



UGANDA MANAGEMENT INSTITUTE

Standard Invitation to Bidders BID NOTICE UNDER OPEN DOMESTIC BIDDING

Invitation for Framework Contracts for the period two years (24 months).

- Uganda Management Institute is on the process of shortlisting firms for framework contracts for the period of two years (24 Months) for Kampala Main Campus located Plot No. 44/52 Jinja Road and its Branches at Mbale, Mbarara and Gulu.
- Uganda Management Institute now invites suitably qualified bidders to submit sealed bids for an estimated quantity of supplies, works or services under framework contracting arrangement as specified below;
- Bidding will be conducted in accordance with the Open Domestic Bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda. This invitation is open to all bidders from eligible source countries.
- Interested eligible bidders may obtain further information from and inspect the bidding documents at the address given below at 8(a) from 8:30 a.m. to 4:00 p.m. on working days.
- A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written application from the address below at upon payment of a non-refundable fee of UGX 100,000/= per item for framework contracts, on Uganda Management Institute URA Account of any bank of your choice. Please follow this process of registering a payment at UMI Payments Web portal as;
 - Type or copy and paste this URL (Uniform Resource Locator) link payments.umi.ac.ug to Google search engine.
 - It will direct you to the payments web portal for UMI.
 - Ignore the invoice section and proceed to fill in your particulars such as Full Name, email address and phone number and press continue button.
 - Select item number 4 for "Bid Document" in the list of payments populated or displayed and then press continue to generate PRN slip (Payment Reference Number).
 - Proceed to print and go to any bank of your choice to deposit the cash and the bank teller will generate for you a Cash Deposit Slip.
 - Then hand deliver the Cash Deposit Slip together with Application Letter for procurement to UMI Kampala Cash Office get a copy of Receipt for proof of payment.
 - Take the receipt and application for the bidding document to the UMI Procurement and Disposal Unit in Room 37 on 1st floor old Administration Block to receive the hard copy or softy copy of the bidding document.
- The document should be collected by the prospective bidder or his representative with evidence of Payment and Application Letter from Procurement & Disposal Unit Plot 44/52 Jinja Road Room 37 at Administration Block. No liability shall be accepted for loss or late delivery.
- The employer shall be holding a pre-bid meeting. The pre-bid meeting shall take place on **Tuesday 23rd November 2021 at 11:00 a.m East African time** on Zoom link; <https://zoom.us/j/99423444397?pwd=NHMxL3NmUmoyOXdE4vR3c4L1F0QT09> Meeting ID: 994 2344 4397
Passcode: 988849
- Sealed Bids must be delivered only at Kampala main Centre Plot 44/52 Jinja Room 37 at Administration Block at 11:30 a.m. on 15th December, 2021. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives, who choose to attend at 12:30 noon on 15th December, 2021 Room 39, 1st floor Administration Block.

- Bidding documents may be inspected at address:
**The Head Procurement & Disposal Unit
Uganda Management Institute
Plot No. 44/52 Jinja Road, Kampala
P.O.Box 20131 Kampala, Uganda
Tel: 256-414-259722/34, Email: procurement@umi.ac.ug**

LIST OF FRAMEWORK CONTRACTS FOR TWO YEARS;

