



# MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot M118, Portbell Road, P. O. Box 1337, Kampala-Uganda  
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## *Procurement & Disposal Unit*

### **Invitation to bid for Pre-qualification of providers for consultancy and non-consultancy services, supplies, and works for MUBS Main Campus, Jinja, Mbale, Arua and Mbarara Campuses for Financial Years: 2024/2025, 2025/2026, and 2026/2027. MUBS/NSVCS/23-24/00240**

1. The Makerere University Business School has allocated funds to be used for the acquisition of **pre-qualified providers for Consultancy and Non-Consultancy Services, Supplies, and Works for MUBS Main Campus, Jinja, Mbale, Arua and Mbarara Campuses for Financial Years: 2024/2025, 2025/2026, and 2026/2027.**
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy service.
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, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **8:00am to 5:00pm.**
5. The Bidding Documents in English may be purchased by interested bidders on submission of a written application (**with both active email address and phone contacts which shall also be used during any correspondences**) to the address below at 8(b) and upon payment of a non-refundable fee of **UGX. 80,000/= payable by bank to URA account, after obtaining a payment reference from Bursar's Office at Block 1, MUBS. Thereafter, bidders will be issued with a bid document upon presentation of evidence of payment (verified by Bursar's Office) to PDU Room 30, Block 1, MUBS.**
6. Bids must be delivered to the address below 8(c) at or before **10:00am on Monday, March 25, 2024. All bids must be accompanied by a Bid Securing Declaration** 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 **10:15am on Monday, March 25, 2024.**
- 8.(a) Documents may be inspected at: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**
- (b) Documents will be issued from: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

(c) Bids must be delivered to: **PDU- MUBS, Plot 21A Port bell Road, P. O. Box 1337, Kampala Uganda**

(d) Address of bid opening: **Council room, Block One, MUBS, Plot 21A Port bell Road**

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

<b>Activity</b>	<b>Date</b>
Publish bid notice	12/03/2024
Pre-bid meeting/ Site visits where applicable	N/A
Bid closing date	25/03/2024
Evaluation process	Within 10 working days from the date of bid submission.
Display and communication of best evaluated bidder notice	Within 5 working days from Contract Committee's approval of the evaluation report.
Contract Signature	N/A

Disclaimer: **MUBS is under no obligation to shortlist all bidders any bidder.**

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Accounting Officer