



UGANDA MANAGEMENT INSTITUTE

Standard Invitation to Bidders

BID NOTICE UNDER OPEN DOMESTIC BIDDING

**INVITATION FOR FRAMEWORK CONTRACTS FOR
THE PERIOD 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 supply and services of 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 **16th October at 11:00 a.m East African time** at Kampala main Centre, Plot 44/52 Jinja, 1st floor Old Administration Block, Room 39.
8. Sealed Bids must be delivered only at Kampala main Centre Plot 44/52 Jinja Room 37 at Administration Block at **10:00 a.m.** on 30th October, **2024. Late bids shall be rejected.** Bids will be opened in the presence of the bidders' representatives, who choose to attend at **10:30 am** on **30th October, 2024 Room 39, 1st floor Old Administration Block.**
9. 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: mssozi@umi.ac.ug

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

S/N	Subject of Procurement	Reference number.
1. NON-CONSULTANCY SERVICES		
1.	Supply of Fuel	UMI/SUPLS/2024-2024/00044
2.	Hire of Motor Vehicle Services (Transportation)	UMI/NCONS/2024-2025/00001
3.	Maintenance and Serving of PBX System	UMI/NCONS/2024-2025/00044
4.	Provision of Courier Services	UMI/NCONS/2024-2025/00043

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

Activity	Date
a. Placement of Advert	10th October, 2024
b. Issue of Solicitation Document	10th October 2024
c. Pre-bid meeting	16th October 2024 at 10:30am, UMI Jinja Road, Plot 44-52 Kampala
d. Bid closing date	30th October, 2024 at 10:30 a.m
e. Evaluation process	29th November, 2024
f. Contracts Committee Approval	9th December 2024
g. Display and communication of best evaluated bidder notice	12th December, 2024
h. Contract Signature	After mandatory display period and SG Approval.

DIRECTOR GENERAL
 Uganda Management Institute
 Plot No. 44/52 Jinja Road, Kampala
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