



NOTICE OF PRE - QUALIFICATION OF PROVIDERS FOR SUPPLIES, WORKS AND SERVICES FOR THE PERIOD 2025 -2027

Procurement Reference No: UDB/SRVCS/SUPLS/WRKS/2024/00041

1. The Uganda Development Bank Limited (UDBL) has a budget allocation to be used for the acquisition of Supplies, Works and Services.
2. The Bank invites sealed bids from eligible bidders for the provision of the Supplies, Works and Services during the period 2025-2027. The Bank has now appointed De Point Consultants Limited as an independent third-party procurement agent to execute the pre-qualification process .

List and codes of works, services or supplies to be pre-qualified for the period 2025-2027

CATEGORY A: SUPPLIES / GOODS

ITEM CODE	ITEM DESCRIPTION
UDB/1/SUPP/2025-2027	Supply of Assorted Printed Office Stationery and other Printed Items
UDB/2/SUPP/2025-2027	Supply of Newspaper, magazines and periodicals
UDB/3/SUPP/2025-2027	Supply, Installation and maintenance of access control and surveillance applications e.g. biometric systems, CCTV System
UDB/4/SUPP/2025-2027	Supply of office consumables, beverages, toiletries, gifts and souvenirs /hampers, assorted office Groceries and sundries
UDB/5/SUPP/2025-2027	Supply Installation and maintenance of Computer Hardware and software. Uninterruptible Power Systems Support and Maintenance Services.
UDB/6/SUPP/2025-2027	Supply of Motor Vehicles, tyres, tubes and batteries and other spare parts
UDB/7/SUPP/2025-2027	Supply Installation and maintenance of Telecommunications Equipment
UDB/8/SUPP/2025-2027	Supply and maintenance of electronic devices e.g. TVs, fridges, dispensers, air conditioners etc., and their accessories
UDB/9/SUPP/2025-2027	Supply of Office Furniture, Furnishings and Fittings
UDB/10/SUPP/2025-2027	Supply, installation and maintenance of inverter systems, industrial and domestic power related systems
UDB/11/SUPP/2025-2027	Supply of branded /promotional materials
UDB/12/SUPP/2025-2027	Supply of safety/protective wear & tools
UDB/13/SUPP/2025-2027	Supply of Corporate Uniforms
UDB/14/SUPP/2025-2027	Supply of dispensers and bottled water
UDB/15/SUPP/2025-2027	Supply of security gadgets

UDB/16/SUPP/2025-2027	Supply of Fuel, Oil & Lubricants
UDB/17/SUPP/2025-2027	Provision of medical supplies
UDB/18/SUPP/2025-2027	Supply of stamps and seals
UDB/19/SUPP/2025-2027	Supply of Office equipment and tools
UDB/20/SUPP/2025-2027	Supply and maintenance of generators and solar equipment
UDB/21/SUPP/2025-2027	Supply and maintenance of Firefighting equipment
UDB/22/SUPP/2025-2027	Supply of Electronic and Non- Electronic Asset Tags.
UDB/23/SUPP/2025-2027	Supply of Hardware, Building and Fitting Materials
UDB/24/SUPP/2025-2027	Supply and Maintenance of Chubs/Safes
UDB/25/SUPP/2025-2027	Supply of Communication Gadgets (Phones, Tabs) and Accessories.
UDB/26/SUPP/2025-2027	Supply of Assorted General Office Stationery including library books (bank related literature for development finance institutions)
UDB/27/SUPP/2025-2027	Supply, Installation and Maintenance of Electrical Equipment and Appliances/Back Up Systems

CATEGORY B: SERVICES (Non – Consultancy Services)

