



## BID NOTICE UNDER OPEN BIDDING

### PRE-QUALIFICATION OF PROVIDERS FOR WORKS, SERVICES AND SUPPLIES FOR CALENDAR YEARS 2025-2027

1. PostBank Uganda Limited invites applications for the short list of works, services and supplies for the period 2025-2027.
2. The Entity invites sealed bids from suitably qualified firms/companies and individuals to submit sealed prequalification documents for the following:

List and codes of works, services or supplies to be provided include but are not restricted to the following:

#### SUPPLIES

Lot	ITEM
Sup/001	Supply of Computers, Printers, Photocopiers, Fax machines, and related accessories (ICT Peripherals)
Sup/002	Supply of ATM and related Consumables (pin mailers, receipt & journal rolls etc) (***)
Sup/003	Supply of Security Printing Materials (In house vouchers, cheques etc)
Sup/004	Development and installation of software and Servers
Sup/005	Supply of Money Counting Machines and related spare accessories/parts (***)
Sup/006	Supply of Staff Corporate, Sports & Protective Wear, Office Stamps etc
Sup/007	Supply of Receipt and Statement printers and Consumables (*)
Sup/008	Supply of Air conditioners, Refrigerators and related Accessories
Sup/009	Supply of Supply of Furniture, and Office Fittings (*)
Sup/010	Supply of General Assorted Office Stationery
Sup/011	Supply of Printed Stationery
Sup/012	Supply of Point of Sale Devices and related accessories/parts (***)
Sup/013	Supply and Maintenance of Firefighting Equipment and Spares (*)
Sup/014	Supply of Mineral Water, Water dispensers and Disposable cups
Sup/015	Supply of Printed Promotional materials (Large format)
Sup/016	Supply of Printed Promotional materials (Small format)
Sup/017	Supply and Servicing of Security Equipment (CCTV Cameras, metal detectors, biometric systems, etc) (***)
Sup/018	Supply of Vault doors, Safes and Fireproof cabinets and related spare parts (***)
Sup/019	Supply of Power Backup equipment and Accessories (Genset, Solar System, UPS, Inverters, Batteries etc)
Sup/020	Supply of Batteries, tubes, Rims, tyres and Spare parts for motor vehicles and Motorcycles
Sup/021	Supply of Motorcycles and related spare parts
Sup/022	Supply of Toners, Cartridges and Ribbons

Sup/023	Supply of Packaging materials (gift packs, archival boxes etc)
Sup/024	Supply of Identity cards, branded strings, tags, badges, key holders, lanyards etc
Sup/025	Supply of Fuel and lubricants
Sup/026	Supply of Personal Protective Equipment (Motorcycle riding gears, Overalls, Masks, suits, helmets, gloves, boots etc)
Sup/027	Supply of Cleaning Materials and Toiletries
Sup/028	Supply of Electrical Equipment and accessories (Televisions, Home Theatres, Radios, Cameras, Ceiling Speakers, Amplifiers, etc)
Sup/029	Supply of telephone (communication) Equipment
Sup/030	Supply of Curtain, Blinds, Carpets etc
Sup/031	Supply and Maintenance of Air Conditioners
Sup/032	Supply of medical supplies (medicine, Sanitizers, first aid kits etc)

#### SERVICES

Lot	ITEM
Svcs/001	Catering and Canteen Management
Svcs/002	Maintenance and repair of office equipment (computers, printers, fax and binding machines, Photocopiers, Fax machines, deskphones etc)
Svcs/003	Consultancy for Architectural, Engineering Design and Supervision for buildings (***)
Svcs/004	Servicing and maintenance of CCTVs and Biometric Systems related security equipment
Svcs/005	Consultancy services for HR (Recruitment, HR training, General HR consultancy, Counselling Services)
Svcs/006	Engraving, labelling and tagging of bank assets
Svcs/007	Hotel, conference and leisure garden facilities
Svcs/008	Maintenance and repair of generators, inverters, stabilizers and UPS

Svcs/009	Maintenance of office tools and equipment (Heavy duty punching and stapling machines etc)
Svcs/010	Servicing and repair of motor vehicles
Svcs/011	Cleaning of premises, garbage collection and disposal, cleaning of furniture fabric and curtains fumigation and pest control (***)
Svcs/012	Servicing and repair vault doors, safes and fireproof cabinets (***)
Svcs/013	Provision of Auctioning Services, debt collection and court bailiff
Svcs/014	Servicing and repair of money counting machines (***)
Svcs/015	Servicing and repair of Air Conditioners and Refrigerators
Svcs/016	Servicing and repair of servers (***)
Svcs/017	Servicing and repair of motorcycles
Svcs/018	Insurance services (motor, GPA/workman compensation, medical, fire & special perils,
Svcs/019	Printing, Art & Design, Photocopying, Binding services
Svcs/020	Events management and public relations
Svcs/021	Public address systems, Video coverage, documentary and film production services
Svcs/022	Comprehensive group credit protection insurance cover (***)
Svcs/023	Advertising and publishing
Svcs/024	Trainers (mentoring & coaching, credit, operations, management, legal etc)
Svcs/025	Transport hire services
Svcs/026	Consultancy services (market research & strategy, product & business development, baseline studies, business/strategic plans, etc
Svcs/027	Generator/motor vehicle fuel monitoring services and related equipment
Svcs/028	Motor vehicles and asset tracking services and related equipment
Svcs/029	Provision of Property Survey, Valuation and Land Title processing Services-Applicable for only non-prequalified providers
Svcs/30	Provision of legal services-Applicable for only non-prequalified providers
Svcs/31	Courier Services

Svcs/32	Air Ticketing, Tours & Travel
Svcs/33	Provision of investigation services

#### WORKS

Lot	ITEM
Wrks/001	Civil works including branch setup, refurbishment and repairs. (***)
Wrks/002	Electrical works
Wrks/003	Mechanical works including plumbing and drainage works
Wrks/004	Carpentry and wood joinery
Wrks/005	IT structured cabling works for VOIP and data
Wrks/006	Branding and directional signage fabrication and installation (*)

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 local bidders. The successful prequalified bidders will again be invited to submit bids for framework contracts under certain categories.
4. The Bidding documents in English may be purchased and obtained upon payment of a non-refundable fee of **UGX 50,000** (Fifty Thousand Uganda Shillings) per lot. The method of payment will be depositing money on PostBank Bidding Fee-Auction No 9800000002187.
5. Documents may be inspected, issued, delivered and opened at: **Post-Bank (U) Ltd, First Floor, Plot 4/6 Nkrumah Rd. Tel: 0417-157200.**
6. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	13/08/2024
b. Bid closing date	13/09/2024-10:00am local time
c. Bid opening date	13/09/2024-10:15am local time
d. Evaluation process	Within 15 days from date of bid closing date)
e. Display and communication of bidder notice	(Within 5 working days from Contracts Committee award)

ACCOUNTING OFFICER/MANAGING DIRECTOR

PostBank is regulated by the Bank of Uganda under licence No. A1.035.  
Customer Deposits are protected by the Deposit Protection Fund of Uganda up to UGX 10 million shillings.  
Terms and Conditions apply

