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In any correspondence on this  
Subject please quote No **BH/SUPLS/2020-21/00059**



THE REPUBLIC OF UGANDA

Butabika Hospital  
P O Box 7017,  
Uganda.

## Standard Invitation to Bidders

### BID NOTICE UNDER OPEN DOMESTIC BIDDING

**09<sup>th</sup> November 2020**

#### **SUPPLY OF STATIONERY UNDER FRAMEWORK CONTRACT FOR A PERIOD OF 18 MONTHS – PR NO BH/SUPLS/2020-21/00056**

1. Butabika National Referral Mental Hospital has allocated funds to be used for supply of stationery.
2. Butabika National Referral Mental Hospital 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 **8:30am – 12:30** and **2:00PM - 5:00PM** on working days.
5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(d) and upon payment of a non-refundable fee of **UGX 100,000/=** (Uganda shillings, One hundred thousand only). The method of payment will be through the bank, payable to **Butabika National Referral Mental Hospital A/c No. 09023280003 Bank of Africa, Luzira branch**
6. Bids must be delivered to the address below at 8(d) at or before **8<sup>th</sup> December 2020 at 04:00pm**.  
A Bid Security of UGX must accompany all bids. **2,000,000/=** (Uganda Shillings, two million only). Bid Security must be valid until **06<sup>th</sup> July 2021**. 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) on **8<sup>th</sup> December 2020 at 04:15pm**.
7. There shall not be a pre – bid meeting/ site visit

8. (a) Documents may be inspected at: 8(d)  
 (b) Documents will be issued from: 8(d)  
 (c) Bids must be delivered to: 8(d)  
 (d) Address of bid opening: **Procuring & Disposal Unit, Butabika National Referral**

**Mental Hospital**

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	<i>9<sup>th</sup> November, 2020</i>
b. Pre-bid meeting/ Site visits where applicable	<i>N/A</i>
c. Bid closing date	<i>8<sup>th</sup> December, 2020</i>
d. Evaluation process	<i>9<sup>th</sup> December, 2020 - 11<sup>th</sup> December, 2020</i>
e. Display and communication of best evaluated bidder notice	<i>14<sup>th</sup> December, 2020 - 28<sup>th</sup> December, 2020</i>
f. Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).</i>

**Ag. Executive Director**