



Makerere University Business School

BID NOTICE UNDER OPEN BIDDING

December, 2017

Procurement of ICT Equipment – MUBS/SPLS/17-18/00043

1. Makerere University Business School has allocated/received funds to be used for the acquisition of ICT Equipment.
2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies.
3. Bidding will be conducted in accordance with the open 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 8 am to 5pm.
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. 300,000/=**. 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 at 8(c) at or before **4th January, 2018**. [If appropriate, include the following: All bids must be accompanied by a bid security of **UGX. 6,000,000**. Bid security must be valid until **14th May, 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 11:50 am in the School Council Room on **4th January, 2018**.
7. There shall be a pre – bid meeting on the dates indicated in the proposed schedule in this notice. (**14th December, 2017**).
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, P. O. Box 1337, Kampala Uganda**

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

Activity	Date
a. Publish bid notice	5 th December, 2017
b. Pre-bid meeting where applicable	14 th December, 2017
c. Bid closing date	4 th January, 2018
d. Evaluation process	2 nd February, 2018
e. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
f. Contract signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).).</i>

Signature:

Name: Susan Kamazima

Manager, PDU