



Plot 724/725 Mawanda Road Kamwokya P.O. Box 21175, Kampala-Uganda

**INVITATION TO PREQUALIFY PROVIDERS FOR PROVISION OF WORKS, SERVICES AND SUPPLIES FOR  
FINANCIAL YEAR 2018/2019.  
REF: THETA/SUPLS/SRVCS/WRKS/00001**

1. THETA Uganda invites suitably qualified bidders to submit sealed Short Listing submissions for provision of works, services and supplies for FY 2018/2019 as indicated below

**CATEGORY A- SUPPLIES**

Lot No	ITEM
00001	Computers, internet server, telephone sets, PBX and accessories
00002	Office equipment's like Printers, photocopiers and biding machines.
00003	Motor vehicles and Motor cycles
00004	Office Furniture and Fittings
00005	Printer consumables and accessories like Tonner,catridges etc
00006	Supply and installation of Computer software anti-virus
00007	Uniforms, curtains, protective wear and carpets
00008	Printed Stationary and printing services
00009	Promotional items (T-shirts, banners, banner, umbrellas,
00010	Assorted office stationery
00011	Newspapers
00012	Value addition Equipment
00013	Tyres, tubes and batteries
00014	Toner cartridges and other computer consumables
00015	Supply of cleaning materials

**CATEGORY B- SERVICES**

00001	Graphix and design
00002	Consultancy services in trade development, training and implementation of food safety and quality standards, accreditation services, human resource development, software design and development and capacity building.
00003	Maintenance & repair of electrical equipment
00004	Maintenance & repair of furniture & fittings
00005	Maintenance & repair of office tools & equipment
00006	Motor vehicle hire services and Transportation (short and long haulage)
00007	Repair & Maintenance of motor vehicles & Cycles
00008	Repair, servicing and maintenance of all ICT Equipment and Air Conditioners
00009	Translation , interpretation and events management
00010	Insurance services (General and Health)
00011	Hotel & Conference facilities (All regions in the Country)
00012	Catering services in and outside catering.
00013	Cleaning Services and Fumigation Services
00014	Security services security system and networking
00015	Advertising and Media
00016	Air Ticketing, Tours & travel

00017	Value addition Equipment
00018	Decoration services
00019	Provision of external Audit services

**CATEGORY C- WORKS**

00001	Electrical works
00002	Plumbing works
00003	Minor Civil works

2. Prequalification/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.
3. Interested eligible bidders may obtain further information from THETA Uganda **8:00 am – 5:00 Pm (Local time)**
4. The prequalification/ Short Listing document MUST be 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/= One hundred Thousand Shillings Only**. The method of payment will be by cash payment to THETA OFFICE to the Accounts Assistant and a receipt will be issued that must be attached as evidence of payment.
5. Prequalification/Short Listing submissions must be delivered to the address below, latest Friday **15<sup>th</sup>, February, 2018** before **5:00 Pm**. Late submissions shall be rejected.
- (a) All documents should be addressed, issued, delivered and opened at:  
**Attn: Procurement Committee**  
**THETA Uganda**  
**Plot 724/725 Mawanda Road Kamwokya.**  
**Finance and Administration Department**  
**P.O Box 21175, Kampala-Uganda**  
**Tel:+256-414-532930 Website: [www.thetauganda.co.ug](http://www.thetauganda.co.ug)**

**Activity Schedule**

ACTIVITY	DATE
a) Publish bid notice	22 <sup>nd</sup> January, 2018
b) Pre-bid meeting	N/A
c) Bid closing date	15 <sup>th</sup> , February, 2018
d) Bid opening date	19 <sup>th</sup> , February, 2018
e) Evaluation Process	Between 19 <sup>th</sup> February to 23 <sup>rd</sup> March, 2018
f) Display and communication of prequalified & shortlisted bidders	Between 23 <sup>rd</sup> March to 26 <sup>th</sup> February,2018
g) Issue of prequalification letters	31 <sup>st</sup> March 2018

**Procurement Committee**  
THETA-Uganda