

**KIBAALE DISTRICT  
LOCAL GOVERNMENT**

In any correspondence on this  
Subject please quote reference under



THE REPUBLIC OF UGANDA

**OFFICE OF THE CHIEF  
ADMINISTRATIVE OFFICER**

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Our Ref: CR/ 105/1

**PRE-QUALIFICATION AND REGISTRATION OF PROVIDERS FOR THE FY  
2021/2022.**

Kibaale District Local Government invites applications/bids from competent firms/companies/individuals to tender for pre-qualification and registration to provide works, services and supplies to Kibaale District Local Government for the Financial Year 2021-2022.

**a) Pre-qualification**

Category	Lot No	Item (description)
<b>WORKS</b>	1	Construction/Protection of water sources (hand dug shallow wells, springs, boreholes, Ferro cement tanks including supply of plumbing/sanitary fittings and repair of sewerage and water systems and Supply and installation of water tanks, irrigation systems etc
	2	Construction works (VIP latrines, buildings, refuse bankers, renovation of buildings, Fencing of public premises etc)
<b>SUPPLIES</b>	3	Supply of generators and generator spare parts and supply of fridges and refrigerators
	4	Supply of photocopying machines, computers, Lap tops ,printers, Digital cameras, Public address systems and other related ICT accessories, GPS Machines , recorders etc
	5	Supply of Motor cycles and bicycles
	6	Supply of road tools and protective wears E.g boots, overalls helmets etc

Category	Lot No	Item (description)
	7	Supply of assorted office furniture and fittings (including executive office tables and chairs, and book shelves, classroom furniture (desks, benches, tables, chairs, cupboards, pews and black boards and plastic chairs), Supply of filing cabinets and metallic shelves, KT Beehives etc
	8	Supply of uniforms, sportswear and equipment, attires for councilors, gowns, curtains, carpets and flags etc
	9	Supply of farm inputs, entomology and nursery bed equipment, planting materials, livestock technologies, bee Vernon harvesting equipment, Water quality testing kits, chuff cutters, vaccines, vermin control etc
	10	Supply of firefighting equipment and spares plus installation and servicing of fire extinguishers, Lab Equipment plus chemical reagents
	11	Supply of electrical equipment and their installation (e.g bulbs, Extension cables and installation of solar equipment, street lights etc )
	12	Supply of medical equipment like beds, mattresses, scanners, microscopes, temperature guns, Sanitizers etc to health centers.
<b>SERVICES</b>	13	Consultancy services for Siting and surveying of boreholes and drilling supervision , Production wells ,provision of feasibility study for piped water systems and any other siting and surveying activities
	14	Provision of fumigation services
	15	Provision of insurance Services

**b) Registration:**(For Registration, Bidders are Required to make Price Quotations)

Category	Lot No	Item (description)
<b>SUPPLIES</b>	16	Supply of printed stationery (e.g general receipts, market due tickets, law books, marriage certificates/registers, bibles ,Financial regulations, vehicle log books ,cash books etc)
	17	Supply of general office stationery including computer consumables like computer cartridges, Computer backups, external drives etc
	18	Supply of fuel, Oils, lubricants and Servicing of motor vehicles and motor cycles

Category	Lot No	Item (description)
	29	Supply of construction and road works materials (e.g Concrete products, Gravel stone chippings, Aggregates, hard core, lime, cement, sand, stone dust, bricks, Supply of culverts etc)
	20	Making, upgrading and erection of sign posts
<b>SERVICES</b>	21	Cleaning/compound maintenance at Kibaale District Headquarters
	22	Cleaning toilets at Kibaale District Headquarters
	23	Provision of Legal Services to Kibaale District Local Government
	24	Supply of Meals and hire of Conference Halls
	25	Cleaning toilets and Compound at Kibaale District Engineering Department
	26	Tree planting and maintenance
	27	Supply of spare parts and servicing /Repair of road plants and general machinery (including motor cycles, motor vehicles tri-cycles, Generators and generator spare parts etc )
	28	Management support services to Bujuni SNE Unit- (Matron – to cater for welfare of SNE Children and Cook – to prepare meals for SNE Children)
	29	Engraving services
	30	Management of casting yard
	31	Management of District Sources of revenue like markets, Loading and offloading fees ,CAIP Machines etc
	32	Hire of road equipment like Grader, Traxcavator, Bulldozer, Wheel loader, Wheel excavator, Hydraulic Excavator, Vibro roller, Low bed, self-loading truck, Water bowser, Dump truck, Tipper truck , Hire of vehicles like lorries , buses, vans etc
	33	Provision of Communication services e.g Radios, Televisions, Newspapers etc
	34	Management of Kibaale Guest House

