



Republic of Uganda

Ministry of Science, Technology and Innovation

Invitation for Bids Office Cleaning Services

Procurement Reference Number: MOSTI/NON-CONS/18-19/00001

1. The **Ministry of Science, Technology and Innovation** has allocated funds to be used for the acquisition of **Office Cleaning Services**.
2. The Entity invites sealed bids from eligible bidders for provision of:

s/no.	PROCUREMENT REFERENCE NUMBER	SUBJECT MATTER OF PROCUREMENT
1.	MOSTI/NON-CONS/18-19/00001	Office Cleaning Services for the Ministry of Science, Technology and Innovation for Twelve (12) months with a possibility of contract renewal for another Twelve (12) months upon satisfactory performance

3. Bidding 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 **08:00 am to 05:00 pm** during working days.
5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **SHS. 100,000 (Shillings: One Hundred Thousand Only)**.
6. The pre-bid meeting and site inspection shall be held at the Ministry headquarter (Rumee Building) starting at **11:00 am** on **18th September, 2018**.
7. Bids must be delivered to the address below at 8(c) at or before **11:00 am** on **10th October, 2018**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at **11:15 am** on **10th October, 2018**.
8. (a) Documents may be inspected at: **Plot 19, Lumumba Avenue, 5th Floor, Rumee Building**
(b) Documents will be issued from: **Plot 19, Lumumba Avenue, 5th Floor, Rumee Building**

(c) Bids must be delivered to: **Plot 19, Lumumba Avenue, 5th Floor, Rume Building**

(d) Address of bid opening: **Plot 19, Lumumba Avenue, 5th Floor, Rume Building**

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

Activity	Date
a. Publish bid notice	11 th September, 2018
b. Pre- bid meeting and site inspection	18 th September, 2018
c. Bid closing date	10 th October, 2018
d. Evaluation process	24 th October, 2018
e. Display and communication of best evaluated bidder notice	30 th October, 2018
f. Contract signature	20 th November, 2018

David O. O. Obong

PERMANENT SECRETARY/ ACCOUNTING OFFICER