

BID NOTICE UNDER OPEN BIDDING



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Plot 7 Valley Drive, Ntinda, P. O. Box 1499, Kampala Uganda

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For any correspondence on this subject please quote Ref. No: UBTEB/NCONS/24-25/00006/FRMWK-01

24th September, 2024

PROVISION OF CATERING SERVICES ON FRAMEWORK FOR A PERIOD OF 03 YEARS - UBTEB/NCONS/24-25/00006/FRMWK-01

1. The **Uganda Business and Technical Examinations Board** has allocated funds to be used for the Provision of **Catering Services for UBTEB Staff for a period of 03 years.**
2. The Entity invites sealed bids from eligible bidders for the provision of the above Non consultancy Services.
3. This procurement shall be subjected to the PPDA guideline on reservation schemes to promote local content in public procurement (1/2018). Only National and Resident bidders are eligible to participate in this procurement process .
4. 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 bidders.
5. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **9:00 up to 4:00pm, on 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 at 8(b) and upon payment of a non-refundable fee of **Ugx.50,000/= (Fifty Thousand Shillings) plus bank charges of Ugx. 2,850/=**. The method of payment will be **direct deposit to UBTEB Bank Account Number 9030005776596 Stanbic Bank in the names of UBTEB General Collections, upon examining the bidding document.**
6. Bids must be delivered to the address below at 8(c) at or before **Tuesday 15th October, 2024 at 10:00am**. All bids must be accompanied by a Bid Securing Declaration. Bid securing declarations must be valid until **20th May, 2025**. 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 **10:30am on Tuesday 15th October, 2024.**
7. There **shall not** be a pre – bid meeting
8. (a) Documents may be inspected at: **UBTEB PDU Office at Suuna II Road Ntinda.**
(b) Documents will be issued from: **UBTEB PDU Office at Suuna II Road Ntinda.**
(c) Bids must be delivered to: **UBTEB PDU Office at Suuna II Road Ntinda.**
(d) Address of bid opening: **UBTEB PDU Office at Suuna II Road Ntinda.**

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

Activity	Date
a. Publish bid notice	<i>24th September, 2024</i>
b. Pre-bid meeting where applicable	<i>N/A</i>
c. Bid closing date	<i>Tuesday 15th October, 2024</i>
d. Evaluation process	<i>Within 10 working days from bid closing date</i>
e. Display and communication of best evaluated bidder notice	<i>Within 5 working days from Contracts Committee award</i>
f. Contract signature	<i>After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval</i>

Oyesigye Onesmus (CPA)
EXECUTIVE SECRETARY

