



## Republic of Uganda

### Ministry of Science, Technology and Innovation

#### Invitation for Bids

#### Supply of Office Stationery, Small Office Equipment and Toners

**Procurement Reference Number: MOSTI/SUPLS/18-19/00006**

1. The **Ministry of Science, Technology and Innovation (MoSTI)** has allocated funds to be used for the acquisition of **Assorted Office Stationery, Assorted Small Office Equipment and Assorted Toners** under Framework Contracting.
2. The Entity invites sealed bids from eligible bidders for the supply of:

<b>Lot Number</b>	<b>Item Description</b>	<b>Bid Security (UGX)</b>
1	Assorted Office Stationery	2,000,000
2	Assorted Small Office Equipment	1,000,000
3	Assorted Toners	1,000,000

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. A pre-bid meeting shall be held at the Ministry Offices - Rume Building (7<sup>th</sup> Floor – Main Boardroom) starting at **11:00 am** on **7<sup>th</sup> November, 2018**.
6. 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)**.
7. Bids must be delivered to the address below at 8(c) at or before **11:00 am** on **26<sup>th</sup> November, 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 **26<sup>th</sup> November, 2018**.

8. (a) Documents may be inspected at: **Plot 19, Lumumba Avenue, 5<sup>th</sup> Floor, Rume Building**
- (b) Documents will be issued from: **Plot 19, Lumumba Avenue, 5<sup>th</sup> Floor, Rume Building**
- (c) Bids must be delivered to: **Plot 19, Lumumba Avenue, 5<sup>th</sup> Floor, Rume Building**
- (d) Address of bid opening: **Plot 19, Lumumba Avenue, 5<sup>th</sup> Floor, Rume Building**

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	30 <sup>th</sup> October, 2018
b. Bid closing date	26 <sup>th</sup> November, 2018
c. Evaluation process	10 <sup>th</sup> December, 2018
d. Display and communication of best evaluated bidder notice	17 <sup>th</sup> December, 2018
e. Contract signature	18 <sup>th</sup> January, 2019

David O. O. Obong

**PERMANENT SECRETARY/ ACCOUNTING OFFICER**