



PostBank
EMPOWERING YOU

**P.O Box 7189 Kampala
Plot 4/6 Nkrumah Rd
Tel: 0417-157200**

BID NOTICE UNDER OPEN BIDDING

INVITATION TO BID FOR PROVISION OF PHOTOCOPYING SERVICES AND RELATED SUPPLIES UNDER FRAMEWORK FOR A PERIOD OF THREE (03) YEARS. PB/NCONS/2024/00051

1. PostBank Uganda Limited has allocated funds to be used for the provision of photocopying services and related supplies under framework for a period of three (03) years.
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy services.
3. Bidding will be conducted in accordance with the open domestic bidding procedures 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 7(a) from 8:30am to 4:00pm.
5. The Bidding Documents in English may be purchased by interested bidders upon submission of a written application to the address below at 7(b) and upon payment of a non-refundable fee of UGX: 150,000 (Uganda Shillings: One Hundred Fifty Thousand Only). The method of payment will be by depositing money on a PostBank BIDDING FEE-AUCTION No 9800000002187 at any of the bank's branches across the country and submitting the slip to PDU for the receipt. The document will be issued by hand. No liability will be accepted for loss or late delivery.
6. Bids must be delivered to the address below at 7(a) at or before 11:00 am local time on 05/04/2024.

All bids must be accompanied by a bid security of UGX: 27,000,000 (Uganda Shillings: Twenty Seven Million Only). Bid securities must be valid until 31st January, 2025.

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(b) at 11:15am local time on 05/04/2024.

7. (a) Address documents may be inspected, issued from and delivered to:
Procurement and Disposal Unit,

1st Floor, Post Bank House
Post Bank (U) Ltd,
Plot 4/6 Nkrumah Rd

(b) Address of Bid Opening:
Board Room,
1st Floor, Post Bank House,
Post Bank (U) Ltd,
Plot 4/6 Nkrumah Rd.

8. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) Whether you will submit a bid alone or in association.

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

Activity	Date
a. Publish bid notice	<i>09/03/2024</i>
b. Pre bid meeting	<i>N/A</i>
c. Bid closing date	<i>05/04/2024 at 11:00am</i>
d. Evaluation process	<i>Within 10 working days from bid closing date)</i>
e. Display and communication of best evaluated bidder notice	<i>(Within 07 working days from Contracts Committee award)</i>
f. Contract award and Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).</i>

Accounting Officer