

## BID NOTICE

### Introduction

Serving over 25,000 clients in over 15 districts of the Mid-Western, Central and Northern regions of Uganda, ENCOT Microfinance Ltd started in 2006 as an indigenous, fast growing and innovative MFI; operating a network of SIX branches in Masindi, Hoima, Kigumba, Kagadi, Nakasongola and Kawempe. ENCOT's mission is to provide

financial and enterprise development services to low income small holder farmer and business communities, to support them navigate out of poverty through creation of own jobs.

ENCOT invites interested companies and individuals to apply for pre-qualification of supply of goods and services for the period **1<sup>st</sup> January 2021 – 31<sup>st</sup> December 2022.**

No	CODE	DESCRIPTION FOR SUPPLY OF GOODS AND SERVICES
1	ENCOT-Procurement: 2021-2022-001	Supply, installation and maintenance of computer hardware, IT equipment and related components.
2	ENCOT-Procurement: 2022-2022-002	Supply, installation and maintenance of telecommunications equipment and networking.
3	ENCOT-Procurement: 2020-2022-003	Supply and maintenance of office furniture.
4	ENCOT-Procurement: 2020-2022-004	Supply of assorted office stationery including office stamps and seals.
5	ENCOT-Procurement: 2020-2022-005	Supply, installation and maintenance of firefighting equipment.
6	ENCOT-Procurement: 2020-2022-006	Supply and maintenance of office equipment and fixtures (Printers, photocopying machines and filing cabinets).
7	ENCOT-Procurement: 2020-2022-007	Supply of protective riding gear.
8	ENCOT-Procurement: 2020-2022-008	Supply /leasing/, repair and maintenance of generators.
9	ENCOT-Procurement: 2020-2022-009	Supply /leasing/repair and maintenance of motor vehicles and motorcycles, motor vehicle spraying/panel beating.
10	ENCOT-Procurement: 2020-2022-010	Provision of engraving services.
11	ENCOT-Procurement: 2020-2022-011	Provision of insurance services.
12	ENCOT-Procurement: 2020-2022-012	Provision of International and local courier services.
13	ENCOT-Procurement: 2020-2022-013	Provision of consultancy services in relation to the development of strategic plans, policy manuals, product development.
14	ENCOT-Procurement: 2020-2022-014	Provision of commercial printing and graphic design services.
15	ENCOT-Procurement: 2020-2022-015	Provision of construction and civil works.
16	ENCOT-Procurement: 2020-2022-016	Provision of electrical and mechanical works.
17	ENCOT-Procurement: 2020-2022-017	Supply, installation and maintenance of CCTV and security related installations.
18	ENCOT-Procurement: 2020-2022-018	Provision of security guards services.
19	ENCOT-Procurement: 2020-2022-019	Provision of office branding services.
20	ENCOT-Procurement: 2020-2022-020	Provision of property valuation services.
21	ENCOT-Procurement: 2020-2022-021	Provision of debt collection and auctioneering services.
22	ENCOT-Procurement: 2020-2022-022	Provision and maintenance of internet service, connectivity and infrastructure.
23	ENCOT-Procurement: 2020-2022-023	Provision of catering, Hotel and conference facilities.
24	ENCOT-Procurement: 2020-2022-024	Provision of architecture, interior design and project management services.
25	ENCOT-Procurement: 2020-2022-025	Supply, installation and maintenance of air conditioning units and accessories.
26	ENCOT-Procurement: 2020-2022-026	Provision of Audit and Tax Consultancy Services
27	ENCOT-Procurement: 2020-2022-027	Provision of Email, Web development and Hosting Services

Should be addressed to:

**The Finance and Administration Manager**

**ENCOT Microfinance Ltd**

The pre-qualification documents may be hand or courier delivered to:  
**ENCOT Microfinance Ltd, Kawempe branch, KIM Arcade, Plot 2597, Bombo Road, or Masindi Main Branch, Plot 88 Masindi Port Road,  
P.O. Box 389, Masindi-Uganda.**

On or before **Friday 4th December 2020 at 5.00pm** upon payment of a non-refundable fee of **US\$5. 50,000**

Payable via cash deposit or by cheque or electronic transfer to a/c details below:

Bank: **absa Bank**

A/c Title: **ENCOT Operations**

A/c Number: **6000245907**

Documents submitted after this time will not be accepted.

Canvassing will lead to automatic disqualification.

Applicants should complete the application, declaration and code of ethics /conflict of interest disclosure forms available at [www.encot.org/index/careers/tenders](http://www.encot.org/index/careers/tenders)