

Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING



Kampala Capital City Authority
Plot 1 – 3 Sir Apollo Kaggwa Road

19th March, 2018

Cleaning services for KCCA administration premises as follows;

| No. | Procurement Reference Number | Subject matter of Procurement | Bid Security |
|------------|-------------------------------------|---|---------------------|
| 1. | Lot 1: KCCA/NCONS/17-18/00429/01 | City Hall, Mechanical Engineering Yard Depot, PHD stores, employment service bureau & labor office- Sezibwa road, KCCA stores - Mabua | 4,000,000 |
| 2. | Lot 2: KCCA/NCONS/17-18/00429/02 | Lubaga Division offices, Natete taxi park, Natete Market offices, Nakawa Division Offices, Nakawa Market, Bugolobi Market, Namuwongo Market, Makindye Division offices, Kabalagala One stop youth centre. | 2,000,000 |
| 3. | Lot 3: KCCA/NCONS/17-18/00429/03 | Central Division offices, New taxi park, Namayiba taxi park, Namirembe Revenue office, Kisenyi Taxi park, USAFI Market and Taxi park offices, Old taxi park offices, Kamwokya Market offices, Children's library, Nakasero P/S, and Kawempe Division office | 2,000,000 |

1. Kampala Capital City Authority (KCCA) has allocated funds to be used for the acquisition of **cleaning services for its administration premises as indicated above.**
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy services. **Bidders should quote for each lot separately. The maximum number of lots that a provider shall be awarded is one.**

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 8(a) from 8:00 am to 4:30 pm, Monday to Friday except on public holidays.
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(a) and upon payment of a non-refundable fee of **UGX. 150,000/=**. The method of payment will be by **Assessment Forms** which shall be collected from the **PDU offices at either Room B112 or B114 on 1st Floor, Block B, City Hall**. Payment shall be made in the bank and the bidding documents shall be issued to the Bidders' representatives upon presentation of the general receipt to the **PDU office at Room B112**. The document shall be issued to the Bidders representatives in person. No liability will be accepted for loss or late delivery.
6. Bids must be delivered to the address below at 8(a) at or before **11:00 am** and **Tuesday 17th March, 2018**. All bids must be accompanied by **bid security as indicated above**. The Bid security must be valid until **Thursday 8th November, 2018** and shall be in the form of a Bank Guarantee from any recognized commercial bank in Uganda. 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(b) at **11:10 am** and **Tuesday 17th March, 2018**.
7. There shall be a pre-bid meeting at **10:00 am** on **Thursday 5th April, 2018** in **the Physical Planning Boardroom at City Hall**.
8. (a) Documents may be inspected, issued and delivered at:
The Procurement and Disposal Unit,
1st Floor, Room B112
City Hall, Kampala Capital City Authority
Plot 1 - 3 Sir Apollo Kaggwa Road
8. (b) Documents may be opened at:
The Physical Planning Boardroom,
1st Floor, Room B109
City Hall, Kampala Capital City Authority
Plot 1 - 3 Sir Apollo Kaggwa Road

9. The Planned Procurement schedule (subject to changes) is as follows:

| | Activity | Date |
|----|---|--|
| a) | Publish Notice | Monday 19 th March, 2018 |
| b) | Pre-bid meeting/Site visits | Thursday 5 th April, 2018 at 10:00 am |
| c) | Bid closing date | Tuesday 17 th April, 2018 at 11:00 am |
| c) | Bid opening date | Tuesday 17 th April, 2018 at 11:30 am |
| d) | Evaluation process | Within 20 Working Days |
| e) | Display and communication of best evaluated bidder notice | After approval of Evaluation Report by Contracts Committee |
| f) | Contract award and Signature | After Solicitor General's approval where applicable |

Signature:

Name: **Doreen T. Akatuhwera**

Position of Authorised Official: **Procurement & Disposal Unit**