

**ABRIDGED BID NOTICE UNDER OPEN BIDDING
(SUPPLIES, WORKS AND NON CONSULTANCY SERVICES)**



Makerere University Business School

BID NOTICE

1. **Makerere University Business School** invites sealed bids from eligible bidders for the following below:

<i>No.</i>	<i>Procurement Number</i>	<i>Reference</i>	<i>Subject matter of Procurement</i>	<i>Bid Security</i>
01	MUBS/SPLS/23-24/00038 (1-3)/00065/00016		Procurement of Laptops and Desktops for MUBS Staff.	Bid Security of Ugx. 2,000,000/=

2. The Bidding document(s) shall be inspected and issued at **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda.**
3. The deadline for bid submission shall be at **11:00 am on 3rd May, 2024.**
4. The detailed bid notice is available at the Entity's website at www.mubs.ac.ug and at www.ppda.go.ug

Accounting Officer
Makerere University Business School (MUBS)



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

Procurement of Laptops and Desktops for MUBS Staff. Ref No. MUBS/SPLS/23-24/00038 (1-3)/00065/00016.

1. The Makerere University Business School has allocated funds to be used for the **Procurement of Laptops and Desktops for MUBS Staff**
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 100,000/= (One hundred 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, 03rd May, 2024. All bids must be accompanied by a bid security of UGX. 2,000,000/= (Two Million Shillings)**. 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, 03rd May, 2024**.
7. There shall be a pre-bid meeting on **23rd April, 2024 at 11:00 am** in Block 1, meeting room, 1st Floor, **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	12 th April, 2024
Pre-bid meeting/ Site visits where applicable	23 rd April, 2024
Bid closing date	3 rd May, 2024
Evaluation process	<i>(Within 10 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 2 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