



# MINISTRY OF PUBLIC SERVICE

## BID NOTICE UNDER OPEN DOMESTIC BIDDING

### UPDATE OF PREQUALIFIED PROVIDERS' LIST AND LIST OF PROVIDERS UNDER FRAMEWORK FOR SUPPLIES, SERVICES AND WORKS FOR THE MINISTRY OF PUBLIC SERVICE: MOPS/ SVCS/ 2017-18/ 00237

1. Ministry of Public Service invites sealed bids from eligible bidders for acquisition of requirements described in Annex B.
2. The categories of supplies, services and works to be provided are indicated below:

#### a) SUPPLIES UNDER FRAMEWORK CONTRACT

CODE	ITEM
Sup/0001	Assorted office stationery ( <b>Framework Contract</b> ) including: clip binders-assorted, uniball gel impact pens, plastic files (Cosmic), flash discs 8 GB, box binders A4, extension cables 4 way, wall clocks, stand fans
Sup/0002	Tyres and batteries, tubes, and Spare parts- all types ( <b>Framework Contract</b> ) including: <b>Tyres</b> -195/RI5, 285/70 R17, 245/70 R16, 265/70 R15, 285/65 R17, 245/75 R16, 245/70 R16, 185/70 R15, 265/65 R17, 225/70 R15, 265/70 R16, 275/70 R16, 245/R15 <b>Batteries</b> -DIN 100, N 100, N 70Z and N 70
Sup/0003	Toners ( <b>Framework Contract</b> ) including HP-26A, HP-49A, HP-80A, HP-83A, HP-55A, HP-507A, HP-410A-413A, CF 380A-383A, Kyocera TC-170 and others
Sup/0004	Printed stationery and materials ( <b>Framework Contract</b> )
Sup/0005	Cleaning equipment and materials e.g. brooms, soft towels, bar soap, liquid soap and others ( <b>Framework Contract</b> )
Sup/0006	Sanitary bins ( <b>Framework Contract</b> )

**b) SUPPLIES UNDER PREQUALIFICATION**

<b>CODE</b>	<b>ITEM</b>
Sup/0007	Cleaning equipment and materials e.g. brooms, soft towels, bar soap, liquid soap
Sup/0008	Computers, Computer consumables, accessories, laptops and projectors, scanners, photocopiers
Sup/0009	Electrical/ electronic equipment and accessories
Sup/00010	Fire fighting equipment and spares
Sup/00011	Food stuffs and Wood Fuel
Sup/00012	Supply and maintenance of Generators and Solar equipment
Sup/00013	Kitchen Equipment
Sup/00014	Printers, Printer consumables and accessories
Sup/00015	Motor cycles
Sup/00016	Air Conditioners and Accessories
Sup/00017	Security gadgets
Sup/00018	Office Furniture and Fittings
Sup/00019	Office equipment and tools including telephone sets
Sup/00020	Petroleum products and Lubricants
Sup/00021	Pipes and fittings
Sup/00022	Supply and installation of Computer software
Sup/00023	Uniforms, curtains, protective wears, carpets, roller blinds, nettings and others
Sup/00024	Plumbing materials
Sup/00025	Standard reference textbooks
Sup/00026	Glazing items (laminated and non-laminated)
Sup/00027	Sanitary bins
Sup/00028	Sealing wax
Sup/00029	Packaging bags
Sup/00030	Assorted office stationery
Sup/00031	Tyres and batteries, tubes, and Spare parts
Sup/00032	Toners
Sup/00033	Printed stationery and materials

**c) SERVICES UNDER FRAMEWORK CONTRACT**

<b>CODE</b>	<b>ITEM</b>
Svcs/0001	Catering services ( <b>Framework Contract</b> )
Svcs/0002	Courier Services ( <b>Framework Contract</b> )
Svcs/0003	Engraving ( <b>Framework Contract</b> )
Svcs/0004	Servicing of Motor Vehicles ( <b>Framework Contract</b> )

**d) SERVICES UNDER PREQUALIFICATION**

<b>CODE</b>	<b>ITEM</b>
Svcs/0005	Advertising and Media
Svcs/0006	Air Ticketing, Tours & travel
Svcs/0007	Cleaning services
Svcs/0008	Clearing & Forwarding
Svcs/0009	Repair & maintenance of Computer, photocopiers and fax machines
Svcs/00010	Consultancy services
	Svcs/00010(i): Architectural
	Svcs/00010(ii): Engineering
	Svcs/00010(iii): Surveying
	Svcs/00010(iv): Urban planning & landscape architectural
	Svcs/00010(v): Management and Human Resource
Svcs/00011	Events management and Public Relations
Svcs/00012	Garbage/waste collection & Disposal
Svcs/00013	Hotel & Conference facilities
Svcs/00014	Maintenance & repair of electrical equipment, refrigerators and air conditioners and others
Svcs/00015	Maintenance & repair of furniture & fittings
Svcs/00016	Maintenance & repair of office tools & equipment e.g. telephones, projectors
Svcs/00017	Motor vehicle hire services
Svcs/00018	Printing services, art and design
Svcs/00019	Repair of motor vehicles & Cycles
Svcs/00020	Servicing of Motor Vehicles
Svcs/00021	Secretarial, printing, binding & photocopying services
Svcs/00022	Security Services
Svcs/00023	Fumigation
Svcs/00024	Property Management Services
Svcs/00025	Training services
Svcs/00026	Transportation (short and long haulage)
Svcs/00027	Biometric Business solutions
Svcs/00028	Catering services
Svcs/00029	Courier Services
Svcs/00030	Engraving

**e) WORKS UNDER PREQUALIFICATION**

<b>CODE</b>	<b>ITEM</b>
Works/0001	Carpentry works
Works/0002	Minor Civil works: plumbing and Electrical works

3. The Entity invites sealed bids from eligible bidders for the provision of the above supplies, services and works.
4. Prequalification will be conducted in accordance with the open domestic bidding method with prequalification contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
5. Interested eligible bidders may obtain further information and inspect the prequalification documents at the address given below at 8(a) from 8am – 5pm.
6. The prequalification documents in English 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 **Shs. 50,000** (Ugandan Shillings Fifty Thousand Only). The method of payment will be on account number: **000050088000017**, account title: **Civil Service College Uganda**, Bank: **Bank of Uganda**, Branch: **Kampala Road in Ugandan Shillings**.
7. Bids must be delivered to the address below at 8(c) at or before 10:00 am, Monday, 30<sup>th</sup> April 2018. 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 8(d) at 11:00 am, 30<sup>th</sup> April 2018.
8. (a) Documents may be inspected at: Ministry of Public Service, Plot 12 Nakasero Hill Road, PDU Unit, Room 38, P.O. Box 7003, Kampala.
- (b) Documents will be issued from: Ministry of Public Service, Plot 12 Nakasero Hill Road, PDU Unit, Room 38, P.O. Box 7003, Kampala.
- (c) Bids must be delivered to: Ministry of Public Service, Plot 12 Nakasero Hill Road, PDU Unit, Room 38, P.O. Box 7003, Kampala.
- (d) Address of bid opening: Ministry of Public Service, Plot 12 Nakasero Hill Road, PDU Unit, Room 38, P.O. Box 7003, Kampala.
9. The planned procurement schedule (subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
Publish bid notice	4 <sup>th</sup> April 2018
Bid closing date	30 <sup>th</sup> April 2018
Evaluation process	2 <sup>nd</sup> May 2018
Display and communication of best evaluated bidder notice	17 <sup>th</sup> May 2018
Contract signature	30 <sup>th</sup> May 2018