



MASINDI DISTRICT LOCAL GOVERNMENT

PROCURING & DISPOSING ENTITY (PDE) P.O. BOX 67 MASINDI

PROCUREMENT NOTICE NO.4 (FY 2023/24): 06th June 2024



INVITATION TO BID & PRE-QUALIFICATION FOR THE FINANCIAL YEARS 2024/25-2026/27:

Masindi District Local Government (MDLG) Procuring & Disposing Entity intends to provide services using local, donor and Poverty Alleviation Funds. This is therefore to invite interested and competent registered associations and contracting firms who can provide goods, services and works wishing to be pre-qualified in the listed items and for other contracts to submit in their bid documents. Pre-qualification will be done in accordance with Open domestic bidding procedures as specified in the Public Procurement and Disposal of Public Assets Act, 2003 as amended and Public Procurement and Disposal of Assets Regulations, 2023.

1. Annual/Biannual Contracts:

A. Contracts for services:

- (i) Offering of cleaning services (Internal/Office and Compound Cleaning).

Note: Reservation Schemes shall apply.

Registered Associations, Women, the People with Disabilities (PWD) and the Youth are encouraged to apply.

B. Frame work Contracts:

- (i) Supply of Fuel, Lubricants & oils, and servicing of Motor vehicles and cycles,
- (ii) Repair of motor vehicles & Motor cycles,
- (iii) Supply of Motor vehicle & Motor cycle tyres.
- (iv) Provision of Fumigation services,
- (v) Provision of security guard services,
- (vi) Repair/servicing of Office Equipment like Photocopiers, Computers, Printers etc,
- (vii) Supply of Toner cartridges, flash discs and related materials,
- (viii) Supply of Automobile Spare parts including Tyres and Tubes for Motor vehicles and motor cycles,
- (ix) Supply of office stationary, IEC materials & General Photocopying,
- (x) Supply of Newspapers and periodicals,
- (xi) General printing services, including identity cards etc,
- (xii) Supply of foodstuff, firewood and related supplies to Masindi Hospital, Ihungu remand home and any other MDLG departments,
- (xiii) Supply of meals & conference facilities,
- (xiv) Sugar cane maintenance services,
- (xv) Provision of Legal services,
- (xvi) Supply and Installation of culverts, building, plumbing, electrical and road construction materials,
- (xvii) Supply of (a) Livestock: Heifers (Local Mature or In calf) Poultry, Oxen sets, Ox-carts, Animal drugs and other veterinary inputs,

(b) Agricultural tools, seeds and seedlings: Hoes, Rakes,

Machetes, Axes, Water containers, Grafted mangoes etc,

(c) Supply of Apiary in puts, Honey packing kits, Bee hives, Honey processors, other related accessories, fisheries in puts and feeds.

2. PRE-QUALIFICATION FOR THE FOLLOWING:

A. WORKS:

- (i) Construction of Permanent buildings like classroom blocks, staff houses, health centres and General constructions like fencings, market stalls/sheds etc,
- (ii) Rehabilitation of buildings
- (iii) Construction of VIP Latrines and Placenta pits,
- (iv) Spring Protection,
- (v) Rehabilitation of boreholes

B. SUPPLIES & SERVICES:

- (i) Supply of Motor vehicles and Motor Cycles
- (ii) Supply of Furniture,
- (iii) Supply & Installation of ICT Equipment (CCTV Cameras, projectors, Scanners etc)
- (iv) Supply of Science kits and Chemical reagents for school Laboratories,
- (v) Supply of Uniforms, protective wears, Gum boots, curtains, carpets, table clothes and other manufactured materials,
- (vi) Supply of Computers, Printers, Photocopiers, IPADS, Laptops etc,
- (vii) Supply of Generators, Maize mills, Rice hullers/shellers and related equipment.
- (viii) Supply & Installation of Street Solar Lights, batteries/ lightening

- arrestor etc.
- (ix) Supply & Installation of Rain water tanks,
- (x) Supply of Borehole spare parts , and consumables for water quality analysis,
- (xi) Supply of assorted Sports equipment for schools.
- (xii) Provision of Urban greening/beautification
- (xiii) Provision of Insurance Coverage,
- (xiv) Consultancy services for drilling & Installation supervision,
- (xv) Construction of piped water systems
- (xvi) Supply of consumables for water quality analysis

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

Activity	Date
a. Publish of bid notice	06th June 2024
b. Bid closing & Opening date	27th June 2024
c. Evaluation process	02nd July 2024
d. Display and communication of best evaluated bidder notice	04th July 2024
e. Contract award and Signature (Where applicable)	17th July 2024

CONDITIONS OF TENDER:

Each item must be bid for separately.

Bidding firms must provide the following:-

- I. Name and profile of the Firm with details of all staff, Equipments, past experience with clear documentary evidence.
- II. Postal and physical address of the Firm with full list of Directors and Copies of their National Identity Cards,
- III. Certified Certificate of Registration /Incorporation,
- IV. Memorandum and Articles of Association,
- V. PPDA registration of provider's certificate,
- VI. A Valid Trading license,
- VII. NITA-U certification for ICT equipment,
- VIII. Current Original Income Tax Clearance certificate addressed to the Masindi District Local Government.
- IX. VAT certificate, where applicable,
- X. Current Bank statements (6 Months) and Audited books of accounts for the past 3 years.
- XI. Any other information considered useful to the committee while taking a decision.

NB: 1. Failure to attach the mentioned requisite documents will lead to automatic disqualification. More details are in the Tender documents which can be viewed from the Procurement & Disposal Unit and obtainable upon payment of non refundable fees which must be paid by the **Integration Revenue Administration System (IRAS)** as under:

- (i) Item 1. A (i) Non – refundable fee of 30,000/= per item
- (ii) Item 1. B – Frame work Contracts non-refundable fees of 70,000/= per item,
- (iii) Items 2 A, non refundable fees of 100,000/= per item,
- (iv) Items 2 B, non refundable fees of 75,000/= per item.

NOTE: Bidding documents shall be inspected from the Procurement and Disposal Unit Upper block rooms 25 & 26, and only be issued by email upon presentation and verification of authenticity of Original IRAS payment receipt. Bidders should submit three (3) copies, one marked "Original" and others marked "Copy". All Bids SHALL be sequentially page numbered.

Each item should be applied for separately. Applications in sealed envelopes clearly marked "Bidding/Prequalification for....." (Indicating the item/description of works, supplies or services) should be clearly addressed to: The Secretary Contracts Committee, P.O. Box 67, Masindi and must reach not later than **Thursday 27th June 2024 at 10.30 am sharp (Local time).**

NB: For all items both financial and technical proposals will be submitted as detailed in the bidding documents. Applicants / Bidders are advised to come and witness opening of the bids on **Thursday 27th June 2024 at 11.00 am in the District Council Chambers.**

**CHIEF ADMINISTRATIVE OFFICER
MASINDI DISTRICT LOCAL GOVERNMENT**