



NMS
MEDICAL LOGISTICS
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INVITATION TO BID UNDER OPEN DOMESTIC BIDDING

M/s.....
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10th August 2022

Dear Sirs,

Invitation to bid for supply of office stationery and consumables - Tender Ref: NMS/SUPLS/22-23/00024.

1. The National Medical Stores has allocated funds to be used for the supply of the **office stationery and consumables**.
2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies.
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).
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 **Uganda shillings: 300,000= (Three hundred thousand only)**. The method of payment shall be **by Bank to the following Account details:**
Account title: National Medical Stores, Account Number: 0105610661600
Bank: Standard Chartered Bank, Speke Road, Kampala. Swift Code: SCBLUGKA
Currency: Uganda Shillings.
6. Bids must be delivered to the address below at 8(c) at or before 11.00am on 7th September, 2022. All bids must be accompanied by a bid security amounting to UGX: 6,800,000. Late bids shall be rejected. Bids shall be opened in the presence of the bidders' representatives

who choose to attend at the address below at 8(d) at **11.30am on 7th September, 2022 at National Medical Stores Staff Canteen**

7. There shall be a pre-bid meeting on 19th August 2022.

8.(a) 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) Documents will be issued at the address at 8(a)

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

Activity	Date
a. Publish bid notice	10 th August, 2022
b. Pre-bid meeting	19 th August 2022 at 11:00am
c. Bid closing date	7 th September, 2022 at 11:30am
d. Evaluation process	Within 20 working days from bid closing date
e. Display and communication of best evaluated bidder notice	Within 5 working days from Contracts Committee award
f. Contract Signature	After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval

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Moses Kamabare

GENERAL MANAGER