



MUNI UNIVERSITY

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Notice of Expression of Interest

Provision of Operation and Management Service of Muni University Guest House and Capacity Building Centre

1. Muni University invites reputable and experienced Hoteliers/ Hotel Management professionals or any eligible bidders to submit sealed Expression of Interest for;

No.	Subject matter of Procurement
1.	Provision of operation and management service of Muni University Guest House - Proc. Ref: MU127/NON-CONS/2018-19/00001
2.	Provision of operation and management service of Muni University Capacity Building Centre - Proc. Ref: MU127/NON-CONS/2018-19/00002

2. Interested bidders should provide information demonstrating that they are eligible and possess the required qualifications/ credentials to perform the services supported with relevant documentation.
3. Short listing shall be based on the eligibility and qualifications (capacity) of the applicant. The shortlist shall be made of the best ranked three to six applicants eligible to the criteria below as well as in the Expression of Interest document:
 - (a) Eligibility of applicants (on a pass/ fail basis):
 - i. Legal capacity to enter into a contract;
 - ii. Applicant is not insolvent, in receivership, bankrupt or being wound up;
 - iii. Business activities of applicant are not suspended by Public Procurement and Disposal of Public Assets Authority (PPDA);
 - iv. Applicant is not under legal proceedings for any of (ii) above;
 - v. Has fulfilled obligations to pay taxes;
 - vi. Applicant does not have a conflict of interest;
 - vii. Evidence of Certificate of Registration with the Uganda Hotel Owners Association.
 - (b) Qualification (Capacity). Document include: brochures, description of similar business/assignment, experience in similar operations/business, availability of appropriate skills among staff, etc.

4. Preference schemes shall apply when evaluating Request for Proposals from the shortlisted applicants.
5. Interested eligible bidder may obtain further information and inspect the Guest House at the address given below from **8:00am to 5:00pm, Monday to Friday**.
6. Sealed Expressions of Interest and other relevant documents superscribed as EOI for Operation and Management of Muni University Guest House or Muni University Capacity Building Centre must be delivered in hard copies (One original plus two copies) to the address below at or before **11:00am on Tuesday, 4th September 2018** at the **Procurement and Disposal Unit, Muni University, Arua –Muni – Ocoko Road, First Floor, Administration Block, Room 2.7, Arua, Uganda**.
7. The notice of expression of interest and document are available at the Entity's website at www.muni.ac.ug.
8. The University Management reserves the right to verify the authenticity of any claim made in the Expression of Interest documents submitted by bidders.
9. The planned schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	<i>21st August 2018</i>
b. Closing date for receipt of Expression of Interest	<i>4th September 2018</i>
c. Evaluation of Expressions of Interest	<i>Within 15 working days from closing date</i>
d. Display of shortlist	<i>Within 5 working days from approval of shortlist by the Contracts Committee</i>

UNIVERSITY SECRETARY/ ACCOUNTING OFFICER