



**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 2025/26/-2027/28
(PROCUREMENT REF. No. IUCEA/PRO/PREQ/2024-25/001)**

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 for the provision of supplies and services for the FY 2025/26, 2026/27 and 2027/28 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.

B. SERVICES

1. Travel & Air ticketing services (EAC Corporate rates) -Airlines and IATA Registered Firms (travel agents) within the East African Region (Burundi, Democratic Republic of Congo, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda).
2. Design and/or 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. Car hire services.
8. Clearing and forwarding services.
9. Video Production services.
10. Office cleaning, garbage disposal, fumigation and gardening services.

11. General Insurance services (Fire and Special Perils, Burglary, All Risks, Electronic Equipment, Motor vehicle comprehensive insurance).
12. Life Insurance (Group Life Assurance and Group Personal Accident).
13. HR Consultancy services (HR policy reviews, Employees Training and development, Professional speaking and counselling services).
14. Medical Insurance Services in EAC (Burundi, Democratic Republic of Congo, Kenya, Rwanda, South Sudan, Tanzania and Uganda).
15. Maintenance and repairs of electrical equipment including Air conditioners, generator, walk through, gate barrier, elevator lift.
16. Plumbing services.
17. Maintenance of the building (fitting and fixtures).
18. Filling, repairs and painting of IUCEA HQ building.
19. ICT managed services.
20. Hotel services (accommodation and conference facilities) in East Africa.
21. Outside catering services.
22. Provision of multi-functional photocopier at IUCEA offices.
23. Maintenance and repair of motor vehicles.
24. Private Security services/Private guarding services.

TENDER CONDITIONS

1. Bidding will be conducted in accordance with the IUCEA Procurement Policies and Procedures 2014 as amended in 2024.
2. Interested Bidders/Applicants will provide the following information: company name, physical, postal and electronic address, at least Trading Licence of 2025, Certificate of Registration/Incorporation, Tax Identification Number and Tax Clearance Certificate, and Powers of Attorney Endorsed by Registrar of documents.
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 any pre-qualification bid and any canvassing or giving falsified information will be used as ground for disqualification.
4. The pre-qualification bidding document in English may be purchased by interested Bidders/Applicants from IUCEA Accounts Unit at a non-refundable fee of **USD 20.00 (United States Dollar Twenty only)** per category of supplies/services. For payment, interested bidders can remit funds to beneficiary's name: **Inter University Council for East Africa, beneficiary account: 0100206013, beneficiary bank: CITIBANK Uganda Ltd and Swift code: CITIUGKA**. Thereafter, submit scanned bank slip or proof of EFT to official email: procurement@iucea.org and a soft copy of the pre-qualification bidding document and receipt shall be sent immediately. For local firms, you may deliver your bank slip or proof of EFT to IUCEA Reception and get your receipt together with the hard copy of the pre-qualification bidding document.
5. Sealed bids/submissions clearly marked "**BID FOR PRE-QUALIFICATION FOR SUPPLIES/SERVICES**" (Mention the type of supplies/service) must be submitted by **Monday 19th May 2025 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 shall be opened in the presence of bidders. Late bids will be rejected and returned unopened to bidders.

If you do not hear from IUCEA by **28th June 2025** consider yourself that you are unsuccessful.

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

	Activity	Date
a.	First Publication of the Bid Notice	19/04/2025
b.	Bid closing/opening	19/05/2025
c.	Evaluation process	30/05/2025
d.	Display & communication of best prequalified providers	05/06/2025
e.	Communication of offer	27/06/2025

Please note that SRVCS/019: ICT managed services include but not limited to:

1. Managed WAN services
2. Managed Internet services
3. Managed security services
4. Managed Data center hardware and software
5. Cloud managed services
6. Managed web services
7. Managed 24/7/365 service desk
8. Managed Customer Premise Equipment
9. Managed Service Level Agreements
10. Managed Enterprise WIFI Hotspots

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