

## INVITATION TO BID UNDER OPEN DOMESTIC BIDDING



**Our Ref: NMS/SUPLS/15-16/00022**

**M/S.....**

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Dear Sirs,

**Invitation to bid for Supply of Promotional Materials: NMS/SUPLS/15-16/00022**

1. The National Medical Stores has allocated funds to be used for the acquisition of **supply of promotional materials**.
2. The Entity invites your sealed bid for the **supply of promotional materials**.
3. Bidding will be conducted in accordance with the restricted domestic bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003.
4. You may obtain further information from National Medical Stores and inspect the bidding documents at the address given below at 7(a) from **8.00am to 5.00pm**.
5. Bidding documents in English may be purchased on the submission of a written application to the address below at 7(b) and upon payment of a non-refundable fee of **UGX: 300,000 (Three hundred thousand only)**. The method of payment shall be **by Cash to the National Medical Stores Cashier at the address in 7(a) below. There shall be a pre-bid meeting on 26<sup>th</sup> June 2015 at 10.30am at National Medical Stores, Entebbe, Canteen**
6. Bids must be delivered to the address below at 7(c) at or before **11.00am on 15<sup>th</sup> July 2015. The bid document shall be accompanied by a bid security. The Bid Security shall be in the form of a bank guarantee issued by a reputable financial institution recognized by Bank of Uganda.** The amount and currency of the Bid Security shall be: **UGX: 3,800,000 and shall be valid up to 4<sup>th</sup> January 2016.** 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 7(d) at **11.30am on 15<sup>th</sup> July 2015.**
7. (a) Address documents may be inspected at: **The Procurement Department, National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062**

(b) Address documents will be issued at the address in 7(a)

(c) Address Bids must be delivered to: **The General Manager, National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062**

(d) Address of Bid Opening shall take place at: **the Staff Canteen of National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062**

9. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a bid alone or in association.

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

<b>Activity</b>	<b>Date</b>
a. Issue invitation to bid	<b>18<sup>th</sup> June 2015</b>
b. Pre-bid Meeting date	<b>26<sup>th</sup> June 2015 at 10.30am at NMS Canteen</b>
c. Bid closing date	<b>15<sup>th</sup> July 2015 at 11.00am at NMS</b>
d. Evaluation process	<b>Within 20 working days from bid closing date</b>
e. Display and communication of best evaluated bidder notice	<b>Within 5 working days from Contracts Committee approval of evaluation report</b>
f. Contract Signature	<b>After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval.</b>

Signature:

Name: **Moses Kamabare**

Position of Authorised Official: **General Manager/Accounting Officer**

