



MINISTRY OF FOREIGN AFFAIRS

BID NOTICE

PREQUALIFICATION OF PROVIDERS FOR THE FINANCIAL YEARS 2018/2019, 2019/2020&2020/2021

1. The *Ministry of Foreign Affairs* has allocated funds to be used for the prequalification of providers for the FYs 2018/2019-2020/2021
2. The Entity now invites suitably qualified bidders to submit sealed applications to be prequalified for provision of goods, works and services listed below of the Financial years **2018/2019, 2019/2020&2020/2021**

A	SUPPLIES
1	Office Furniture (Chairs, desks, shelves, safes etc).
2	Generators.
3	Firefighting equipment
4	Tyres , tubes, batteries
5	Carpets, curtains, blinds& fittings
6	Gifts, banquets & souvenirs
B	SERVICES
1	Repair and servicing Motor Vehicles/Motorcycles
2	Repair & Maintenance of Elevators.
3	Car washing
4	Repair & Maintenance of Elevators.
5	Printing, Engraving, Art, Graphic Designing
6	Auctioneering Services
7	Courier services
8	Secretariat, Photocopying Binding
9	Vehicle rental services
10	Conference Interpretation services /Translation Services
	Hotel services
C	WORKS
1	General Minor Works

3. Prequalification will be conducted in accordance with the open *domestic* bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 8:00 am to 4:30 pm.
5. The Prequalification document 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/= (Fifty Thousand Uganda Shillings). The method of payment will be by Bank Payment Advice Form issued by the Ministry of Foreign Affairs. No liability will be accepted for loss or late delivery.

6. Prequalification document must be delivered to the address below at or before 11:00 am (*Local time*) on **8th October, 2018**. Late bids shall be rejected. The submission will be opened in the presence of the bidders' representatives, who choose to attend at 11:30 am (*Local time*) on the **8th October, 2018**.

Address for further information and inspection of the prequalification document

Head, Procurement and Disposal Unit
Ministry of Foreign Affairs
P.O BOX 7048, Kampala
2A/B Apollo Kagwa Road-Uganda Tel.256-414 257524
Email: ps@mofa.Co.ug

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

S/N	Activity	Date
a.	Issue invitation to bid	6 th September, 2018
b.	Pre-bid meeting/site visit	N/A
c.	Bid closing date	8 th October, 2018 at 11:00 am(LT)
d.	Bid Opening date	8 th October 2018 at 11:30 am(LT)
e.	Evaluation process	15 th October to 20 th November, 2018
f.	Display and communication of best prequalified list	15 th December 2018

PERMANENT SECRETARY
MINISTRY OF FOREIGN AFFAIRS