

**INVITATION TO BID UNDER OPEN DOMESTIC BIDDING**

**SENSITIZATION CAMPAIGNS FOR DISPLAY OF URSB SERVICES**

**PROCUREMENT REFERENCE NO. URSB/NCONS/21-22/00029**

1. The **Uganda Registration Services Bureau** has received funds to be used for the acquisition of **Sensitization Campaigns for Display of URSB services**

2. The Entity invites your sealed bids for the provision of ***Sensitization Campaigns for Display of URSB 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*

5. Bidding Documents in Englishmay 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 50,000*. 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.

6. Bids must be delivered to the address below at 8(c) at or before 29th December, 2021 at 11:00a.m*.* All bids must be accompanied by a bid security of Ugx. 2,520,000/= (Two Million Five hundred twenty thousand 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) at12:00 noon 29th December, 2021

7.You may obtain further information from ***Uganda Registration Services Bureau***and inspect the bidding documents at the address given below at 8(a) from *PDU Offices-****4th floor at Georgian House, along George Street hours.***

8. (a) Documents may be inspected at: *(****URSB, P.O Box 6848, Kampala-PDU 4th floor****)*

(b) Documents will be issued from: (***URSB, P.O Box 6848, Kampala-PDU 4th floor****)*

(c) Bids must be delivered to: (***URSB, P.O Box 6848, Kampala-PDU 4th floor****)*

(d) Address of Bid Opening: (***URSB, P.O Box 6848, Kampala-PDU 4th floor****)*

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

|  |  |
| --- | --- |
| **Activity** | **Date** |
| 1. issue invitation to bid | 29th November, 2021 |
| 1. Pre bid meeting | 8th December, 2021 at 11:00am |
| 1. Bid closing date | 29th December,2021 at 11:00AM |
| 1. Evaluation process | 30th December, 2021 |
| 1. Display and communication of best evaluated bidder notice | 5th – 18th January, 2022 |
| 1. Contract Signature | 19th January, 2022 |