

Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING

17th January, 2020

Dear Sirs,

Invitation to bid for procurement of events management services for the joint technical review 2020-Procurement Reference MWE/NCONS/19-20/00046

1. The Ministry of Water and Environment has allocated funds to be used for the acquisition of events management services for the joint technical review 2020.
2. The Entity invites your sealed bids for the provision of events management services for the joint technical review 2020.
3. Bidding will be conducted in accordance with the Open domestic bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **Head, Procurement and Disposal Unit, Ministry of Water and Environment** and inspect the bidding documents at the address given below at 8(a) from **8:00 am to 5:00pm on working days**.
5. Bidding Documents in English may be purchased on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of *UGX: 100,000=*
6. Bids must be delivered to the address below at 8(c) at or before **13th February, 2020**. Late bids shall be rejected. *All bids must be accompanied by a bid security of UGX: 4,000,000=* and Shall remain Valid upto 24th June, 2020. 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 8(d) at **11:30 am on 13th February, 2020. Pre-bid meeting will be held on 31st January, 2020 at 10:00am 2nd floor Ministry building.**
8. (a) Documents may be inspected at: **Ground Floor, Procurement and Disposal Unit, Ministry of Water and Environment Boardroom, Plot 3-7, Kabalega Crescent Close Luzira, P.O Box 20026, Kampala.**
(b) Documents will be issued from: *[8 (a) above]*
(c) Bids must be delivered to: *[8 (a) above]*
(d) Address of Bid Opening: **Ground Floor, Procurement and Disposal Unit, Ministry of Water and Environment Boardroom, Plot 3-7, Kabalega Crescent Close Luzira**
9. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.
10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	17 th January, 2020
b. Pre- bid meeting	31 st January, 2020
c. Bid closing date	13 th February, 2020

d. Bid Opening	13 th February, 2020
e. Evaluation process	(Within 20 working days from bid closing date)
f. Display and communication of best evaluated bidder notice	(Within 10 working days from Contracts Committee award)
g. Contract award and Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).</i>

Kateregga John

FOR: PERMANENT SECRETARY