

**ABRIDGED BID NOTICE UNDER OPEN DOMESTIC BIDDING  
(NON CONSULTANCY SERVICES)**



**BID NOTICE**

1. *National Medical Stores* invites sealed bids from eligible bidders for:

<i>No.</i>	<i>Procurement Reference Number</i>	<i>Subject matter of Procurement</i>	<i>Bid Security</i>
	<i>NMS/NCONS/22-23/00035</i>	<i>Expression of Interest for Provision of Event Management Services for a duration of three (3) years.</i>	<i>N/A</i>

2. The Bidding document(s) shall be inspected and issued at: **The Procurement and Disposal Unit, National Medical Stores, Plot 4-12 Nsamizi Road, Entebbe, P.O. Box 16, Entebbe. Tel: 041-320542/4230507/4320566. Fax: 0414-321469/321062.**

3. The deadline for bid submission shall be at **11.00am on 12<sup>th</sup> October 2022**  
The General Manager, National Medical Stores. Plot 4-12 Nsamizi Road. P.O. Box 16, E

4. The detailed bid notice 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)

Accounting Officer



**NMS**  
**MEDICAL LOGISTICS**  
 Passionate about your Life

M/S.....  
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**Date: 14<sup>th</sup> Sept. 2022**

Dear Sirs,

**Invitation for Expression of Interest for Provision of Event Management Services for a duration of 3 years under tender Ref :NMS/NCONS/22-23/00035**

1. The *National Medical Stores* has allocated funds to be used for Provision of Event Management Services for a duration of 3 years.
2. The Entity invites your sealed bids for the Provision of Event Management Services for a duration of 3 years.
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.
4. You may obtain further information from *The Procurement and Disposal Unit, National Medical Stores* and inspect the bidding documents at the address given below at 7(a) from 8:00am to 5:00pm Monday to Friday.
5. The Bidding Documents in English may be picked by interested bidders on the submission of a written application to the address below.
6. Bids must be delivered to the address below at 7(c) at or before **12<sup>th</sup> October 2022 at 11.00am**. 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 **12<sup>th</sup> October 2022 at 11.30am**
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**

8. 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.

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

<b>Activity</b>	<b>Date</b>
a. Date of bid Issue	<b>14<sup>th</sup> September 2022</b>
b. Bid closing date	<b>12<sup>th</sup> October 2022 at 11.00am at NMS</b>
c. Bid opening date	<b>12<sup>th</sup> October 2022 at 11.30am at NMS Staff Canteen</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: **Apollo.N. Mwesigye**

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

**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 **Providers** for **Expression of Interest** for Provision of Event Management Services for a duration of three (3) Years

<b><i>PROCUREMENT REFERENCE NUMBER</i></b>	<b><i>SUBJECT MATTER OF PROCUREMENT</i></b>
<b>NMS/NCONS/22-23/00035</b>	Expression of Interest for Provision of Event Management Services for a duration of Three (3) years.

2. The Bidding document(s) shall be inspected and issued at the **Procurement and Disposal Unit**, National Medical Stores, Plot4-12 Nsamizi Road, P.O. Box 16 Entebbe -UGANDA
3. The deadline for submission of the **Expression of Interest** shall be at **11:00 AM** on the **12<sup>th</sup> October 2022**.
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 TO PROVIDE EVENT MANAGEMENT SERVICES FOR A DURATION OF THREE (3) YEARS UNDER REFERENCE NUMBER **NMS/NCONS/22-23/00035**

1. The **National Medical Stores** has allocated funds to be used for Expression of Interest for Provision of Event Management Services for a duration of three (3) years.
2. The Entity now invites eligible Service Providers to submit sealed expressions of interest for ***Expression of Interest for Provision of Event Management Services for a duration of Three (3) years.***
3. Interested 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, documents and experience as shown below:
  - a. A copy of valid trading licence or its equivalent for 2022;
  - 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 Expression of Interest. A general Power of Attorney Shall be rejected.
  - d. A valid tax clearance certificate for 2022.
  - e. A statement that you are not suspended by the Authority.
  - f. A statement that you are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.

**GENERAL EXPERIENCE OF THE FIRM**

**(a) General Experience of the Firms.**

1. The assignment is open to companies or consortia that have experience in event management for a period of not less than 5 years
2. Established track record in event planning and management. The successful Firms must demonstrate evidence of possessing event infrastructure, capacity to organize media management and coverage; demonstrate evidence of organizing and planning at least two separate events with a minimum of 1,000 people.
3. The Firms **MUST** have undertaken at least two mass promotional events with a government Ministry, Department and Agency (MDA or a multinational organization in different sub-regions of Uganda in the last two years. Documented evidence (contract including description, value, year of commencement, year of completion, client and contact person for reference).

4. The Firms must demonstrate financial capacity to undertake the assignment. The firms must show proof of an annual turn-over of a minimum of Ugs **500M** in the last 2 years.
5. Digital Media Campaigns: The Firms must demonstrate ability to design and run successful digital campaigns.
6. The Firms must have at least 5 years' experience in social media marketing with documented evidence of conducting at least one national online social media campaign for a government agency .

**(b) Key Personnel**

The Firms

Should have adequate personnel including

- Team Leader, with a degree, preferably in Mass communication or any other related field.
- He/she must have a minimum of 5 (Five) years of working experience in any of the following fields: event planning or communications
- Events management specialist. He/she should have organised at least five mass promotional events in the last three years.
- Digital Media specialist – At least 3 years of experience in digital communications/campaigns
- Public Relations – He/she must possess a minimum of 3 years in a Public relations role in an agency or in-house organisation

**4.0 Deliverables and reporting requirements**

The successful companies will be required to submit a proforma invoice together with the inception report for different events from time to time.

Whenever called upon the successful company's quotation shall include labour charges and any other related costs



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ACCOUNTING OFFICER