

MAKERERE

P.O. Box 7062 Kampala Uganda
Cables: "MAKUNIKA"



UNIVERSITY

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Standard Invitation to Bidders

INVITATION TO BID FOR THE SUPPLY & INSTALLATION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM FOR MAKERERE UNIVERSITY

Procurement Reference Number: MAK/SPLS/2014-15/00081

1. Makerere University has received funds from SIDA to support its integration of Information and Communication Technology into all the university functions. As such, the Directorate for ICT Support has planned to integrate ICT using part of the proceeds from this grant; to be applied for the implementation of an electronic document and records management system for Makerere University.
2. Makerere University invites sealed bids from eligible and suitably qualified bidders for the Implementation of an Electronic Document and Records Management System for Makerere University.
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 is open to all bidders from Uganda.
4. Interested eligible bidders may obtain further information from **Procurement & Disposal Unit, Flat C5, Lincoln House** and inspect the bidding documents at the address given below at 7(a) during working hours.
5. A complete set of Bidding Documents in English may be collected by interested bidders from the address below at 7(b) upon payment of a non-refundable fee of Shs.200,000= (Two Hundred thousand shillings only). The method of payment will be either bank draft in the names of Makerere University Council or cash payment at Stanbic Bank, Makerere Branch, A/C No. 0140018638901 and thereafter get a receipt from the University Revenue Office in the Main Building.
6. Bids must be delivered to the address below at 7(c) at or before **Friday 19th June 2015 at 10.00**

a.m. 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(d) at **10.15 a.m. of Friday 19th June 2015.**

7. (a) Address documents may be inspected at: **Procurement & Disposal Unit, Flat C5, Lincoln House.**

(b) Address documents will be issued from: **Procurement & Disposal Unit, Flat C5, Lincoln House.**

(c) Address Bids must be delivered to: **Procurement & Disposal Unit, Flat C5, Lincoln House.**

(d)Address of Bid Opening: **Procurement & Disposal Unit Board Room, Flat C6, Lincoln House.**

8. Makerere University reserves the right to accept or reject any bid or all bids.

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

| Activity | Date |
|---|--|
| Publish bid Notice | Thursday 21 st May 2015 |
| Pre-Bid Meeting | Friday 5 th June 2015 |
| Bid closing date | Friday 19 th June 2015 |
| Evaluation Process | Tuesday 23 rd June 2015 |
| Contracts Committee approval of the evaluation report | Thursday 25 th June 2015 |
| Display and communication of the Best evaluated bidder Notice | Friday 26 th June- Thursday 9 th July 2015 |
| Solicitor General Approval | Friday 17 th July 2015 |
| Contract award and signature | Friday 24 th July 2015 |

David Kahundha Muhwezi
University Secretary/Accounting Officer
Makerere University