



**THE REPUBLIC OF UGANDA
Office of the President**

**Invitation to Pre-Qualify for Supplies/Services/Works for Financial Years
2022-2023, 2023-2024, 2024-2025.**

The **Office of the President** has allocated funds and intends to apply part of the proceeds of these funds towards the cost of **Supplies/ Services/Works**

The **Office of the President** now invites suitably qualified bidders to submit sealed pre-qualification submissions/expressions of interest for **Supplies/ Services/Works**. *Refer to Pages 2-5 for details.*

Pre-qualification submissions/expressions of interest will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda. Pre-qualification is open to all eligible bidders.

Details of the pre-qualification criteria, including specific experience, capabilities, qualifications, facilities or capacity required are as indicated in the Pre-qualification document.

Interested eligible bidders may obtain further information from **Office of the President** and inspect the pre-qualification documents at the address given below from Monday –Friday, 8:30am to 5:00pm

The pre-qualification documents in **English** may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of **UGX 100,000/= (One Hundred Thousand Uganda shillings)** for each item to Uganda Revenue Authority. The Bank payment advice form shall be obtained from the address below or URA Website.

The document will then be delivered to the address below. No liability will be accepted for loss or late delivery.

Pre-qualification submissions/expressions of interest must be delivered to the address below at or before **10:00am, 30th June, 2022**. Late submissions shall be rejected.

The detailed bid notice is available at the Entity's website at www.op.go.ug and at www.ppda.go.ug
The Bidding document(s) shall be inspected and issued at;

**Procurement and Disposal Unit,
Office of the President, Parliamentary Building,
Apollo Kaggwa Road, Plot 9-11
P.O. Box 7168, Kampala
New Building 2nd Floor, Room 1212**

SECRETARY, OFFICE OF THE PRESIDENT.

List and codes of works, services or supplies to be provided include but are not restricted to the following:

Please note: The applicant should pay UGX 100,000= for each item applied for and submit separately. Proof of payment must be enclosed in each Pre-qualification application.

CATEGORY A: SUPPLIES:

CODE	ITEM
Sup/01	General office stationery
Sup/02	Printed office stationery
Sup/03	Printer consumables/Toner Cartridges
Sup/04	Desktop, Laptop and tablet Computers, Printers, Projectors and accessories
Sup/05	Office Furniture, Fittings, curtains, blinds and carpets
	SUP/0 5b - Locally made Furniture
Sup/06	Office equipment and tools
Sup/07	Brand New motor vehicles
Sup/08	Brand New motor Cycles
Sup/09	Motor Vehicle and cycle Tyres
Sup/10	Motor Vehicle Batteries
Sup/11	Uniforms, curtains, protective wear
Sup/12	Generators and Solar equipment
Sup/13	Air conditioners, accessories and refrigeration maintenance
Sup/14	CCTV, Still, video Cameras,
Sup/15	Supply, Maintenance & repair of electrical equipment and Accessories.
Sup/16	Cleaning equipment and materials
Sup/17	Security Equipment
Sup/18	Presidential Portraits
Sup/19	Newspapers & Magazines
Sup/20	Sanitizer
Sup/21	Disposable mask
Sup/22	Kitchen Equipment (Fridge, cooker, coffee maker, flasks, plates, cups , Cutlery dusters, electric kettle etc)
Sup/23	Petroleum products (Fuel) and Lubricants
Sup/24	Plumbing materials
Sup/25	Flags (Uganda National flag, East African Community flag, Army Flag)
Sup/26	Branded items (Uniforms, T-shirts, badges, umbrellas, bags, branded pens etc
Sup/27	Branded Tents
Sup/28	Books (Standard reference textbooks, Acts, Constitution of Uganda)
Sup/29	Bottled drinking Water.
Sup/30	Office supplies, kitchen utilities and toiletries
Sup/31	Supply and installation of computer software, networking and maintenance of telephone systems
Sup/32	General Supplies

Sup/33	Personal Protective wear & Equipment (head gears, riding shoes, gloves, elements, suits etc)
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CATEGORY B: SERVICES:

