



OFFICE OF THE UNIVERSITY SECRETARY

PRE-QUALIFICATION NOTICE UNDER OPEN DOMESTIC BIDDING

INVITATION FOR PRE-QUALIFICATION OF PROVIDERS

- Muni University is in the process of developing a short list of providers from which bidders will be invited to bid.
- Muni University now invites suitably qualified bidders to submit sealed pre-qualification submissions for the provision of the following as detailed below;

CATEGORY A (SUPPLIES)

- Supply of Cleaning and Sanitary materials
- Supply of Computers, Printers and related consumables and accessories
- Supply of Drugs and Medical Sundries
- Supply of Reagents and Chemicals
- Supply of Medical Equipment and apparatus
- Supply of Electrical Equipment and Electrical Consumables & Accessories
- Supply of Solar Equipment, spares and accessories
- Supply of Generators, spares and accessories
- Supply of Fire fighting equipment and spares
- Supply of Groceries, Beverages and related items
- Supply of Kitchen Wares/ Cutleries
- Supply of Motor vehicles and Spares
- Supply of Motor cycles and Spares
- Supply of Tyres, Tubes, Batteries and Rims
- Supply of Air Conditioners and Accessories
- Supply of Building materials and Agricultural tools
- Supply of Security gadgets and spares
- Supply of Office/Lecture Furniture, stools, Fittings, Furnishings e.g. Curtains, Wall Hangings etc
- Supply of Assorted office stationery
- Supply of Printed Stationery (e.g. Labels, tags, Stickers, Seals, Ledger books, stock Examination Answer Booklets, Examination cards, Calendars, etc
- Supply of Office equipment and spares
- Supply of Petroleum products and Lubricants
- Supply of Uniforms, protective wear and Laundry ware
- Supply of Carpets
- Supply of Plumbing materials
- Supply of Library textbooks
- Supply of Sanitary bins
- Supply of Packaging Materials/bags for packaging Examination

- papers
- Supply of Spare Parts for Motorized Lawn Mower Machines
 - Supply of General Goods (e.g. Sports and Recreational equipment/wares, Door locks, Padlocks, Bags, Threads, Gloves, Newspapers, etc)
 - Supply of Promotional Materials (e.g. Umbrellas, Pin badges, Caps, Scarfs, Corporate neck ties, Key holders, Ordinary pens, Wristbands, Tote bags, Tea cups, etc)

CATEGORY B (SERVICES)

- Provision of Advertising and Media services
- Provision of Air Ticketing, Tours & Travels
- Provision of Auctioneers services
- Provision of Catering services
- Provision of Outdoor Cleaning Services
- Provision of Car Washing services
- Provision of Clearing & Forwarding services
- Provision of Computer repair & maintenance
- Provision of Consultancy services e.g. Legal/ Architectural/ Engineering/ Surveying/ Landscape planning & Architectural/ Development of University policies/ Strategic plans etc
- Provision of Courier Services
- Provision of Engraving services
- Provision of Events management services
- Provision of Solid Waste Disposal services
- Provision of Hotel, Conference facilities and Restaurants services
- Provision of Insurance brokerage services
- Provision of Maintenance & repair of Air Conditioning System
- Provision of Maintenance & repair of Generators and solar equipment
- Provision of Maintenance & repair of fire fighting equipment
- Provision of Maintenance & repair of UPSs and Stabilizers
- Provision of Maintenance & repair of furniture & fittings
- Provision of Maintenance & repair of shutter doors and gates
- Provision of Maintenance & repair of computers, printers & accessories
- Provision of Maintenance & repair of general machinery, tools & equipment
- Provision of Motor vehicle hire services
- Provision of Printing, art and design
- Provision of Repair & Maintenance of motor vehicles & Cycles

- Provision of Security and Guards Services
- Provision of Fumigation services
- Provision of telecommunication services, including Internet bundles and related services, airtime, office phones services, modems
- Provision of Plumbing Services
- Provision of Production of Documentaries

CATEGORY C (WORKS)

- Mechanical Works
 - Electrical and Electronic Works e.g. Fire Detection and Suppression, Fire Extinguishing Installations and Cabling
 - Civil Works, Building and Carpentry
- The pre-qualified providers will be called up on from time to time to provide/supply the above listed supplies, services and works to Muni University.
 - The evaluation criteria will be based on the main areas namely eligibility, historical contract performance, financial capacity and experience and will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act 2003 as amended of the Government of Uganda.
 - Interested eligible bidders may obtain further information from Procurement and Disposal Unit, Muni University and inspect the Pre-qualification Documents at the address given below starting 25th June 2018 from 8.00 a.m. - 5.00p.m on working days or the University website: www.muni.ac.ug.
 - The Pre-qualification Documents in English may be purchased by interested bidders upon cash payment of a nonrefundable fee of Ushs. 50,000 (Uganda Shillings Fifty thousand only) for each set of documents to Muni University Fees Collection Account No. 9030009220525 Stanbic Bank. Bidders will only be issued the Pre-qualification document upon presentation of receipt of payment.
 - Pre-qualification submissions must be delivered to the address indicated below at 8 and registered at or before 2:00p.m (local time) on 13th July 2018. The pre-qualification submissions

sealed in envelopes must indicate the name and address of the bidder, and the subject of item applied for.

Pre-qualification submissions will be opened at the Council Hall, Ground Floor, Main Administration Block, Muni University main campus. Late submissions shall be rejected. All submissions will be opened in the presence of bidders' representatives, who choose to attend at the address below at **2:15pm on 13th July 2018**.

- The Address for documents inspection, issue, delivery and opening is:
**Procurement and Disposal Unit
Muni University
Arua – Muni – Ocoke Road
1st Floor, Administration block
Room 2.7
P.O. Box 725
ARUA, Uganda.
Tel: 256-476-436755**
- The planned Pre-qualification schedule (subject to change) is as follows:

S/No.	Activity	Date
1.	Publication Date	25th June 2018
2.	Pre-Bid Meeting	Not Applicable
3.	Submission & Bid Closing date	Friday, 13th July 2018 at 2:00 pm
4.	Bid Opening date	Friday, 13th July 2018 at 2:15pm
5.	Evaluation Process	Between 18th July 2018 to 20th August 2018
6.	Display and Communication of Pre-qualified & Shortlisted Providers	Between 27th August 2018 and 7th September 2018
7.	Issue of Pre-qualification Letters	After expiry of the Display of the Pre-qualified bidder notice

UNIVERSITY SECRETARY/ ACCOUNTING OFFICER