ITEM CODE	ITEM DESCRIPTION
UDB/28/ NCONS /2025-2027	Repair, maintenance and servicing of motor vehicles
UDB/39/ NCONS /2025-2027	Provision of Air ticketing, Tours & Travel
UDB/30/ NCONS /2025-2027	Provision of Courier Services (local and international)
UDB/31/ NCONS /2025-2027	Provision of Catering services (Head office and other sites)
UDB/32/ NCONS /2025-2027	Provision of Engraving, marking, signage services
UDB/33/ NCONS /2025-2027	Provision of Public Relations, media and events management
UDB/34/ NCONS /2025-2027	Provision of Motor vehicle washing services
UDB/35/ NCONS /2025-2027	Provision of Armed Guarding (Security services) and Intrusion Detection Alarm System Services
UDB/36/ NCONS /2025-2027	Provision and Maintenance of Fire Extinguishers and Fire Systems.
UDB/37/ NCONS /2025-2027	Provision of printing, graphics and creative design services
UDB/38/ NCONS /2025-2027	Provision of electronic advertising services, digital branding and advertising solutions
UDB/39/ NCONS /2025-2027	Provision of Mobile tracking system for Equipment & Motor vehicles including Fleet Management services
UDB/40/ NCONS /2025-2027	Provision of Photography and video services
UDB/41/ NCONS /2025-2027	Maintenance and repair of office equipment
UDB/42/ NCONS /2025-2027	Provision of Telecommunication services, including e.g. internet and airtime.
UDB/43/ NCONS /2025-2027	Provision of repair of furniture & fittings
UDB/44/ NCONS /2025-2027	Provision of Professional Cleaning, Waste Management, Pest Control and Other sanitary related services.
UDB/45/ NCONS /2025-2027	Provision of Handyman Services i.e. Plumbing, Painting and Carpentry.
UDB/46/ NCONS /2025-2027	Provision of Physical Branding/signage services
UDB/47/ NCONS /2025-2027	Provision of Mystery Shopping and Customer Experience Surveys
UDB/48/ NCONS /2025-2027	Provision of Creative Advertising Services Solutions
UDB/59/ NCONS /2025-2027	Provision of Printer Leasing Services.
UDB/50/ NCONS /2025-2027	Provision of Landscaping and Gardening Services
UDB/51/ NCONS /2025-2027	Provision of Mystery Shopping and Customer Experience Surveys

CATEGORY C: SERVICES (Consultancy Services)

ITEM CODE	ITEM DESCRIPTION
UDB/52/ SRVCS/2025-2027	Provision of Corporate Governance services (Board Trainings and related services)
UDB/53/ SRVCS/2025-2027	Insurance Brokers for Projects/Project Assets/Mortgaged Collaterals, Asset Valuation services and Asset Management System and survey of land and property
UDB/54/ SRVCS/2025-2027	Provision of Architectural services
UDB/55/ SRVCS/2025-2027	Provision of Web Service and Web administration services
UDB/56/ SRVCS/2025-2027	Provision of Project Management Services
UDB/57/ SRVCS/2025-2027	Provision of research Services
UDB/58/ SRVCS/2025-2027	Provision of Human Resource Management, leadership training and Recruitment services
UDB/59/ SRVCS/2025-2027	Provision of third-party office asset disposal services
UDB/60/ SRVCS/2025-2027	Provision of media monitoring services
UDB/61/ SRVCS/2025-2027	Provision of team building services
UDB/62/ SRVCS/2025-2027	Provision of Health Consultancy Services (gym, nutrition, health and sport)
UDB/63/ SRVCS/2025-2027	Provision of Experiential Marketing Services
UDB/64/ SRVCS/2025-2027	Provision of Electrical, Civil and Mechanical Consultancy Services
UDB/65/ SRVCS/2025-2027	Provision of Counselling Services
UDB/66/ SRVCS/2025-2027	Provision of Audit Services (Accounting Firms), Tax Consultancy & Other Professional Accounting Services

CATEGORY D: WORKS

ITEM CODE	ITEM DESCRIPTION
UDB/68/WRKS/2025-2027	Provision of Civil/ Building Construction/Office Fit Out Services.

3. Billing will be conducted in accordance with the open domestic bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003 (Amended), and is open to all bidders.
4. Interested eligible providers may obtain further information and inspect the pre-qualification documents at the address given below in Clause 8 from 8.00am – 3.00pm (Local time) during working days.
5. The bidding documents in English may be purchased by interested bidders on the submission of 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 will be **Cash or Electronic Funds Transfer (EFT)**. Payments should be made at the **Name of Bank: DFCU Bank, Account Number: 01013500015673, Account Name: Uganda Development Bank Limited**. Payment and application 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 9 at or before **11.00am (Local time) on 29th November 2024**. Late bids shall be rejected. Bids will be opened in the presence of the

providers' representatives who choose to attend at the address below in Clause 9 at **11.30am (Local time) on 29th November, 2024.**

7. All requests for clarification shall be submitted to the Procurement Agent at the address in Clause 8 below in accordance with Clause 2.5 of the pre-qualification document not later than **19th November 2024.**

8. The address at which bidding documents may be inspected and issued from is:

De Point Consultants Limited,

Plot 30 Hannington Road, Kampala, Uganda.

Tel. +256 701 237317, E-mail: depointconsultants@gmail.com

9. The address at which bids shall be delivered and opened from is:

De Point Consultants Limited,

Plot 30 Hannington Road, Kampala, Uganda.

Tel. +256 701 237317.

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

Activity	Date
a. Publish bid notice	12 th November, 2024
b. Request for Clarifications	Not later than 19 th November, 2024
c. Bid closing date	29 th November, 2024; 11.00am (Local time)
d. Evaluation process	Within 20 working days from bid closing date.
e. Display of the pre-qualification short list	Within 5 working days from Contracts Committee approval

MANAGING DIRECTOR