



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

BID NOTICE UNDER OPEN DOMESTIC BIDDING

PROVISION OF HOTEL SERVICES UNDER FRAMEWORK CONTRACT FOR TWO (02) YEARS

Procurement Reference Number: NEMA/SUPPLIES/23-24/00047

1. National Environment Management Authority (NEMA) has allocated funds from its annual budget for the financial year 2023/24 to be used for supply of assorted office stationery & Toner under framework contract for 24 months.
2. The NEMA therefore invites sealed bids from eligible bidders for the provision of the above supplies under framework contract for two (02) years under two (02) lots;
 - (i) **Lot 1: Toner Cartridge**
 - (ii) **Lot 2: Office Stationery**
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 Unit, 2nd Floor, Room 208. No liability will be accepted for loss or late delivery 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)**. Interested bidders may obtain a Payment Registration Number from NEMA- Accounts Office and **pay cash at any of the Commercial Banks**. 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
6. This tender shall be subjected to the PPDA Guideline 1/2018 on Reservation Schemes to promote local content in public procurement. Only local and resident bidders shall be allowed to participate.

7. Pre – bid meeting shall be held on **March 19, 2024** at the address below at 11:00am

8. Bids must be delivered to the address below at 8(c) at or before 2:00pm on **April 11, 2024**. All bids must be accompanied by a Bid security must be 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**.

9. (a) Documents may be inspected at:

**Procurement & Disposal Unit, 2nd 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.

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

Activity	Date
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