



BID NOTICE UNDER OPEN DOMESTIC BIDDING

INVITATION TO BID FOR SUPPLY AND INSTALLATION OF OFFICE FURNITURE AND FITTINGS FOR THE WORKSPACE AT UDB TOWER- PROCUREMENT REFERENCE NUMBER: UDB/SUPLS/2024/00028

1. Uganda Development Bank Limited has allocated funds to be used for the Supply and Installation of Office Furniture and Fittings for the Workspace at UDB Tower.
2. The Entity invites sealed bids from eligible bidders to provide the above supplies.
3. Bidding will be conducted in accordance with the Open Domestic Bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003 (Amended), the PPDA (Procurement of Supplies) Regulations, 2023 and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below in clause 8 (Local time) during working days (Monday – Friday).
5. Interested bidders may purchase the Bidding documents in English by submitting a **written application** to the address below in clause 8 and upon payment of a non-refundable fee of **UGX 100,000** (Uganda Shillings One Hundred Thousand Only). The method of payment shall be by electronic transfer or cash. Payments should be made at **Name of Bank: DFCU Bank, Account Number: 01013500015673, Account Name: Uganda Development Bank Limited**. Payment shall be made in the legal name of the bidder interested in submitting a bid for the supplies required.
6. Bids must be delivered to the address below in clause 8 at or before **11:00 am** on **25th October 2024**. All bids must be accompanied by a bid security for each lot, as detailed below. Bid securities must be valid until **28th February 2025**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below in clause 8 at **11:30 am** on **25th October 2024**;

Lot 1, 2, 3 = UGX 2,000,000 (Uganda Shillings Two Million Only) for each Lot.

Lot 4, 5, 9 = UGX 1,000,000 (Uganda Shillings One Million Only) for each Lot.

Lot 6,7,8 = UGX 200,000 (Uganda Shilling Two Hundred Thousand Only) for each Lot.

7. There shall be a pre – bid meeting / site visit at UDB Tower, Plot 22 Hannington Road, Kampala at **11:00am (Local time)** on the **14th October, 2024** indicated in the proposed schedule in this notice.
8. The address at which documents may be inspected and issued from, bids must be delivered, and bids shall be opened from is **Uganda Development Bank Limited, Plot 6 Nakasero Road, Kampala, Rwenzori Towers, 1st Floor Wing B, P.O. Box 7210, Kampala, Uganda. Tel: 0312 355 500. Email procurement@udbl.co.ug.**
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	08 th October 2024
b. Pre-bid meeting/sit visit	14 th October 2024 at 11.00am (Local time)
c. Bid closing date	25 th October 2024 at 11:00am (local time).
d. Evaluation process	Within 10 working days from bid closing date
e. Display and communication of best evaluated bidder notice	Within 5 working days from approval of evaluation report by contract committee
f. Contract award and Signature	After expiry of at least 5 working days from display of the best evaluated bidder notice and Solicitor's General's approval)

**MANAGING DIRECTOR
UGANDA DEVELOPMENT BANK LIMITED**