

**INVITATION TO BID UNDER OPEN DOMESTIC BIDDING**

**Support and maintenance of the electronic document management system (EDMS/On base)**

**PROCUREMENT REFERENCE NO. URSB/NCONS/21-22/00033**

1. The **Uganda Registration Services Bureau** has received funds to be used for the acquisition of **Support and Maintenance of the Electronic Document Management System.**

2. The Entity invites your sealed bids for the provision of ***Support and Maintenance of the Electronic Document Management System.***

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. 4,000,000/= (Four 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) at12:00 noon 29th December, 2021.

7. (a) Documents may be inspected at: *Uganda Registration services Bureau, Plot 5,George*

 *Street, 4th floor, PDU. P.O Box 6848, Kampala,*

 (b) Documents will be issued from: *Uganda Registration services Bureau, Plot 5, George*

 *Street, 4th floor, PDU. P.O Box 6848, Kampala,*

 (c) Bids must be delivered to: *Uganda Registration services Bureau* *Plot 5 George*

 *Street, P.O Box 6848, Kampala, PDU Offices-4th*

 *Floor*

(d) Address of Bid Opening: *Uganda Registration services Bureau, Plot 5 George*

 *Street, P.O Box 6848, Kampala, Training Room-4th Floor*

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

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| **Activity** | **Date** |
| 1. issue invitation to bid
 | 29th November, 2021 |
| 1. Pre bid meeting
 | N/A |
| 1. Bid closing date
 | 29th December, 2021 |
| 1. Evaluation process
 | 29th December, 2021-5th January, 2022 |
| 1. Display and communication of best evaluated bidder notice
 | 10th January, 2022 |
| 1. Contract Signature
 | 28th January, 2021 |