S/N	Subject of Procurement	Reference number.	Bid Security
1. SUPPLIES			
01	Supply of Assorted stationery items	UMI/SUPLS/21-22/00007	N/A
02	Supply of Pre-printed stationery items	UMI/SUPLS/21-22/00008	N/A
03	Supply of Computer consumables (Printer Cartridges)	UMI/SUPLS/21-22/00009	N/A
04	Supply of Cleaning materials	UMI/SUPLS/21-22/00010	N/A
05	Supply and delivery of Newspapers	UMI/SUPLS/21-22/00011	N/A
06	Editing, Printing & Supply of UMI Journals & Policy Briefs	UMI/SUPLS/21-22/00012	N/A
07	Supply of Motor vehicle Tyres	UMI/SUPLS/21-22/00013	N/A
08	Supply of Electrical items & fittings	UMI/SUPLS/21-22/00014	N/A
09	Supply of Staff drinking water (18.5 litres)	UMI/SUPLS/21-22/00015	N/A
10	Supply of Promotional materials	UMI/SUPLS/21-22/00016	N/A
11	Supply of Building and all civil works related materials	UMI/SUPLS/21-22/00017	N/A
12	Supply of Fuel	UMI/SUPLS/21-22/00018	N/A
13	Supply of Plumbing and maintenance materials	UMI/SUPLS/21-22/00019	N/A
2. NON-CONSULTANCY SERVICES			
1	Maintenance, repair and servicing of fire extinguishers and fire Suppression system (Smoke detectors, fire hydrants, horse reels etc. for UMI Kampala and branches	UMI/NCONS/21-22/00022	N/A
2	General servicing and minor repairs of motor vehicles	UMI/NCONS/21-22/00026	N/A
3	Provision of Photocopying, secretarial, & binding services at UMI Kampala	UMI/NCONS/21-22/00027	N/A
4	Hire of Motor Vehicle Services	UMI/NCONS/21-22/00028	N/A
5	Media services (Advertising and Publicity)	UMI/NCONS/21-22/00029	N/A
6	Provision of outsourced Cleaning services & Compound maintenance for UMI Kampala (LOT One)	UMI/NCONS/21-22/00030	UGX 18,760,000
6	Provision of Outsourced Cleaning services & Compound maintenance for UMI Gulu Branch (LOT Two)	UMI/NCONS/21-22/00031	UGX 2,880,000
7	Provision of Catering services at Gulu Branch	UMI/NCONS/21-22/00033	N/A
8	Provision of Catering services at Mbale Branch	UMI/NCONS/21-22/00034	N/A
9	Provision of Catering services at Mbarara Branch	UMI/NCONS/21-22/00035	N/A

10	Provision of Photocopying, secretarial, & binding services at Mbarara Branch	UMI/NCONS/21-22/00036	N/A
11	Provision of Photocopying, secretarial, & binding services at Mbale Branch	UMI/NCONS/21-22/00037	N/A
12	Provision of Photocopying, secretarial, & binding services at Gulu Branch	UMI/NCONS/21-22/00038	N/A
13	Provision of Security and Guarding Services for UMI Kampala & Up country Branches	UMI/NCONS/21-22/00039	UGX 9,120,000
14	Provision of Hotel and Conference services	UMI/NCONS/21-22/00040	N/A
15	Provision of Garbage Collection Services	UMI/NCONS/21-22/00041	N/A
16	Maintenance, repair and Servicing of UMI Generators	UMI/NCONS/21-22/00042	N/A
17	Servicing and minor repairs of UMI Air Conditioners	UMI/NCONS/21-22/00043	N/A
18	Provision of Air Ticketing services	UMI/NCONS/21-22/00044	N/A
19	Maintenance, repair & servicing of Compound machines	UMI/NCONS/21-22/00045	N/A
20	Digital marketing services	UMI/NCONS/21-22/00046	N/A
21	Video and photography services	UMI/NCONS/21-22/00047	N/A
22	Content Creation Services	UMI/NCONS/21-22/00048	N/A
23	Occasional Cleaning of windows, Furniture, Carpets & fumigation	UMI/NCONS/21-22/00049	N/A
24	Maintenance, repair and servicing of Laundry Machines for UMI Kampala and upcountry branches	UMI/NCONS/21-22/00050	N/A
25	Repairs and Maintenance of Office and Classroom Furniture for UMI Kampala and upcountry branches	UMI/NCONS/21-22/00051	N/A
26	Maintenance and Servicing of ICT Equipment	UMI/NCONS/21-22/00052	N/A
3. CONSULTANCY SERVICES			
1	Provision of Plumbing retainer services	UMI/CONS/21-22/00001	N/A
2	Provision of Carpentry retainer services	UMI/CONS/21-22/00002	N/A

The planned procurement schedule for this procurement (subject to changes) is as follows;

Activity	Date
a. Placement of Advert	18 th November, 2021
b. Issue of Solicitation Document	18 th November, 2021
c. Pre-bid meeting	23 rd November 2021 at 11:00am on Zoom link given above
d. Bid closing date	15 th December, 2021 at 11:30 am
e. Evaluation process	13 th January, 2022
f. Contracts Committee Approval	20 th January, 2022
g. Display and communication of best evaluated bidder notice	24 th January, 2022
h. Contract Signature	After mandatory display period

DIRECTOR GENERAL
Uganda Management Institute
Plot No. 44/52 Jinja Road, Kampala, P.O.Box 20131 Kampala, Uganda

