
**BID NOTICE UNDER OPEN BIDDING
NON-CONSULTANCY SERVICES**



**UGANDA REGISTRATION SERVICES BUREAU (URSB) P.O BOX 6848,
KAMPALA, GEORGE STREET, GEORGIAN HOUSE**

BID NOTICE

1. **Uganda Registration Services Bureau** 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>1</i>	<i>URSB/NCONS/17-18/00039</i>	<i>Storage services for URSB records</i>	<i>UGX 5,000,000</i>

2. The Bidding document(s) shall be inspected and issued at Uganda registration Services Bureau P.O Box 6848, Kampala
3. The deadline for bid submission shall be at Uganda Registration Services Bureau at 11:00am on 26th October, 2017
4. The detailed bid notice is available at the Entity's website at ursb.go.ug and at www.ppda.go.ug

BEMANYA TWEBAZE
Accounting Officer

INVITATION TO BID UNDER OPEN BIDDING



28th September, 2017

Dear Bidders,

Invitation to bid for Storage Space for URSB records- URSB/NCONS/17-18/00039

1. The Uganda Registration Service Bureau has allocated funds to be used for acquisition of storage space as an archival centre for its records
2. The Entity invites your sealed bids for the provision of storage services.
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 *Uganda Registration Services Bureau* and inspect the bidding documents at the address given below at 8(a) from *George Street, Georgian House, P.O Box 6848, Kampala, Floor 4*
6. Bidding Documents in English may be purchased on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of *UGX 30,000*. The method of payment will be *through the bank*. Interested bidders will be required to pay for the tender fees through the URA web portal.
7. Bids must be delivered to the address below at 8(c) at or before 26th October 2017 at 11:00a.m. All bids must be accompanied by a bid security of Ugx. 5,000,000/= (Five Million Shillings). 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 8(d) at 12:00 noon 26th October 2017
8. (a) Documents may be inspected at: *Uganda Registration services Bureau, George Street, P.O Box 6846, Kampala*
(b) Documents will be issued from: *Uganda Registration services Bureau George Street, P.O Box 6846, Kampala*
(c) Bids must be delivered to: *Uganda Registration services Bureau George Street, P.O Box 6846, Kampala, PDU Offices-4th Floor*
(d) Address of Bid Opening: *Uganda Registration services Bureau, George Street,*

9. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal alone or in association.

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

Activity	Date
a. Publish bid notice	28 th September, 2017
b. Bid closing date	26 th October, 2017
c. Evaluation process	27 th -30 th October, 2017,
d. Display and communication of best evaluated bidder notice	2 nd November, 2017
e. Contract award and Signature	30 th November 2017

Signature:

Name: Alfred Mugisha

Position of Authorised Official; Deputy Registrar General