
Standard Invitation to Consultants under Open Bidding

Date: 23rd February 2021

INVITATION TO BID FOR CONSULTANCY SERVICES FOR SUPERVISION OF CONSTRUCTION OF PROPOSED LECTURE & LABORATORY BLOCK AT BUSITEMA UNIVERSITY MARITIME INSTITUTE, NAMASAGALI CAMPUS, KAMULI DISTRICT

Procurement Reference Number: **BU/CONSRVCS/2020-21/00251**

1. **Busitema University** has allocated funds to be used for the acquisition of **Consultancy Services for Supervision of Construction of Proposed Lecture & Laboratory Block at Busitema University Maritime Institute, Namasagali Campus, Kamuli District.**
2. The Entity invites your sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the with Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 the PPDA (Procurement of Consultancy services) Regulations, 2014 and the procedures described in Part 1: Proposal Procedures.
4. This letter of invitation has been addressed to all potential and eligible consultants/consultancy firms.
5. You may obtain further information and inspect the proposal documents at the address given below at 9(a) from **8:00 am to 5:00pm.**
6. The bidding document which has been prepared in the *English language* may be purchased by interested bidders at 8(a) upon submission of a written application on the bidders/company headed paper to the address indicated in 9(a) upon payment of a non-refundable fee of **UGX 200,000/=**. The method of payment will be;
 - a) Payment will be by bank advice form(s) to be collected from **URA Busitema University ZEEPAY UNDER TENDER FEES**. A receipt will be issued upon payment.
 - b) Payment will be made at Bank of Choice.
 - c) Bidders should return a copy of the payment slip to cash office for a General Receipt.

On presentation of a General Receipt to the PDU, bidders will be issued a bid document. The document can be obtained by the bidders representatives or sent by courier services at the bidders cost. No liability will be accepted for the loss or late delivery.

7. Proposals must be delivered to the address below at 9(d) at or before **12:30 pm on Wednesday 24th March 2021**. All Proposals must be accompanied by a bid security of **UGX 15,000,000** in form of an unconditional Bank Guarantee. Bid securities must be valid until **Wednesday 23rd June 2021**. Late Proposals shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 9(a) at **12:45 pm on Wednesday 24th March 2021**.
8. There shall be a pre-bid meeting/site visit at 11:00 am on the dates indicated in the proposed schedule in this notice.
9. (a) Documents may be inspected at:

(a) Documents may be inspected, issued from, delivered to and opened at:

**The Head Procurement and Disposal Unit Office,
Busitema University,
P.O Box 236 Tororo, Uganda**

The Planned Procurement Schedule (subject to changes) is as follows:

Activity	Date
(a) Publish bid notice	Tuesday 23rd February 2021
(b) Pre-bid meeting/ Site visits where applicable	Thursday, 4th March 2021
(c) Bid closing date	Wednesday, 24th March 2021
(d) Bid opening date	Wednesday, 24th March 2021
(e) Evaluation process	Wednesday, 24th to Monday 29th March 2021
(f) Display and communication of best evaluated bidder notice	Tuesday 30th March to Tuesday 13th April 2021
(g) Contract signature	Monday 3rd May 2021.

**Matsiko Mutungwire Abert
UNIVERSITY SECRETARY**