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**BID NOTICE UNDER OPEN BIDDING**

**February, 2022**

**Procurement of Engraving Services for MUBS under Framework Contract– Ref No. MUBS/NONCONSVCS/21-22/00086.**

1. Makerere University Business School has allocated/received funds to be used for the **Procurement of Engraving for MUBS under Framework Contract for 36 months/3 years.**

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. 100,000/=.** 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, Block 1. Upon presentation of the receipt to the MUBS Procurement and Disposal Unit Office (PDU), Rm 30, Block 1, they will be issued with a bidding document.

6. Bids must be delivered to the address below at 8(c) at or before **16th March, 2022 at 11:00 am**. All bids must be accompanied by a Bid Securing Declaration. The Bid Securing Declaration should be valid until **7th September, 2022**. **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) at11:45 am in Block 1 on **16th March, 2022.**

7. There shall NOT be a pre – bid meeting.

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: **New School** **Council Room- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

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| 9. The planned procurement schedule (subject to changes) is as follows:   |  |  | | --- | --- | | **Activity** | **Date** | | 1. Publish bid notice | 15th February, 2022 | | 1. Pre-bid meeting where applicable | N/A | | 1. Bid closing date | 16th March, 2022 | | 1. Evaluation process | *(Within 20 working days from the date of receipt and opening of bid documents)* | | 1. Display and communication of best evaluated bidder notice | *(Within 5 working days from Contracts Committee award*) | | 1. Contract signature | (*After expiry of at least 10 working days from display of the best evaluated bidder notice* *and Attorney General’s approval*).). | |

**Name: Susan Kamazima**

**Manager, PDU**