



MUNI UNIVERSITY

Office of the University Secretary

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Email: pdu@muni.ac.ug; www.muni.ac.ug

BID NOTICE UNDER OPEN DOMESTIC BIDDING

1. Muni University has allocated funds within its budget for procurement of a brand-new motor vehicle (Station wagon).
2. The University now invites sealed bids from eligible bidders to bid for the supply as detailed below.

No.	Procurement Reference Number	Subject matter of Procurement	Bid Security <i>Unconditional Bank Guarantee (UGX)</i>
(a)	MU306/SPLS/2022-2023/00001	Supply and delivery of a Brand-new Motor Vehicle (Station wagon)	3,000,000

3. Bidding will be conducted in accordance with the Open Domestic bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act 2003 and are open to all eligible providers.
4. Interested eligible bidders may obtain further information at the address at 9(a) below and/or inspect the bidding document and can be downloaded from the University website at www.muni.ac.ug/.
5. The Bidding documents in English may be purchased by interested bidders on submission of a written application letter to the address below at 9(a) and upon payment of a non-refundable fee of **UGX 100,000** (Uganda Shillings One Hundred thousand only). The method of payment shall be through the Bank and in accordance with Government of Uganda/URA central collection system by login at <https://payments.muni.ac.ug> and obtain Zee pay reference number before proceeding to pay in any Bank.
6. Bids must be delivered to the address below at 9(a) at or before **11:00 am on Wednesday 12th October, 2022**. All bids must be accompanied by a Bid Security of the amount as indicated in 2 above. Bid security must be valid up to 16th May 2023. 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 9(b) on **Wednesday, 12th October, 2022 at 11:30am**.
7. Bids must be delivered to the address in 9(a) below, in accordance with the instruction to Bidders and clearly marked: "**BID FOR PROPOSED SUPPLY AND DELIVERY OF A BRAND-NEW MOTOR VEHICLE (STATION WAGON) – [MU306/SPLS/2022-23/00001]**"
8. There shall be NO pre – bid meeting.
9. (a) Documents may be inspected, issued and delivered at:
Muni University Procurement and Disposal Unit
P.O. Box 725,
Arua
(b) Address of bid opening: **Muni University Council Board Room**
10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	15 th September, 2022
b. Pre-bid meeting	<i>Not Applicable</i>
c. Bid closing date	12 th October, 2022
d. Evaluation process	13 th October, 2022 - 9 th November, 2022
e. Display and communication of best evaluated bidder notice	<i>Within 10 working days</i>
f. Contract signature	<i>After expiry of at least 10 working days from display of the best evaluated bidder notice and Solicitor General's approval.</i>

UNIVERSITY SECRETARY/ACCOUNTING OFFICER