



## **INVITATION TO BID UNDER OPEN DOMESTIC BIDDING**

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

**PROCUREMENT REFERENCE NO. URSB/NCONS/20-21/00053**

The Uganda Registration Services Bureau has received funds from Government of Uganda to be used for the **Support and maintenance of the electronic document management system (EDMS/On base)**.

1. The Entity invites sealed bids from eligible bidder for the provision of the above services.
2. Bidding will be conducted in accordance with the Open Domestic bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003.
3. 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*
4. 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 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.
5. Bids must be delivered to the address below at 8(c) at or before 18<sup>th</sup> November, 2020 at 11:00a.m. All bids must be accompanied by a bid security of Ugx. 3,000,000/= (Three 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 18<sup>th</sup> November, 2020.
  - (a) Documents may be inspected at: Uganda Registration Services Bureau, 4<sup>th</sup> floor-PDU offices, Georgian House-George Street
  - (b) Documents will be issued from: Uganda Registration Services Bureau, 4<sup>th</sup> floor-PDU Offices, Georgian House-George Street
  - (c) Bids must be delivered to: Uganda Registration Services Bureau, 4<sup>th</sup> floor-PDU Offices, Georgian House-George Street
  - (d) Address of bid opening: Uganda Registration Services Bureau, 4<sup>th</sup> floor-Training

room, Georgian House-George Street

6. The planned procurement schedule is as follows:

<b>Activity</b>	<b>Date</b>
a. issue invitation to bid	22 <sup>nd</sup> October, 2020
b. Pre bid meeting	N/A
c. Bid closing date	18 <sup>th</sup> November, 2020
d. Evaluation process	18 <sup>th</sup> -20 <sup>th</sup> November, 2020
e. Display and communication of best evaluated bidder notice	25 <sup>th</sup> November, 2020
f. Contract Signature	15 <sup>th</sup> December, 2020