



NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY

BID NOTICE UNDER OPEN BIDDING

PROCUREMENT OF ASSORTED STATIONERY UNDER FRAMEWORK CONTRACT REFERENCE NUMBER: NIRA/SUPPLS/2016-2017/000119

1. National Identification and Registration Authority (NIRA) has received funds from Government of Uganda (GOU) to be used for the procurement of assorted stationery under framework contract.
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 bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **08:00 am – 5:00 pm (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(a) and upon payment of a non-refundable fee of UGX. **100,000**. The method of payment will be:
 - Deposit into designated bank account against assessment payment advice form(s) to be collected from NIRA Accounts Office .
 - Bidders return a copy of the payment slip to Accounts office for a General Receipt.
 - On presentation of a General Receipt to the PDU bidders will be issued a bid document. The document can be obtained by the bidder's representatives. No liability will be accepted for the loss or late delivery.
6. Bids must be delivered to the address below at 8(a) at or before **11:00 am on 18th April 2017**. All bids must be accompanied by a bid security of **UGX 9,440,000** in Bank Guarantee only. 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(b) at **12:00 Noon on 18th April 2017**
7. There **shall** be no pre – bid meeting.

8. (a) Documents may be inspected/ Issued and delivered at:
**Procurement and Disposal Unit office,
National Identification and Registration Authority (NIRA)
Kololo Ceremonial Grounds**

(b) Address of bid opening:
**Management Boardroom,
National Identification and Registration Authority (NIRA)
Kololo Ceremonial Grounds**

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

| Activity | Date |
|--|----------------------------------|
| a. Publish bid notice | 09/03/2017 |
| b. Pre-bid meeting where applicable | N/A |
| c. Bid closing date | 18/04/2017 |
| d. Evaluation process | 25/04/2017 |
| e. Display and communication of best evaluated bidder notice | 02/05/ 2017 |
| f. Contract signature | After Solicitor General Approval |

Judy Obitre-Gama
EXECUTIVE DIRECTOR