



NATIONAL UNION OF DISABLED PERSONS OF UGANDA

P.O. BOX 8567 KAMPALA

**BID NOTICE UNDER OPEN BIDDING**

**PROVISION OF GOODS, SERVICES AND SUPPLIES FOR 2022**

1. National Union of Disabled Persons of Uganda invites sealed bids from eligible bidders for the provision of various goods, services and supplies.

<b>Procurement Reference</b>	<b>Procurement Items</b>
<b>Human Resource Consultancy</b>	Translation of materials into local languages
	Project monitoring and evaluation (baseline surveys, midterm and end of term evaluations)
	Organizational development
	Policy and budget analysis
	Capacity building
	Project proposal and research writing
	Sustainability strategy and business plan development
	Tax consultancy services
	Procurement expertise and training
<b>Services</b>	Security services
	Car washing services
	Motor vehicle maintenance and repair
	Motor vehicle hire
	Computer, printer and photocopier maintenance and repair
	Provision of photocopying and secretarial services
	Building repairs
	Provision of hotel and catering services in Kampala, Wakiso, Mpigi, Kamwenge, Kasese, Kamuli, Bududa, Apac, Lira, Mbarara, Jinja, Nwoya, Kibaale, Ntungamo, Kabale, Bunyagabo, Sheema, Luuka, Mayuge, Yumbe, Moyo, Moroto, Nabilatuk, Abim, Kaabong, Nakapiririt, Amudat, Luweero, Kabale, Ntungamo, Kibaale, Mityana, Buvuma, Kasese, Terego, Buyende, Amuru, Dokolo, Gulu, Wakiso, Mukono, Alebtong, Karenga, Napak, Apac, Oyam, Nwoya, Isingiro, Omoro, Adjumani, Buikwe Arua, Arua City and Kotido
	Fumigation services

	Provision of meals for staff at NUDIPU head office in Kampala
	Printing of IEC materials, documentaries, Radio & TV talk shows, production & airing spot messages.
<b>Goods and supplies</b>	Motor vehicles, cycles and spare parts
	Provision of office supplies
	Provision of stationery
	Supply of assistive devices (crutches, wheelchairs, tricycles, white canes, among others)
	Provision of electronic equipment (digital cameras, LCD projectors, computers, televisions, among others)
	Production of saving boxes.
	Supply of general items including laptop bags, Raincoats, gumboots, hardware items (padlocks and other hard ware Material) startup kits (tailoring machines, Mechanic equipment, Saloon Equipment, etc).
	Engraving services.
	Refilling of fire Extinguishers

2. Bidding will be conducted in accordance with the Open Domestic Bidding method detailed in the NUDIPU Procurement and Disposal Policy and is open to all bidders.
3. Interested bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 8:00am to 5:00pm.
4. The bidding documents in English may be purchased by interested bidders upon the submission of a written application for each procurement to the address below at 8(b) and upon payment of a non-refundable fee of **UGX 250,000** to **Stanbic Bank Account Number: 9030013959403, National Union of Disabled Persons of Uganda, Kampala Road Branch.**
5. Bidders interested in bidding for various services must bid separately for each service and hence pay separate bidding fees.
6. Bids must be delivered to the address below at 8(a) at or before **29<sup>th</sup> November 2021 at 5:00pm**. Late bids shall be rejected.
7. **(a)** Documents may be inspected at National Union of Disabled Persons of Uganda, Front Desk, Bukooto Kisaasi Road.  
**(b)** Documents will be issued, received and opened from: National Union of Disabled Persons of Uganda, Board Room, Bukoto Kisaasi Road.

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	11 <sup>th</sup> November 2021
b. Bid closing date	29 <sup>th</sup> November 2021
c. Evaluation process	(within 15 working days from bid closing date)
d. Display and communication of best evaluated bidder notice	(within 10 working days from the procurement committee award)
e. Contract signature	(After Procurement Chairperson's approval)

**How to apply:**

Interested bidders should submit written applications in English addressing them to the procurement committee and send either physically to; NUDIPU head office **Plot 530, Bukoto-Kisaasi Road** or via email at [procurement@nudipu.org](mailto:procurement@nudipu.org) by 29th November 2021, 5:30PM.

**For more details, please visit our website via [www.nudipu.org/careers](http://www.nudipu.org/careers)**