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## INVITATION TO BID UNDER OPEN BIDDING



**26<sup>th</sup> October, 2017**

Dear Bidders,

### **Invitation to bid for Catering Services (Lunch) for URSB Staff URSB/FRMWK/17-18/00002**

1. The Uganda Registration Service Bureau has allocated funds to be used for acquisition of caterings services (lunch) for URSB staff
2. The Entity invites your sealed bids for the provision of caterings services (lunch) for URSB staff.
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 22<sup>nd</sup> November, 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 on 22<sup>nd</sup> November, 2017
8. (a) Documents may be inspected at: *Uganda Registration services Bureau, George Street, P.O Box 6848, Kampala*  
(b) Documents will be issued from: *Uganda Registration services Bureau George Street, P.O Box 6848, Kampala*  
(c) Bids must be delivered to: *Uganda Registration services Bureau George Street, P.O Box 6848, Kampala, PDU Offices-4<sup>th</sup> Floor*

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(d) Address of Bid Opening: *Uganda Registration services Bureau, George Street,  
P.O Box 6848, Kampala, Boardroom-1<sup>st</sup> Floor*

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:

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	26 <sup>th</sup> October, 2017
b. Pre-bid meeting	1 <sup>st</sup> November, 2017
c. Bid closing date	22 <sup>nd</sup> November, 2017
d. Evaluation process	23 <sup>rd</sup> -28 <sup>th</sup> November, 2017
e. Display and communication of best evaluated bidder notice	30 <sup>th</sup> November, 2017
f. Contract award and Signature	14 <sup>th</sup> December, 2017

Signature:

Name: Jane Okot P'Bitek Langoya

Position of Authorised Official; Ag Registrar General