



**NMS**  
MEDICAL LOGISTICS  
Passionate about your Life

## NOTICE OF EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR PUBLIC RELATIONS

REF: NMS/CONS /14-15/00125

1. The **National Medical Stores** has allocated funds to be used for the acquisition of **Consultancy services described below**.
2. The Entity now invites eligible consultants to submit sealed expressions of interest for reviewing the existing and work out an appropriate stakeholder management execution plan, establishing annual goals, achievable and measurable targets, with a focus on enhancing NMS stakeholder's relationships.

Specifically the objectives of the Assignment are to:

- i. To strengthen NMS' collaboration and visibility among external stakeholders.
  - ii. To support and execute NMS stakeholder networking activities
  - iii.** To increase awareness of NMS's work externally and thus increase visibility for the organization and its activities
  - iv. To build NMS' staff communication skills so that they can communicate externally and represent NMS effectively when dealing with stakeholders.
3. Interested consultants should provide information that demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
  4. The short listing criteria will include the following requirements and documents:

- a. a copy of valid trading licence or its equivalent;
- b. a copy of the certificate of registration or its equivalent;
- c. a signed statement indicating that the consultant does not have a conflict of interest in the subject of the procurement;
- d. registered/Notarized powers of attorney;
- e. Valid tax clearance certificate
- f. PPDA certificate of registration.
- g. Must be certified by at least two regulatory bodies in public relations related area in Uganda
- h. experience of the consultant in assignments of a similar nature terms of scope and value undertaken with reputable clients in the last three years (attach contracts/reference letters);
- i. experience of the consultant in organisations with conditions similar to the conditions of National Medical Stores;
- j. Certified audited reports for the last three years;
- k. skills of the consultant that are relevant to the assignment;

5. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.

6. Interested eligible consultants may obtain further information at the address given below from Monday to Friday between 0800hrs to 1700hrs:

**The General Manager,**

National Medical Stores,

Plot4-12 Nsamizi Road,

P.O. Box 16 Entebbe –UGANDA

[Tel: 256 414 320542](tel:256414320542)

E-mail : [nms.go.ug](mailto:nms.go.ug)

7. Sealed Expressions of Interest must be delivered to the address below by **11:00AM** local time on 8<sup>th</sup> May, 2015 at the address in 6 above.

8. The notice of expression of interest is available at the Entity's website at [www.nms.go.ug](http://www.nms.go.ug) and at [www.ppda.go.ug](http://www.ppda.go.ug)

9. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	24 <sup>RD</sup> April,2015
a. Closing date for receipt of Expression of Interest	8 <sup>th</sup> May,2015
a. Evaluation of Expressions of Interest	Within 15 working days after closing date.
a. Display of shortlist	Within 2 working days after Contract Committee`s approval

ACCOUNTING OFFICER