

UGANDA RETIREMENT BENEFITS REGULATORY AUTHORITY

INVITATION TO BID FOR PRE-QUALIFICATION FOR SUPPLIES, WORKS AND SERVICES FOR FY 2024/2025 to 2026/2027

1. Uganda Retirement Benefits Regulatory Authority is In the process of prequalifying providers for supplies, works and services

for FY 2024/2025, 2025/2026 & 2026/2027, which will be called upon from time to time to quote or bid for the provision of supplies, works, and services as indicated below;

LIST OF SUPPLIES, WORKS, AND SERVICES SUPPLIES:

CODE	ITEM
Sup/0001	Supply of assorted office stationery
Sup/0002	Office Furniture and fittings
Sup/0003	Supply of Computers, Computer consumables and accessories, IT Equipment, Television sets and Installation of Decoders
Sup/0004	Printers, printer consumables and accessories
Sup/0005	Supply and installation of computer software
Sup/0006	Petroleum products and Lubricants
Sup/0007	Uniforms, corporate wears, curtains, blinds, protective wear and carpets
Sup/0008	Supply of motor vehicles, motor cycles, tyres, tubes, batteries and spare parts
Sup/0009	Cleaning equipment and materials
Sup/0010	Electrical equipment and accessories
Sup/0011	Food stuffs
Sup/0012	Fire fighting equipment and spares
Sup/0013	Security gadgets
Sup/0014	Office equipment and tools
Sup/0015	Supply of medicines and medical equipment

SERVICES:

CODE	ITEM
Svcs/0001	Repair and Servicing of Computers and Office Equipment
Svcs/0002	Pest Control and Fumigation Services
Svcs/0003	Engraving / Tagging/ Branding Services
Svcs/0004	Insurance services (medical, motor vehicle, workman's compensation, Assets)
Svcs/0005	Courier services
Svcs/0006	Recruitment services
Svcs/0007	Advertising and Media services
Svcs/0008	Air Ticketing, Tours & travel
Svcs/0009	Auctioneers
Svcs/0010	Catering services
Svcs/0011	Cleaning services
Svcs/0012	Architectural
Svcs/0013	Motor vehicle hire services
Svcs/0014	Maintenance & repair of office tools & equipment
Svcs/0015	Secretarial, printing, binding & photocopying services
Svcs/0016	Hotel & Conference facilities and other recreational services
Svcs/0017	Events management and Public Relations

Svcs/0018	Printing, Industrial Art and design
Svcs/0019	Repair & Maintenance of motor vehicles & motor cycles
Svcs/0020	Repair & maintenance of ICT equipment
Svcs/0021	Consultancy services (Research & studies, Strategic Planning (Reviews), Quality Assurance i.e. Quality management systems, Standard Operating Procedures, Policies, etc., Review of the supervisory framework, Design and printing, Scheme interim administration, capacity development, media content development, medical consultants for health camps)

WORKS:

CODE	ITEM
Works/0001	Mechanical works
Works/0002	Electrical works
Works/0003	Civil works
Works/0004	Building & Carpentry

- Pre-qualification submissions will be evaluated in accordance with the Open Domestic Bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act; 2003 as amended. Prequalification is open to all eligible bidders.
- Interested and eligible bidders may obtain further information from the Uganda Retirement Benefits Regulatory Authority and Inspect the pre-qualification documents in the Procurement and Disposal Unit from 8:30 am to 5:00 pm during working days.
- Pre-qualification documents in English may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of **UGX 100,000 (One Hundred Thousand Shillings Only) for each item, payable to: Account Name: Uganda Revenue Authority Tax Identification Number: 1004849404**
- A copy of the Bank slip should be presented to the Cashier for receipt and the document collected immediately from the Procurement and Disposal Unit upon presentation of the receipt.
- Bids must be delivered to the address below in no. 8 on or before **18th April 2024 at 10:00 am**. Late bids shall be rejected.
- Inspection, Issuance of bid documents, and receipt of bids are at the address below;
Attn: The Head of Procurement and Inventory Management Dept.
Uganda Retirement Benefits Regulatory Authority
Street Address: Plot 1, Clement Hill Road
Floor: 5th Floor
Town/City: Kampala
Postal Code: P.O. Box 7561,
Country: Uganda

The planned procurement schedule (subject to change) is as follows;

Activity	Date
Publication of Bid Notice	4th April 2024
Bid closing	18th April 2024
Evaluation Process	3rd May 2024
Display of Successful Bidders	17th May 2024

Chief Executive Officer