



AIRD UGANDA PROGRAM

KAMPALA, Plot 5C Off Martyr's Way – Mukulu Curve, Ntinda, P.O Box. 32225, Kampala, Uganda. Telephone +256 (0) 414 664 369 / 393 215 498, Fax + 256 (0) 414 664 369, email: uganda.program@airdinternational.org, www.airdinternational.org, Kampala, Uganda

OPEN NOTICE OF INVITATION TO TENDER

Tender period/Bidding period: 5th November to 19th November 2020 by 2:00pm

African Initiatives for Relief and Development (AIRD) is a non-profit making humanitarian and development organization without any political and religious affiliations. AIRD aims at promoting protection and seeking durable solutions for Refugees and Internally Displace Persons (IDPs) in Africa, and capacity building. In Uganda, AIRD is the main logistics partner of UNHCR, and implements shelter, infrastructure, and construction works.

AIRD invites potential and capable bidders to submit in their bids for the below supplies and services:

- i. Supply of Spare Parts for AIRD/UNHCR trucks and buses for FY 2020/2021
- ii. Supply of Spare Parts for AIRD/UNHCR Generators for FY 2020/2021
- iii. Supply of Stationery and Office Supplies for AIRD for FY, 2021
- iv. Supply of Printer and Photocopier Toner/Cartridges for FY, 2021
- v. Supply of cleaning materials and detergents for AIRD for FY, 2021
- vi. Supply of Consumables and office kitchen utensils for AIRD for FY, 2021
- vii. Provision of printing services for AIRD for FY, 2021
- viii. Provision of Accommodation and meals for Refugees within Kampala for FY, 2021
- ix. Provision of Vehicle Fuel Consumption Testing Services for FY, 2021

Invitation to Bid document can be picked from AIRD Office in Kampala located on Plot 5C Off Martyr's Way – Mukulu Curve, Ntinda.

Eligible bidders should have:

- VAT Registration Certificate; Valid trading license 2020; Company profile with clear memorandum and articles

of association and clear company management set up; Form 7 certified by URSB (***Uganda Registration Services Bureau***); Tax Clearance Certificate 2020

- A secured and accessible location with address
- Supply Source of genuine spare parts and capacity particularly for spare parts
- Relevant Experience in similar supplies and services.
- Financial/audited books of accounts for the last three years (2017,2018 & 2019)
- Details of Equipment and Tools
- Personnel qualifications and experiences

Qualified and interested bidders should submit their bids in sealed envelopes **to AIRD Office in Kampala located on Plot 5C Off Martyr's Way – Mukulu Curve, Ntinda within the period indicated above.**

Bid Submission mode: Two-envelope submission method will be used where bidders are expected to submit two envelopes separately, one envelope containing technical bid and the second envelope containing financial bid which shall clearly be labeled ***“TECHNICAL and FINANCIAL BID”*** Respectively.

Bid opening: Submitted bids shall be opened on **19th November 2020 at 2:00pm at AIRD Office in Kampala, located on Plot 5C Off Martyr's Way – Mukulu Curve, Ntinda.**

Note: Bidders from the project area are especially encouraged to apply and any inquiry concerning the bidding should be addressed in writing to the aforementioned address.

The Organization reserves the right to partially or totally cancel the bids in the event of identification of better options without notice.

Any kind of lobbying will lead to automatic disqualification.