



BID NOTICE UNDER OPEN BIDDING

Supply and Installation of an Electronic Document and Records Management System under Tender Ref: NMS/SUPLS/16-17/00057

1. The **National Medical Stores** has allocated funds to be used for the acquisition and Installation of an Electronic Document and Records Management System.
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy services.
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 5:00 pm**.
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: 300,000** (Uganda Shillings Three hundred thousand shillings only.).
6. Bids must be delivered to the address below at 8(c) at or before **11:00AM on 5th January, 2017**. All bids must be accompanied by a bid security. Bid securities must be valid until **29th June, 2017**. 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 **11:30AM on 5th January, 2017**.
7. There shall be pre – bid meeting on the **19th December, 2016 at 10:00AM**
8. (a) Documents may be inspected at: **Procurement and Disposal Unit**, National Medical Stores, Plot4-12 Nsamizi Road, P.O. Box 16 Entebbe -UGANDA
(b) Documents will be issued from: **Procurement and Disposal Unit**, National Medical Stores, Plot4-12 Nsamizi Road, P.O. Box 16 Entebbe -UGANDA
(c) Bids must be delivered to: **General Manager's Office**, National Medical Stores, Plot 4-12 Nsamizi Road, P.O. Box 16 Entebbe -UGANDA
(d) Address of Bid Opening: **Staff Canteen**, National Medical Stores. Plot 4-12 Nsamizi Road, P.O. Box 16 Entebbe –UGANDA

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

Activity	Date
a. Issue of Bid document	8th December,2016
b. Pre bid Meeting	19th December,2016
c. Bid closing date	5th January,2017
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