



UGANDA MANAGEMENT INSTITUTE

Standard Invitation to Bidders

BID NOTICE UNDER OPEN DOMESTIC BIDDING

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

1. 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.
2. 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;
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 of the Government of Uganda. This invitation is open to all bidders from eligible source countries.
4. 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 4:30 p.m.** on working days.
5. 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;
 - (i) Type or copy and paste this URL (Uniform Resource Locator) link “**payments.umi.ac.ug**” to Google search engine.
 - (ii) It will direct you to the payments web portal for UMI.
 - (iii) Ignore the invoice section and proceed to fill in your particulars such as Full Name, email address and phone number and press continue button.
 - (iv) 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).
 - (v) 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.
 - (vi) 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.

- (vii) Take the receipt to the UMI Procurement and Disposal Unit in Room 37 on 1st floor old Administration Block to receive the hardcopy of the bidding document.
6. 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.
 7. The employer shall be holding a pre-bid meeting. The **pre-bid meeting** shall take place on **Friday August 2nd 2024 at 11:00 a.m East African time on Zoom link; Join Zoom Meeting**
 8. <https://zoom.us/j/98915898129?pwd=sUVYxbsm82fhUiBDg3MwbnhdrWhv11.1>
 9. Meeting ID: 989 1589 8129
 10. Passcode: 520558
 11. Sealed Bids must be delivered only at Kampala main Centre Plot 44/52 Jinja Room 37at Administration Block at **11:30 a.m. on 16th August, 2024. 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 16th August, 2024 Room 39, 1st floor Administration Block.**
 12. 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: Tel: +256 312 272 229
Email: mssozi@umi.ac.ug**

LIST OF FRAMEWORK CONTRACTS FOR TWO YEARS, (24 MONTHS)

S/N	Subject of Procurement	Reference number.
1. SUPPLIES		
01	Supply of Promotional Materials	UMI/SUPLS/2024-2025/00001
02	Design, Print and Supply of UMI Research Journals and Policy Briefs.	UMI/SUPLS/2024-2025/00002
03	Supply of Pre-Printed Stationary	UMI/SUPLS/2024-2025/00003
04	Supply of Assorted Stationary	UMI/SUPLS/2024-2025/00004
05	Supply of Building & Civil work-related materials	UMI/SUPLS/2024-2025/00005
06	Supply of ICT Equipment	UMI/SUPLS/2024-2025/00006
07	Supply of Plumbing Materials Required for Maintenance work	UMI/SUPLS/2024-2025/00007
08	Supply & Delivery of Newspapers	UMI/SUPLS/2024-2025/00008
09	Supply of cleaning materials	UMI/SUPLS/2024-2025/00009
10	Supply of Computer Consumables (Printer Cartridges & Other accessories)	UMI/SUPLS/2024-2025/00010
11	Supply/refilling of mineral water bottles (18.5 Litres @)	UMI/SUPLS/2024-2025/00011

12	Supply of Electrical Supplies and Fittings	UMI/SUPLS/2024-2025/00012
13	Supply of Motor vehicle Tyres	UMI/SUPLS/2024-2025/00013
	2. NON-CONSULTANCY SERVICES	
1.	Provision of videography and photography services	UMI/NCONS/2024-2025/00003
2.	Media Services (Advertising and Publicity)	UMI/NCONS/2024-2025/00004
3.	Hire of Hotel Services under framework contract	UMI/NCONS/2024-2025/00006
4.	Provision of funeral & related services contract	UMI/NCONS/2024-2025/00008
	Garbage Collection Services	UMI/NCONS/2024-2025/00009
5.	Outside Catering Services for UMI- Mbarara Branch	UMI/NCONS/2024-2025/00012
6.	Provision of Photocopying and Binding Services at UMI- Mbarara Branch	UMI/NCONS/2024-2025/00013
7.	Provision of Photocopying and Binding Services at UMI- Mbale Branch	UMI/NCONS/2024-2025/00014
8.	Provision of Photocopying and Binding Services at UMI - Gulu Branch	UMI/NCONS/2024-2025/00015
9.	Provision of Photocopying and Binding Services for UMI Main- Kampala.	UMI/NCONS/2024-2025/00016
10.	Outsourced cleaning services for UMI- Gulu Branch with compound	UMI/NCONS/2024-2025/00017
11.	Content Creation Services under framework contract	UMI/NCONS/2024-2025/00018
12.	Occasional Cleaning of Office Carpets, Furniture and Fumigation	UMI/NCONS/2024-2025/00019
13.	Digital marketing services	UMI/NCONS/2024-2025/00020
14.	General servicing and minor repairs of UMI Generators	UMI/NCONS/2024-2025/00022
15.	General servicing and minor repairs of UMI Air Conditioners (ACs)	UMI/NCONS/2024-2025/00023
16.	General servicing and maintenance of ICT Equipment	UMI/NCONS/2024-2025/00024
17.	Maintenance repair & servicing of Office Equipment & Classroom Furniture	UMI/NCONS/2024-2025/00025
18.	Outside Catering Services for UMI Mbale Branch	UMI/NCONS/2024-2025/00026
19.	Maintenance, repair & servicing of compound machines	UMI/NCONS/2024-2025/00027
20.	Maintenance repair & servicing of laundry machine	UMI/NCONS/2024-2025/00028
21.	Provision of Air Ticketing Services under framework Contract	UMI/NCONS/2024-2025/00029
22.	Maintenance, repair & servicing of Fire Fighting Equipment	UMI/NCONS/2024-2025/00030
23.	Outside Catering Services for UMI -Gulu Branch under	UMI/NCONS/2024-2025/00031

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

Activity	Date
a. Placement of Advert	25 th July, 2024
b. Issue of Solicitation Document	25 th July, 2024
c. Pre-bid meeting	2nd August 2024 at 11:00am on Zoom link given in the advert.

d. Bid closing date	16th August 2024 at 11:30 am
e. Evaluation process	30 th September, 2024
f. Contracts Committee Approval	4 th October, 2024
g. Display and communication of best evaluated bidder notice	21 st October, 2024
h. Contract Signature	After mandatory display period and SG Approval.

Dr. James L. Nkata
DIRECTOR GENERAL