

**EXPRESSION OF INTEREST  
(NON CONSULTANCY SERVICES)**



**NATIONAL MEDICAL STORES  
Plot4-12 Nsamizi Road, P.O. Box 16 Entebbe -UGANDA**

1. **National Medical Stores** invites sealed bids from eligible bidders for Expression of Interest for **Servicing and Repair of NMS fleet for a duration of 3 years on a Service Level Agreement.**

<b><i>PROCUREMENT REFERENCE NUMBER</i></b>	<b><i>SUBJECT MATTER OF PROCUREMENT</i></b>
<b>NMS/NCONS/20-21/00108</b>	<b>Expression of Interest For Servicing and Repair of NMS fleet for a duration of 3 years on a Service Level Agreement.</b>

2. The Bidding document(s) shall be inspected and issued at **Procurement and Disposal Unit, National Medical Stores, Plot4-12 Nsamizi Road, P.O. Box 16 Entebbe -UGANDA**
3. The deadline for bid submission shall be at **11:00 AM** on the **25<sup>th</sup> May 2021.**
4. The detailed bid notice is available at the Entity's website at [www.nms.go.ug](http://www.nms.go.ug)

***ACCOUNTING OFFICER***



## NOTICE OF EXPRESSION OF INTEREST FOR SERVICING AND REPAIR OF NMS FLEET UNDER TENDER REFERENCE NUMBER NMS/NCONS/20-21/00108

1. The **National Medical Stores** has allocated funds to be used for ***Servicing and Repair of NMS fleet*** for a duration of 3 years on a Service Level Agreement.
2. The Entity now invites eligible service providers to submit sealed expressions of interest for ***Servicing and Repair of NMS fleet*** for a duration of 3 years on a Service Level Agreement.
3. Interested service providers should provide information 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 for 2021;
  - b. A copy of the certificate of registration or its equivalent;
  - c. A Power of Attorney which if signed in Uganda shall be registered; or if signed outside Uganda shall be notarized authorising signature of the bid on behalf of the Bidder. The power of Attorney should be specific to this tender. A general Power of Attorney Shall be rejected.
  - d. A valid tax clearance certificate for 2021.
  - e. A valid PPDA certificate of registration.
  - f. Experience of providing the services to at least three government entities in Uganda. (Attach reference letters/ Contracts).
  - g. Must have general insurance cover (against theft, fire and or any other damage)
  - h. Garage/Service/Repair centre must be located within 100km radius from NMS premises in Uganda with a permanent address (Plot number) for easy identification. (due diligence shall be done)
  - i. The service provider's premises must be fenced off with a concrete perimeter wall and or chain link to cater for general security of the vehicles while under service/repair. (Due diligence shall be done).
5. Service providers 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. The detailed Terms of Reference for the provider are as shown in Annex 1.

7. Interested eligible providers 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

E-mail : nms.go.ug

8. Sealed Expressions of Interest must be delivered to the address above by **11:00AM** local time on **25<sup>th</sup> May 2021** at the address in number 7 above.

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

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

<b>Activity</b>	<b>Date</b>
a. Publication of Notice of Expression of Interest	<b>03<sup>rd</sup> May 2021</b>
b. Closing date for receipt of Expression of Interest	<b>25<sup>th</sup> May 2021</b>
c. Evaluation of Expressions of Interest	Within 15 working days after closing date.
d. Display of shortlist	Within 2 working days after Contract Committee’s approval

ACCOUNTING OFFICER

## **TERMS OF REFERENCE**

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- 1) The service provider shall service and repair NMS vehicles as requested from time to time upon issuance of an authorized Service/Repair Order from NMS.
- 2) The service provider shall provide maintenance services in line with the maintenance intervals prescribed by the manufacturer.
- 3) The service provider shall provide onsite maintenance for vehicles and equipment which because of their design or immobility cannot economically be delivered to the vehicle maintenance facility.
- 4) The service provider shall provide motor vehicle and equipment repair parts equal to or exceeding the quality of replacement parts supplied by the original equipment manufacturer.
- 5) The service provider shall provide warranty for all services performed on NMS fleet.
- 6) The service provider shall provide 24/7 recovery service for NMS Fleet.
- 7) The service provider shall be willing to provide better and effective driving tips to NMS drivers upon request.
- 8) Garage/Service/Repair center must be located within 100km radius from NMS premises in Uganda with a permanent address (Plot number) for easy identification.
- 9) The service provider's premises must be fenced off with a concrete perimeter wall and or chain link to cater for general security of the vehicles while under service/repair.
- 10) Entity must be registered with PPDA and in possession of a valid certificate for the category of service/repair.
- 11) Must have fulfilled all registration/operation requirements; certificate of registration, VAT registration.
- 12) Must have general insurance cover (against theft, fire and or any other damage)
- 13) Must observe the standard health & safety guidelines at all times.
- 14) Service/ repair center must have a manned telephone line an email address to ease communication through the value chain. These shall remain operational Monday- Friday 8:00am- 5:00pm.