

INVITATION TO PRE-QUALIFY FOR SUPPLIES, SERVICES AND WORKS

UPIK/SUPLS/SRVCS/WRKS/2020-2023/00001

Uganda Petroleum Institute Kigumba (UPIK) is a centre of excellence that provides accredited international vocational qualifications.

UPIK has allocated funds and intends to apply part of the proceeds of these funds towards the cost of pre-qualifying providers to provide works, Services or Supplies for the Financial Years from 2020-2021 and 2022-2023.

UPIK now invites suitably qualified bidders to submit sealed pre-qualification submissions for the following categories of supplies, services or works;

CATEGORY A: SUPPLIES

CODE	ITEM NO.	ITEM
1.		Machinery and equipment
	1.	Generators and solar equipment
	2.	Machinery and instruments for electrical, electronics and energy use
	3.	Mechanical engineering and welding workshop equipment
	4.	Refrigeration system
2		Laboratory equipment and chemicals
	1.	Laboratory chemicals, reagents and apparatus
	2.	Laboratory furniture and fittings
	3.	Laboratory machinery, equipment and instruments
3		Spares parts, accessories and hand tools for;
	1.	Electrical machinery and equipment
	2.	Plumbing tools and equipment
	3.	Laboratory machinery, equipment and instruments
	4.	Mechanical engineering and works machinery parts
4		Office equipment, furniture & fittings
	1.	Assorted office stationery, toners and cartridges
	2.	Communication equipment and accessories
	3.	Computers, printers, projectors, scanners, computer consumables and accessories
	4.	Computer software
	5.	Office equipment and tools
	6.	Office furniture and fittings e.g Curtains, blinds and carpets
	7.	Installing of networks (E.g LAN)
5		General Goods and Supplies,
	1.	Air conditioners and refrigerators
	2.	Building materials
	3.	Cleaning tools, equipment and materials
	4.	Carpentry and masonry materials
6.		Firefighting equipment and spares
	1.	First aid equipment and medical sundries
7.		Gifts and Souvenirs
	1.	Industrial gas
8.		Motor vehicles, Motor cycles, their spare parts and accessories
	1.	Petroleum products and Lubricants
9.		Plumbing materials (pipes, fittings and appliances)
	1.	Promotional items
10.		Security gadgets
	1.	Stainless steel plates, iron bars, mild steel plates
11.		Technical scholastic materials
	1.	Standard reference textbooks
12.		Tyres, tubes, batteries and spare parts
	1.	Uniforms and protective wear
13.		Provision of sports items and equipment
	1.	Medical supplies.
14.		Food items (perishable and non-perishable)
	1.	Assorted sports items.
6		Training consumables, tools and equipment
	1	Electrical consumables, tools and equipment
	2	Welding & fabrication consumables, tools and equipment
	3	Mechanical consumables, tools and equipment
	4	scaffoldings
7		Architectural consultancy and construction supervision
	1.	Engraving and embossing
8		Business consultancy
	1.	Consultancy services
9		Engineering consultancy
	1.	Human Resource Management consultancy
10		Information and Communications Technology consultancy
	1.	Land Surveying
11		Legal services
	1.	Life and general Insurance
12		Valuation of Assets
	1.	Signage and outdoor advertising and media
13		Air ticketing, tours & travel
	1.	Auctioning services
14		Catering
	1.	Indoor and Outdoor cleaning, gardening, compound design and maintenance
15		Cleaning & forwarding
	1.	Computer repair & maintenance
16		Courier services
	1.	
17		Crane hire services
	1.	Events management and public relations
18		Fumigation, garbage collection & disposal
	1.	Hotel accommodation & conference facilities
19		Maintenance & repair of communication equipment
	1.	Maintenance & repair of electrical equipment, generators and solar
20		Maintenance & repair of motor vehicles & cycles
	1.	Maintenance & repair of office tools & equipment
21		Maintenance, repair and servicing of transformers and power stabilizers
	1.	Motor vehicle hire services
22		Maintenance and repair computers and accessories
	1.	Printing, art and design
23		Publishing of books, magazines, journals etc.
	1.	Secretarial, printing, binding & photocopying services
24		Provision of security services
	1.	Training services
25		Parking management services
	1.	Carpentry works

CATEGORY B: SERVICES

CODE	ITEM NO.	ITEM
7		Architectural consultancy and construction supervision
	1.	Engraving and embossing
	2.	Business consultancy
	3.	Consultancy services
	4.	Engineering consultancy
8		Human Resource Management consultancy
	1.	Information and Communications Technology consultancy
	2.	Land Surveying
	3.	Legal services
	4.	Life and general Insurance
9		Valuation of Assets
	1.	Signage and outdoor advertising and media
	2.	Air ticketing, tours & travel
	3.	Auctioning services
	4.	Catering
10		Indoor and Outdoor cleaning, gardening, compound design and maintenance
	1.	Cleaning & forwarding
	2.	Computer repair & maintenance
	3.	Courier services
	4.	

CATEGORY C: WORKS

8	1	Building construction and renovation
	2	Water infrastructure installation and maintenance
	3	Electrical works installation and maintenance
	4	Mechanical works
	5	Minor civil works

PROCUREMENTS UNDER FRAMEWORK CONTRACTS

1	UPIK / NCONS /20-21/00002	Advertising and media/ provision of advertising space
2	UPIK / SUPLS /20-21/00001	Supply and delivery of daily newspapers to UPIK
3	UPIK / SUPLS /20-21/00002	Supply and delivery of assorted print cartridges/toners
4	UPIK / SUPLS /20-21/00003	Supply and delivery of assorted cleaning materials
5	UPIK / SUPLS /20-21/00004	Supply and delivery of assorted stationery to UPIK

CONDITIONS TO TENDER

Bidding will be conducted in accordance with the open domestic procedures contained in the Government of Uganda Public Procurement and Disposal of Public Assets Act, 2003 and regulations 2014. Pre-qualification submissions will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 and regulations 2014. Pre-qualification is open to all eligible bidders.

Interested eligible bidders may obtain further information from Uganda Petroleum Institute website, Kigumba campus.

Inspection of the pre-qualification documents will be available at the address given below, from 9:00am to 4:00pm during working days. The pre-qualification 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. 100,000 by bank. All payment shall be made to:

Name: Uganda Petroleum Institute Kigumba
Bank: Stanbic Bank Kigumba Branch
Account Number: 9030011633454

The banked /payslip will be presented to the procurement department for issue of a general receipt for issuance of the bidding document. No liability will be accepted for loss or late delivery. Pre-qualification submissions **MUST** be delivered to the address below at or before **12:00am** on **Wednesday 16th September, 2020**. Late submissions shall be rejected.

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

Activity	Estimated Date
Issue of prequalification bid documents	Tuesday 18 th August, 2020
Closing/ Opening prequalification bid documents	Wednesday 16 th September, 2020
Evaluation process	Monday 17 th - 30 th September, 2020
Display and communication of shortlisted service providers	Within five working days from date of contracts committee approval
Contract award and Signature	After display for the ten working days upon approval from contracts committee.

For submission purposes, Address sealed envelopes of your bid clearly indicating the category and category items to the address below.

The bidding document(s) shall be inspected, issued, delivered and opened at:-

The Procurement and Disposal Unit
Uganda Petroleum Institute,
Kigumba Town, Kiryandongo District
P. O. Box 50, Kigumba
+256 (0) 394834127
pdu@upik.ac.ug
www.upik.ac.ug

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