



Standard Invitation to Bidders

BID NOTICE UNDER OPEN DOMESTIC BIDDING

Subject of Procurement: Supply of Assorted Stationeries under framework contract for 18 months

Procurement Reference Number: NWSC-HQ/SUPLS/2015-16/161711

1. The National Water & Sewerage Corporation has allocated/received funds from its annual budget to be used for the acquisition of Assorted Stationeries under a framework contract for a period of 18 months. The requirement is categorised in Six Lots as indicated below;
 - **Lot 1: Printed Stationery**
 - **Lot 2: Toner & Printer Ribbons**
 - **Lot 3: Ordinary/General Stationery**
 - **Lot 4: Photocopying Papers**
 - **Lot 5: Billing Invoices & Computer Papers**
 - **Lot 6: Block Mapping Papers**
2. The Entity invites sealed bids from eligible bidders for the provision of 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, and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents during working days at the address given below at 8(a) from 8:00AM to 5:00PM.
5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(a) and upon payment of a non-refundable fee of **UGX 200,000**. The method of payment will be cash at any local Bank.
6. Bids must be delivered to the address below at 8(a) at or before **10:30AM East African time on July 05, 2016**. The bid must be accompanied by a bid security amounting to:
 - Lot 1: Ugx 3,000,000**
 - Lot 2: Ugx 7,000,000**
 - Lot 3: Ugx 1,000,000**
 - Lot 4: Ugx 3,000,000**
 - Lot 5: Ugx 1,000,000**
 - Lot 6: Ugx 1,000,000**in the form of a Bank guarantee issued by a Bank located in Uganda or a foreign Bank through correspondence with a Bank located in Uganda. The Bid security must be valid until **February 02, 2017**.
Late delivery of bids shall be rejected and no liability will be accepted.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(a) **11:00 AM East African time on July 05, 2016**

7. There shall be a pre – bid meeting at the address below at 8 (a) on **June 14, 2016 at 11:00Am**

8. (a) Documents may be inspected at:

**The Manager Procurement
National Water and Sewerage Corporation
Plot No. 43, 6th Street, Industrial Area, Kampala
P.O.Box 7053 Kampala, Uganda
Tel: 256-313-315800/256-313-315802
Email: procurement@nwsc.co.ug**

(b) Documents will be issued from: *As in 8 (a) above*

(c) Bids must be delivered to: *As in 8 (a) above*

(d) Address of bid opening: *As in 8 (a) above*

9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	May 23, 2016
b. Pre-bid meeting where applicable	June 14, 2016
c. Bid closing date	July 05, 2016
d. Evaluation process	August 02, 2016
e. Display and communication of best evaluated bidder notice	August 05, 2016
f. Contract signature	After SG Approval.