

# Bid Notice under Open Domestic Bidding

**Date:** Wednesday 27<sup>th</sup> March 2024

**Supply of Assorted Office Stationery under Framework Contract**

**Procurement Ref No: UNACL/SUPLS/2023-2024/00262**

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1. Uganda Airlines has allocated funds to be used for the **Supply of Assorted Office 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 **08:00am to 05:00pm Monday to Friday**.
5. The Bidding documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **UGX 200,000/=** (Two Hundred Thousand Shillings). The method of payment will be by cash payable to Uganda National Airlines Company Limited **Account No. 0102015755600** Standard Chartered Bank, Speke Road Branch. All bids must be accompanied by the Bid Securing Declaration. The Bid Securing Declaration must be valid until **25<sup>th</sup> September 2024**.
6. Bids must be delivered to the address below at 8(c) at or before **Tuesday 16<sup>th</sup> April 2024 at 12:00pm**. 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 **2:00pm on Tuesday 16<sup>th</sup> April 2024**.
7. There shall not be a Pre-bid meeting.
8. (a) Documents may be inspected at: **The Procurement & Disposal Unit  
Eagle Air Hangar Complex, Entebbe Airport  
Rm. SW 103 Entebbe International Airport**  
  
(b) Documents will be issued from: **The Procurement & Disposal Unit  
Eagle Air Hangar Complex, Entebbe Airport  
Rm. SW 103 Entebbe International Airport**  
  
(c) Bids must be delivered to: **The Procurement & Disposal Unit  
Eagle Air Hangar Complex, Entebbe Airport  
Rm. SW 103 Entebbe International Airport**  
  
(d) Address of bid opening: **The Procurement & Disposal Unit  
Eagle Air Hangar Complex, Entebbe Airport  
Rm. SW 103 Entebbe International Airport**

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

<b>Activity</b>	<b>Date</b>
a) Publish bid notice	Wednesday 27 <sup>th</sup> March 2024
b) Pre-bid meeting where applicable	N/A
c) Bid closing date	Tuesday 16 <sup>th</sup> April 2024 at 12:00pm
d) Bid opening date	Tuesday 16 <sup>th</sup> April 2024 at 2:00pm
e) Evaluation process	Within (10) working days from the date of Bid closing.
f) Display and communication of best evaluated bidder notice	Within (5) working days from Contracts Committee award
g) Contract signature	After expiry of the best evaluated bidder notice and Attorney General's approval.

**ACCOUNTING OFFICER**