



UGANDA HUMAN RIGHTS COMMISSION

INVITATION TO PRE-QUALIFY FOR SUPPLIES, WORKS, CONSULTANCY AND NON CONSULTANCY SERVICES

The Uganda Human Rights Commission has allocated and intends to apply part of the proceeds of these funds towards the cost of acquisition of supplies, works, and consultancy and non-consultancy services as listed in the table below.

The Uganda Human Rights Commission now invites suitably qualified bidders to submit sealed Short Listing submissions **supplies, works, and consultancy and non-consultancy services as listed in the table below.**

List and codes of supplies and services to be prequalified for include the following:

SUPPLIES	
CODE	ITEM
Sup/00001	Computer items and accessories e.g. Desktop Computers, Laptop, Tablets, Smart phones, Servers, Switches, Routers, Local Area Network Trunking and other computer accessories, UPS and Power Backups
Sup/00002	Printers, Printer consumables and accessories
Sup/00003	Supply of Motorcycles and related spares
Sup/00004	Motor vehicle tyres , tubes, batteries and spare parts
Sup/00005	Office Furniture Fittings furniture and carpets
Sup/00006	Assorted office stationery and small office equipment e.g. table phones sets, paper shredders
Sup/00007	Uniforms, curtains, protective wear Branding and production of promotional items e.g. pens, caps, cups, tyre covers, motor vehicle stickers, leather bags, etc.
Sup/00008	Office consumables e.g. toilet paper, sugar, soap, newspapers, milk
Sup/00009	Law Books and Legal materials
NON CONSULTANCY SERVICES	
CODE	ITEM
Ncons/00001	Advertising and Media Coverage
Ncons/00003	Catering services
Ncons/00004	Computer repair & maintenance
Ncons/00005	Courier Services

Ncons/00006	Engraving Services
Ncons/00007	Events management, Rapporteur and Public Relations, and multimedia services
Ncons/00008	Hotel & Conference facilities for the head office and Central Regional Office Geographical Area
Ncons/00009	Hotel & Conference facilities for the Jinja Regional Office geographical area
Ncons/00010	Hotel & Conference facilities for the Soroti Regional Office Geographical Area
Ncons/00011	Hotel & Conference facilities for the Moroto Regional Office Geographical Area
Ncons/00012	Hotel & Conference facilities for the Gulu regional office geographical area
Ncons/00013	Hotel & Conference facilities for the Arua regional office geographical area
Ncons/00014	Hotel & Conference facilities for the Mbarara Regional Office Geographical Area
Ncons/00015	Hotel & Conference facilities for the Fort portal Regional Office Geographical Area
Ncons/00016	Hotel & Conference facilities for the Hoima Regional Office Geographical Area
Ncons/00017	Hotel & Conference facilities for the Masaka Regional Office Geographical Area
Ncons/00018	Insurance brokerage services
Ncons/00019	Motor vehicle hire services
Ncons/00020	Printing and design of publications, reports and manuals IEC materials etc
Ncons/00021	Photography , Video coverage, events management and public relations
Ncons/00022	Secretarial services, binding & photocopying services
Ncons/00023	Repair and maintenance of IT systems
Ncons/00024	Design, layout ,printing and production
Ncons/00025	Creation and design of social media material
CONSULTANCY SERVICES	
CODE	ITEM
Cons/00001	Software/systems development services
Cons/00002	Management consultancy services
Cons/00003	Human rights related consultancy services

WORKS	
CODE	ITEM
Wrks/00001	Minor Civil works of plumbing, Repair of windows, doors and locks, painting of Office Premises, and Electrical works e.g. replacement of bulbs, sockets, electrical wiring and servicing of generators

The shortlisting criteria include specific eligibility, experience, capabilities, qualifications, facilities, capacity. Historical Contract Performance.

Short Listing submissions will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda. Short Listing is open to all eligible bidders.

Interested eligible bidders may obtain further information from **The Uganda Human Rights Commission** and inspect the Short Listing documents at the address given below from **8:00am to 5:00pm**.

The Short Listing documents in **English** may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of UGX. **50,000**.

The method of payment will be **bank payment**. The document will be sent by hard copy or **Email**. No liability will be accepted for loss or late delivery.

Short Listing submissions must be delivered to the address below at or before **22/07/2020 at 2:00pm**. Late submissions shall be rejected.

- Address documents may be inspected at:
**Uganda Human Rights Commission,
Head Offices.
Plot 22 Lumumba Avenue TWED Plaza
P. O. Box 4929, Kampala Tel: 348006/8 Fax: 256 -041- 255261
E- Mail: uhrc@uhrc.ug Web site: www.uhrc.ug**
- Address documents will be issued from: **refer to (a) above**
- Address Applications must be delivered to: **refer to (a) above**