

M/S.....

Date: 24th May 2018

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Dear Sirs,

Invitation to bid for the provision of Printing, Copying and Scanning as a managed service on a three-year framework contract-NMS/NCONS/17-18/00060

1. The *National Medical Stores* has allocated funds to be used for the acquisition of Printing, Copying and Scanning as a managed service.
2. The Entity invites your sealed bids for the provision of Printing, Copying and Scanning as a managed service on a 36 months Framework Contract.
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. 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 300,000/=. The method of payment will be cash.
6. Bids must be delivered to the address below at 7(c) at or before **22nd June 2018 at 11.00am**. *There shall be a pre-bid meeting on 31st May 2018 at 11.00am at National Medical Stores, Entebbe in the Staff Canteen. All bids must be accompanied by a bid security in form of a Bank Guarantee valid for a period of 120 working days until 14th December 2018 and shall be issued by a reputable banking institution recognized by Bank of Uganda with the amount of UGX: 5,200,000.* 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) on **31st May 2018 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:

Activity	Date
a. Date of bid Issue	24th May 2018
b. Date of Pre-bid Meeting	31st May 2018 at 11.00am
c. Bid closing date	22nd June 2018 at 11.00am at NMS
d. Bid opening date	22nd June 2018 at 11.30am at NMS Staff Canteen
e. Evaluation process	Within 20 working days from bid closing date
f. Display and communication of best evaluated bidder notice	Within 5 working days from Contracts Committee approval of evaluation report
g. Contract Signature	After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval.

Signature:

Name: **Moses Kamabare**

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