



MAKERERE UNIVERSITY BUSINESS SCHOOL

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Procurement & Disposal Unit

Invitation to bid for Supply of Stationery and Toner Cartridges for 36 Months: MUBS/SPLS/21-22/00001.

1. The **Makerere University Business School** has allocated funds to be used for the **Supply of Stationery and Cartridges for 36 months at MUBS:**

Lot 1 Assorted Stationery Items

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 Bidding** procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003, and below are the shortlisted 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 50,000/= (Fifty thousand shillings)**. The method of payment will be by obtaining a **bank reference number** from the **MUBS Accounts Office**. Upon presentation of the payment receipt to the MUBS Procurement and Disposal Unit Office (PDU), Rm 30, Block 1, a bidding document will be issued.
6. Bids must be delivered to the address below 8(c) at or before **11:00am on, 13th September, 2021. All bids must be accompanied by a Bid Securing Declaration**. 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 **11:30 am on, 13th September, 2021**.

There shall be a pre-bid meeting on **24th August, 2021 at 11:00 am** by zoom.

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	17 th August, 2021
Pre-bid meeting/ Site visits where applicable	24 th August, 2021
Bid closing date	13 th September, 2021
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.

Susan Kamazima

Manager