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

S/No	Activity	Date	S/No	Activity	Date
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<b>a</b>	Publish bid notice	30 <sup>TH</sup> April, 2021	<b>d</b>	Evaluation process	21 <sup>st</sup> May 2021 to 02 <sup>nd</sup> June , 2021
<b>b</b>	Pre-bid meeting	10 <sup>th</sup> May 2021	<b>e</b>	Display and communication of best evaluated bidder notice	2 <sup>nd</sup> June , 2021 to 18 <sup>th</sup> June , 2021
<b>c</b>	Bid closing date	20 <sup>th</sup> May, 2021	<b>f</b>	Award and signature	24 <sup>th</sup> June , 2021.

### CONDITIONS FOR PRE-QUALIFICATION/REGISTRATION

- a. Tax Identification Number
- b. Registration certificates for value added tax (VAT) for Value added taxable items and persons;
- c. Name and address of the business or individual (Postal address including telephone Numbers and other contact details);
- d. Business/personal bank account;
- e. List of owners and directors of the firm/business or name of owner in case of sole proprietorship.
- f. Current Trading License;
- g. Official email Address
- h. Power of attorney
- i. Certificate of Registration or incorporation for registered firms only;
- j. Memorandum and Articles of Association for registered firms only;
- k. Copies of current income tax clearance certificate;
- l. Company or Business profile with details of all staff, equipment, tools, machinery etc
- m. Companies for Supply of Fuel Oils and Lubricants should submit an Environmental and Social Impact Assessment Certificate of approval from NEMA.**
- n. A record of current and past contracts (where applicable)
- o. Financial status of the firm/company/individual (Bank statement);
- p. Latest Audited books of Accounts from **certified** audit firms for registered firms/companies only. **Books of Accounts not audited by certified audit firms will not be accepted.**
- q. A recommendation letter from Local Council I and Sub County Authority for individuals only
- r. NITA Registration certificate for those interested in IT items like computers, printers, Laptops etc
- s. National Identity card for individuals
- t. Each Lot/Item should be applied for separately.
- u. Bidding will be conducted in accordance with the PPDA Act 2003 and the LG (PPDA) Regulations 2006
- v. Bidders should submit 2 (two) copies, one marked "original" and the other marked "copy"
- w. Applicants for **registration** are required to quote the **related prices**.

- x. Bidders are required to pay a nonrefundable fee per lot as follows:
  - i. Ushs. 50,000/= for works, Supplies and services. On Kibaale District Local Government General Fund Account Number: **9030005733765, Stanbic Bank (Bwamiramira Branch)**.
  - ii. Bidders are invited to inspect the bid document after which they will pay the nonrefundable fee indicated in the bank, proceed to the District Cashier-Kibaale District Headquarters and present the bank slip to obtain a General Receipt which should be presented to the Procurement and Disposal Unit for the bid document.
  - iii. Also note that firms that are registered with the Public Procurement and Disposal of Public Assets Authority (firms that appear on the Register of Providers with PPDA) will have an added advantage.
  - iv. Properly filled bid documents, clearly marked with the words "Application for "....." (Indicate the Lot Number and item/ Description of works, supplies or services) addressed to the Head, Procurement and Disposal Unit should be hand delivered to **The Procurement and Disposal Unit, Kibaale District Headquarter, P.O Box, 2, Karuguza on or before 20<sup>th</sup> May ,2021** at 12:00Noon (Local time). On the same day, all bids/applications will be opened starting at **12:15pm** in the presence of bidders or their representatives who may choose to attend.
  - v. Late bids/applications shall be rejected.
  - vi. Kibaale District Local Government is not bound by any bid.
  - vii. You can also get the information on the PPDA Portal and the District website ([www.kibaale.go.ug](http://www.kibaale.go.ug))

**CHIEF ADMINISTRATIVE OFFICER-KIBAALE**