



# MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot M118, Portbell Road, P. O. Box 1337, Kampala-Uganda  
Phone: Direct Line: +256-414-338147 General Line: +256-414-338120; Fax: +256-41-4505921;  
Email: pdu@mubs.ac.ug Website: www.mubs.ac.ug

## *Procurement & Disposal Unit*

### **Invitation to bid for supply of Students' Library Chairs. Proc. Ref: MUBS/SPLS/21-22/00011**

1. The **Makerere University Business School** has allocated funds to be used for the acquisition of: **Students' Library chairs**
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 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 submission of a **written application (with both active email address and phone contacts** which shall also be used during any correspondences) to the address below at 8(b) and upon payment of a **non-refundable fee of UGX. 100,000 payable by bank to URA account, after obtaining a payment reference from Bursar's Office at Block 1, MUBS**. Thereafter, bidders will be issued with a bid document upon presentation of evidence of payment (verified by Bursar's Office) to PDU Room 30, Block 1, MUBS.
6. Bids must be delivered to the address below 8(c) at or before **10:00am on Tuesday, November 9, 2021. All bids must be accompanied by a bid security of UGX 3,000,000/= (Uganda Shillings Three Million Only)**. 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 **10:15am on Tuesday, November 9, 2021**. 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:

<b>Activity</b>	<b>Date</b>
Publish bid notice	14/10/2021
Pre-bid meeting	21/10/2021 (via zoom) at 11:am
Bid closing date	09/11/2021
Evaluation process	06/12/2021
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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**Accounting Officer**