



MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot M118, Portbell Road, P. O. Box 1337, Kampala-Uganda
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Procurement & Disposal Unit

Invitation to bid for Stationery under framework arrangement at MUBS. PROC. REF.: MUBS/SPLS/17-18/00029

1. The **Makerere University Business School** has allocated funds to be used for the acquisition of **stationery under framework arrangement, for MUBS, Jinja, Arua, Mbale and Mbarara Campuses:**
Lot 1 – Assorted Stationery
Lot 2 – Master rolls and Inks
Lot 3 – Printed Stationery
Lot 4 – Toner cartridges
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy service.
3. Bidding will be conducted in accordance with the **Open Domestic Bidding** procedures 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 **8:00am to 5:00pm**.
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 **UGX 200,000/=**. The method of payment will be by bank deposit to **Barclays Bank account No.6002230737**, and presentation of a copy of the bank deposit slip to the **MUBS Cash Office, Accounts Block (former Library)**. Upon presentation of the receipt to the **MUBS Procurement and Disposal Unit Office (PDU), Rm 1.12B**, they will be issued with a bidding document.
6. Bids must be delivered to the address below 8(c) at or before **10:00am on, October 24, 2017**. All bids must be accompanied by a bid security of **UGX 4,200,000/= (Uganda Shillings Four Million Two Hundred Thousand Only)** for all or any lot quoted for 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 **11:15am on, October 24, 2017**. There shall be a pre- bid meeting at **Council room, MUBS, Plot 21A, Port bell Road** on the dates indicated in the proposed schedule in this notice.
- 8.(a) Documents may be inspected at:**PDU- MUBS, Plot 21A Port bell Road, P. O.**

Box 1337, Kampala Uganda

(b) Documents will be issued from: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

(c) Bids must be delivered to: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

(d) Address of bid opening: **Council room, MUBS, Plot 21A Port bell Road**

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

Activity	Date
Publish bid notice	26/9/2017
Pre-bid meeting/ Site visits where applicable	N/A
Bid closing date	24/10/2017
Evaluation process	<i>(Within 20 working days from bid closing date)</i>
Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval).).</i>

Disclaimer: **MUBS is under no obligation to award to the lowest or any bidder.**

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Invitation to bid