



**INVITATION TO BID FOR PROCUREMENT OF ASSORTED OFFICE
STATIONERY- [NIRA/SUPLS/18-19/00217]**

1. The National Identification & Registration Authority has allocated funds to be used for the acquisition of Assorted Office Equipment.
2. The *National Identification & registration Authority* invites sealed bids from eligible bidders for the Supply & Delivery of;

<i>No.</i>	<i>Procurement Reference Number</i>	<i>Subject matter of Procurement</i>	<i>Bid Security</i>
1	NIRA/SUPLS/18-19/00217	Procurement of Assorted Office Equipment	2,500,000

3. Bidding will be conducted in accordance with the open *Domestic* bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, and are open to all bidders from Uganda.
4. Interested eligible bidders may obtain further information from The *National Identification & Registration Authority*, Head Office and inspect the bidding documents at the address given below at 7(a) from 8:00am to 5:00pm 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 7(a) and upon payment of a non-refundable fee of UGX 50,000/- (Uganda Shillings One Hundred Thousand Only).
6. Bids must be delivered to the address below at 7(a) at or before 11:00a.m on **28th March 2019**. All bids must be accompanied by a bid security as indicated in 2 above. Bid securities must be valid until **26th July, 2019**. 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 7(b) at 11:30a.m on **28th March 2019**

7. (a) Documents may be inspected at; issued from & delivered to:

Procurement & Disposal Unit

National Identification and Registration Authority,

Head office, Kololo Independence Grounds

P.O Box 26529, Kampala

(b) Address of Bid Opening:

Boardroom

National Identification and Registration Authority,

Head office, Kololo Independence Grounds

P.O Box 26529, Kampala

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

Activity	Date
a. Publish bid notice	26 th February, 2019
b. Pre-bid meeting where applicable	6 th March, 2019 at 10:00a.m
c. Bid closing date	28 th March, 2019 at 11:00a.m
d. Bid Opening date	28 th March,2019 at 11:30a.m
e. Evaluation process	<i>(Within 20 working days from bid closing date)</i>
f. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
g. 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>

KARUHANGA MOSES EMMY
HEAD PROCUREMENT AND DISPOSAL UNIT