CODE	ITEM
Svcs/01	Advertising and Publications
Svcs/02	Media Services
Svcs/03	Printing, art and design
Svcs/04	Airline, Tours & Travel agents/Air Ticketing services
Svcs/05	Auctioneers
Svcs/06	Website Designing
Svcs/07	Cleaning Services and Fumigation services
Svcs/08	
Svcs/09	Clearing & forwarding
Svcs/10	Printing, art and design i.e. Publications, Promotional materials
Svcs/11	Computer repair & maintenance
Svcs/12	Maintenance & repair of office tools & equipment
Svcs/13	Hotel Accommodation and conference facilities in the Districts of (Kampala, Mukono, Masaka, Mbarara, Bushenyi, Kabale, Fortportal Gulu, Arua, etc)
Svcs/14	Repair & Servicing of motor vehicles & motor cycles
Svcs/15	Repairs & maintenance of computers, printers and photocopiers
Svcs/16	Engraving Services
Svcs/17	Servicing of Fire Extinguishers
Svcs/18	Funeral Services
Svcs/19	Maintenance & repair of office tools & equipment
	Consultancy services
Svcs/20	Svcs/201: Legal
	Svcs/202: Mini surveys/ impact assessments.
	Svcs/203: System design i.e Computerized Monitoring and Evaluation System
	Svcs/204 Development of Guidelines/Frameworks
	Svcs/205: Training
	Svcs/206: Monitoring and Evaluation
	Svcs/207: Land Surveying
	Svcs/208: Program/Project Evaluation
	Svcs/209: General Consultancy services
Svcs/21	Courier Services
Svcs/22	Events management and Public Relations
	Svcs/221: Hire of tents
	Svcs/222: Hire of ordinary and executive chairs
	Svcs/223: Mobile toilet and Urinal Hire

	Svcs/224: Videography, Photography Services, hire of Day light screens and Public Address System.
	Svcs/225: Decoration Services
	Svcs/226: Generator hire.
	Svcs/227: Catering services
	Svcs/228: Soft drinks (Soda and bottled Mineral water)
	Svcs/229: Motor Vehicle hire
Svcs/23	Disposal Services
Svcs/24	Hotel accommodation & Workshop/ Conference facilities
Svcs/25	Maintenance & repair of motor vehicles & Cycles Note: Inspection of the garages will be part of evaluation criteria
Svcs/26	Maintenance & repair of electrical equipment
Svcs/27	Maintenance & repair of furniture & fittings
Svcs/28	Maintenance & repair of office tools & equipment
Svcs/29	Maintenance & repair of air conditioners and accessories
Svcs/30	Printing, art and design
Svcs/31	Photocopying & Binding & services
Svcs/32	Fumigation and Pest Control
Svcs/33	Mattress Hire service.
Svcs/34	Internet service- fiber connectivity
Svcs/35	Talk shows, Radio announcements, and spot messages on Television and Radio Stations all over Uganda
Svcs/36	Washing and Cleaning Vehicles.

CATEGORY C: MINOR WORKS:

CODE	ITEM
Works/01	Mechanical works
Works/02	Electrical works
Works/03	Plumbing works
Works/04	Civil works
Works/05	Routine maintenance of buildings
Works/06	Water works
Works/07	Building & Carpentry
Works/08	Road works, compound design and maintenance
Works/09	Renovation of Buildings
Works/10	Partitioning Works

Note: Items below will be procured on Framework contract arrangement, the shortlisted firms will be invited to compete by quoting for those items and the successful bidder will be awarded a frame work contract.

S/No.	ITEM
1	General office stationery
2	Printed office stationery

3	ICT Equipment - Desktop, laptop and tablet Computers, Printers and accessories
4	Printer consumables/Toner Cartridges
5	Electrical equipment and accessories (i.e bulbs)
6	Flags (Uganda National mast, East African Community flag, Army Flag)
7	Newspapers & Magazines
8	Office drinking Water.
9	Advertising, Publication and Media Services
10	Cleaning services
11	Catering services
12	Decoration services
13	Computer routine service and repair.
14	Events management and Public Relations; Hire of Tents and Chairs Hire of Mobile toilets and Urinals Hire of Platforms Hire of Generator Provision of Decoration Services Provision of Videography, Photography and hire of Day Light Screens Catering Services.
15	Hotel & Conference facilities
16	Motor vehicle hire services
17	Maintenance & repair of electrical equipment
18	Maintenance & service of air conditioners
19	Maintenance & repair CCTV Camera's
20	Maintenance and service of Motor Vehicles and Cycles
21	Maintenance and repair of Generators
22	Maintenance & service of motor vehicles & Cycles
23	Maintenance and Service of Security equipment
24	Maintenance of Water Tanks
25	Fumigation services
26	Routine Plumbing works
27	Routine maintenance of furniture and fixture
28	Washing and Cleaning of Curtains, Carpets and Vehicles.
29	Radio talk show and announcements
30	Printing Invitation Cards, Programme Booklets and Car Stickers
31	Mattress Hire