



## NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

### **BID NOTICE UNDER OPEN DOMESTIC BIDDING**

#### **PROVISION OF MEDIA SERVICES UNDER FRAMEWORK CONTRACT FOR TWO(02) YEARS**

**Procurement Reference Number: NEMA/SRVCS/23-24/00193**

1. National Environment Management Authority (NEMA) has allocated funds from its annual budget for the financial year 2023/2024 to be used for the acquisition of provision of media services under framework contract for two (02) year.
2. The NEMA therefore invites sealed bids from eligible bidders for the provision of the above non-consultancy services under five (05) lots;
  - (i) **Lot 1: Central Region**
  - (ii) **Lot 2: Eastern Region**
  - (iii) **Lot 3: Western Region**
  - (iv) **Lot 4: South-Western Region**
  - (v) **Lot 5: Northern Region**
3. Bidding will be conducted in accordance with the Open Domestic Bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2004, of Government of Uganda. This invitation is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from and inspect the bidding documents at the address given below at 7(a) from 8:00 a.m. to 5:00 p.m. on working days.
5. A complete set of Bidding Documents in English may be purchased by interested bidders on submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **UGX 100,000 (Uganda Shillings: One hundred thousand only) through URA by downloading a payment Registration Number on the URA Portal**. On presentation of proof of payment to NEMA, the bidding document may then be collected by the prospective bidder or his representative from Procurement & Disposal Unit, 2<sup>nd</sup> Floor, and Room 208
6. Pre – bid meeting shall be held on March 19,2024 at the address below at 10:00a.m.

7. Bids must be delivered to the address below at 8(c) at or before **10:00am on April 11, 2024**. All bids must be accompanied by a Bid Securing Declaration valid up to **August 31,2024**. **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 **10:15a.m on April 11 2024**.

8. (a) Documents may be inspected at:

**Procurement & Disposal Unit, 2<sup>nd</sup> Floor, Room 208  
National Environment Management Authority  
Plot 17/19/21, Jinja Road, NEMA House,  
P.O. Box 22255 Kampala, Uganda  
Tel: 256-414-251064/5/8**

- (b) Documents will be issued from: same as 8(a) above.  
(c) Bids must be delivered to: same as 8(a) above.  
(d) Address of bid opening: same as 8(a) above.

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	March 11, 2024
b. Pre-bid meeting	March 19, 2024
c. Bid closing date	April 11, 2024
d. Evaluation process	April 15-19, 2024
e. Display and communication of best evaluated bidder notice	April 23, 2024
f. Contract signature	After Solicitor General's Approval