



**BID NOTICE NO. 1 OF FY 2021.
INVITATION TO BID FOR PRE-QUALIFICATION**

Uganda Girl Guides Association has received funding from the Government of Uganda & development Partners of which it intends to use for procurement of goods and services, works in financial year 2021

Uganda Girl Guides Association would like to invite eligible and competent bidders to apply for Prequalification for the FY 2021 for the provision of various goods, supplies, services/consultancy and works as categorized below:

PREQUALIFICATION.

CATEGORY A: SERVICES.

1. Hosting Workshops and Seminars, Hire of venue and assorted materials and entertainment /welfare.
2. Provision of Transport Services. (Logistics Services).
3. Hire of Transport Equipment

CATEGORY B: CONSULTANCY SERVICES;

1. Consultancy Services for Monitoring and Evaluation.
2. Consultancy Services for Audit and Compliance Check.
3. Consultancy Services for Education and Skill Development.

CATEGORY C: WORKS;

1. installation of electrical systems (Including solar works).
2. Construction, Renovation and Maintenance of Building.

CATEGORY D: FRAMEWORK CONTRACTS

1. UGGA/Supls/2021/00001- Supply of computers and its accessories.
2. UGGA/Supls/2021/00002- Supply of Receipting Media and Stationery, Printing, Photocopying, Binding, Small Office Equipment and Legal Books.
3. UGGA/Supls/2021/00003- Supply of Office Furniture and Fittings.
4. UGGA/Supls/2021/00004- Supply of Sewing Machine Completed, Over Locking Machine and Industrial Over Lock and Other Training Centre Inputs.
5. UGGA/Supls/2021/00005- Supply of Vehicle and Motorcycle Spare Parts and Repair and Maintenance.

TERMS AND CONDITION

1. Interested firms/ companies may inspect and obtain the relevant Standard Bid Documents (SBD) for Prequalification from the Procurement and Disposal Unit upon payments of non-refundable fee to Uganda Girl Guides Association General Fund Account No. 9030017119124 Stanbic Bank, Lugogo Branch
 2. The structure of the non-refundable bid fee for Pre-qualification is UGX 52,500/= Inclusive of Bank Charges.
- i). Certificate of Incorporation/ Registration, Articles and Memorandum of Association and TIN registration certificate, VAT Registration Certificate Where Applicable, PPDA Certificate, Valid Trading License, General Receipt (Original) acknowledging payment of bid fee or /Bank payment slip Evidence of key staff, detailed company profile location and address of the firm i.e. Email address, Telephone Contacts and other information deemed useful, other terms and conditions are clearly stipulated in the respective bidding documents.
- ii). Sealed applications will be Registered at Uganda Girl Guides Association Procurement and Disposal Unit and deposited in the bid box located in PDU. The closing date for receiving bids shall be the **7th June, 2021 at 11:00am** local time late submissions shall be rejected.

- NOTE:**
- i. Due to Covid 19 (Pandemic) bidders are required to uphold the directives of Ministry of Health and PPDA Circular of 24th March ,2021 i.e. send evidence of payment (Bank Slip) to the email address below abongbigar@gmail.com or thegirlguidesuganda@gmail.com, for more information call Head PDU on Tel. +256788240221.
 - ii. Sealed bids in triplicates marked "Bids for prequalification for the subject of procurement applied for or the project applied for under Open Domestic Bidding for FY 2021/2021" should be addressed to: The Head Procurement and Disposal Unit Uganda Girl Guides Association, P.O Box 696 Kampala.

PLANNED PROCUREMENT SCHEDULE (SUBJECT TO CHANGES) IS AS FOLLOWS.

ACTIVITY	DATE
Publish Bid Notice	18 th May ,2021
Pre - bid meeting	28 th May ,2021
Bid Closing and Opening	7 th June ,2021
Evaluation and Approval by Contracts Committee	10 th June ,2021
Display of BEB	11 th June ,2021

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UGANDA GIRL GUIDES ASSOCIATION