



**INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
P.O. BOX 7110, KAMPALA, UGANDA**

**INVITATION FOR BIDS
FOR**

**PRE-QUALIFICATION OF PROVIDERS OF SUPPLIES AND SERVICES FOR THE
FINANCIAL YEARS 2017/18/-2018/19
(PROCUREMENT REF. No. IUCEA/PRO/PREQ/16-17/001)**

1. The Inter-University Council for East Africa (IUCEA) is an institution of the East African Community (EAC), whose mission is to promote strategic and sustainable development of higher education systems and research for supporting East Africa's socio-economic development and regional integration. Its vision is to become an EAC strategic institution responsible for promoting, developing and coordinating human resources development and research. The Headquarters of IUCEA are in Kampala Uganda.
2. IUCEA invites suitably qualified bidders to submit sealed bids for pre-qualification submissions for the provision of Supplies and Services for the FY 2017/18 and 2018/19 detailed below:

A. SUPPLIES

1. Supply of office furniture and fittings.
2. Supply of security gadgets.
3. Supply of office stationery.
4. Supply of computers and related accessories.
5. Supply of Newspapers: New vision of Uganda, Daily Nation of Kenya, New Times of Rwanda, Daily News of Tanzania, Le Renouveau of Burundi and *The EastAfrican* Newspapers.

B. SERVICES

1. Travel & Air ticketing services (EAC Corporate rates) -IATA Registered Firms within the East African Region (Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda).
2. Design and printing of publications, publicity/promotional materials (brochures, books, proceedings, newsletters, banners, pens, etc) and IDs.
3. Maintenance and repair of office equipment (telephones, binding machines, PABX, Computers, UPSs and printers).
4. Maintenance and repair of office furniture.
5. Postage/Courier services (Local).

6. Postage/Courier services (International).
7. Transportation services.
8. Clearing and forwarding services.
9. Video Production services.
10. Office cleaning, garbage disposal, fumigation and gardening services.
11. Security/guarding services.
12. Insurance services (Fire and Special Perils, Burglary, All Risks, Electronic Equipment, Motor Private, Group Life Assurance, Group Personal Accident).
13. Staff Gratuity Management.
14. Medical Insurance Services in EAC (Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda).
15. Landscaping services.
16. Maintenance and repairs of electrical equipment including Air conditioners, generator, walk through, gate barrier, elevator lift
17. Plumbing services.
18. Maintenance of the building (fitting and fixtures).
19. Maintenance of the building (filling/repairs and painting).
20. Websites maintenance services.
21. Hotel services (accommodation and conference facilities) in East Africa.
22. Outside catering services.

TENDER CONDITIONS

1. Bidding will be conducted in accordance with the IUCEA Procurement Policies and Procedures 2014.
2. Interested Bidders/Applicants will provide the following information: company name, physical, postal and electronic address, current Trading Licence, Certificate of Registration/Incorporation, Tax Identification Number and Tax Clearance Certificate, Powers of Attorney Endorsed by Registrar of documents, and validity of the bid.
3. Interested Bidders/Applicants may quote for any number of bid categories. IUCEA reserves the right to accept or reject any tender without giving reasons whatsoever, and does not bind itself to accept the lowest or any other bid and any canvassing or giving falsified information will be used as ground for disqualification.
4. Pre-qualification bidding documents in English may be purchased by interested Bidders/Applicants from IUCEA Accounts Unit at a non-refundable fee of **USD 40.00 (United States Dollar Forty only)** per category of supplies/services with immediate effect. On presentation of proof of payment, the pre-qualification bidding document may then be collected from the Procurement Unit.
5. Sealed bids/submissions clearly marked **“BID FOR PRE-QUALIFICATION FOR SUPPLIES/SERVICES**” (Mention the type of supplies/service) must be submitted by **31st March 2017 at 3:00 p.m.** in original and three more copies in one plain envelope clearly addressed to:

Executive Secretary,

**Inter-University Council for East Africa,
Plot M833, Kigobe Road, Kyambogo
P.O. Box 7110 Kampala, Uganda.
Tel: +256-414 256251/2**

6. Bids/submissions will be opened in the presence of bidders' or their representatives who choose to be present at the address above at **3:10 p.m. local time** same day. Late bids will be rejected and returned unopened to bidders.

If you do not hear from IUCEA by **30th May 2017** consider yourself that you are unsuccessful.

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

	Activity	Date
a.	Publish Bid Notice	14/03/2017
b.	Bid closing/opening	31/03/2017
c.	Evaluation process	21/04/2017
d.	Display & communication of best prequalified providers	12/05/2017
e.	Communication of offer	26/05/2017

**Executive Secretary,
Inter-University Council for East Africa.**