



Republic of Uganda



## BID NOTICE UNDER OPEN BIDDING

30<sup>th</sup> January 2023

Supply of Assorted Stationery Under Framework Contract– UWEC/SUPLS/22-23/00043

1. The Uganda Wildlife Conservation Education Centre has allocated funds to be used for supply of assorted stationery under framework contract.
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 domestic 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 4.30pm.
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 150,000** (Uganda shillings one hundred fifty thousand only). The method of payment will be cash.
6. Bids must be delivered to the address below at 8(c) at or before **3.00pm on 2<sup>nd</sup> March 2023**. All bids must be accompanied by a bid security of **UGX 4,713,719**. Bid securities must be valid until **29<sup>th</sup> September 2023**. 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 **3.15pm on 2<sup>nd</sup> March 2023**.
7. There shall not be a pre – bid meeting/ site visit.
8. (a) Documents may be inspected at: UWEC Procurement & Disposal Unit Office  
(b) Documents will be issued from: UWEC Procurement & Disposal Unit Office  
(c) Bids must be delivered to: UWEC Procurement & Disposal Unit Office

(d) Address of Bid Opening: UWEC Board Room

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	30 <sup>th</sup> January 2023
b. Pre-bid meeting/ Site visits where applicable	Not Applicable
c. Bid closing date	2 <sup>nd</sup> March 2023
d. Evaluation process	<i>(Within 20 working days from bid closing date)</i>
e. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
f. Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval).).</i>

**ACCOUNTING OFFICER**