /SVRS/19-20/00032 Provision of Housing and Accommodation Facilities

#### LOT C: WORKS:

1. KAB307/WRKS/19-20/00001 General Construction of Buildings and Renovations, Viplined Latrines and Waterborne Toilets.

**More information can also be got from Kabale University Liaison Office(Reeve House 3rd Floor Wandegaya -Kampala ).**

#### TERMS AND CONDITIONS OF BIDDING (please read this carefully).

#### INSTRUCTIONS:

1. All bidders are required to buy and fill the standard bid document other modes of applications will be automatically rejected.
2. All bidders must pay a non refundable fee to **Kabale University Account No. 9030005669277** in the Stanbic Bank-Kabale Branch OR **Kabale University Account No 1011011020000433** DFCU Kabale Branch . **Bidders must present a copy of bank pay in slips in their bid documents.**
3. Summary of non-refundable fees is Ugx 50,000 for LOTS(A&B) and Ugx 100,000 for LOT C
4. Bid documents should be obtained from the Procurement and Disposal Unit during working hours from 8:00 am -5:00pm. Bidding will be conducted in accordance with the open bidding; a procedure contained in the Public Procurement and Disposal of Public Assets Act, 2014 and is open to all bidders.
5. All intending bidders must enclose the following in the bid documents where applicable;
  - (i) Certified copy of Current Trading License (2018)
  - (ii) Evidence of past performance/ letters of recommendation
  - (iii) Price List of items/services provided by the company/ Individual
  - (iv) Personnel employed by the firm, curriculum vitae and experience in related field
  - (v) Clear Address
  - (vi) A statement that a bidder has no conflict of interest
  - (vii) Originals/Certified copies of Income Tax clearance Certificate addressed to the Secretary Contracts Committee Kabale University( Where applicable)
  - (viii) Copy of Certificate of Registration/Incorporation (Where applicable).
  - (ix) Audited books of accounts for the last three years from a certified audit firm (Where applicable).
  - (xi) Evidence of adequate working capital (access to line(s) of credit.

- (xii) Copy of Memorandum and Articles of Association/ Partnership deed (where applicable).
- (xiii) Powers of Attorney registered by the Registrar of companies.
- (xiv) Authority to seek references from the bidder's bankers
- (xv) A declaration that a bidder is not under suspension by PPDA/ Information regarding any litigation, current or during the last two years and **any other document(s) spelt in the bid document.**
- (xvi) Pre-qualified firms with PPDA have an added advantage.

6. Any attempt to corrupt for a contract will attract automatic disqualification.
7. All bids upon submission must be recorded and signed for by the bidder/ agent and placed in the bid box that shall be placed in the Kabale University Procurement and Disposal Office Room 16.
8. All items should be bid separately.
9. Pre-bid meeting will be held on **18<sup>th</sup> December, 2018** in the University Hall starting from 10:00am.
10. The bids, one original and two copies must be properly sealed in envelopes and clearly marked tender / short listing document for .....and should be addressed to

**The Procurement Officer  
Kabale University,  
P. O. Box 317,  
Kabale - Kikungiri Campus.**

And should reach him not later than **Tuesday 8<sup>th</sup> January, 2019 at 10:00am** after which the bids will be opened in the University Board Room in the presence of bidders or their representatives who may wish to attend at exactly **11:00am**.

11. The bid documents **must be numbered** starting from the **first page to the last page** with indelible ink and the contents of the original document must be the same as the contents of the photocopies.
12. Late bid submissions shall be automatically rejected.
13. The Contracts committee is not bound to accept the lowest or highest bidder or any bid.

#### Schedule of Activities subject to changes.

Sn	Activity	Date
01	Bid Notice Publication	29/11/2018
02	Pre- bid Meeting	18/12/2018
03	Bid Opening	08/01/2019
04	Display of BEB	28/01/2019
05	Contract Signature	31/01/2019

**UNIVERSITY SECRETARY  
KABALE UNIVERSITY**