



**INVITATION TO PRE-QUALIFY FOR SUPPLIES, SERVICES AND WORKS FOR  
THE FY's 2016-17, 2017-18 AND 2018-19**

**PROCUREMENT REFERENCE NUMBER: KCCA/PREQ/15-16/01**

1. Kampala Capital City Authority has allocated funds towards the cost of supplies, services and works for the next three financial years, **2016-17, 2017-18 and 2018-19**.
2. The Procuring and Disposal Entity now invites suitably qualified bidders to submit sealed Short Listing submissions for the following group of contracts. The time period, the estimated number and value of contracts shall vary from contract to contract.

**SUPPLIES:**

<b>CODE: A</b>	<b>ITEM</b>
1	Agricultural tools, equipment & inputs (including fertilizers)
2	Air conditioners and accessories (including supply and installation)
3	Assorted office stationery
4	Civil & Building materials
5	Cleaning tools, equipment & materials
6	Computer software (including supply & installation)
7	Drainage concrete products and equipment for landfill O&M and sewer maintenance
8	Drugs & Vaccines (including yellow fever vaccines, international vaccination certificates and vaccine sponges for vaccine carriers)
9	Electrical tools, equipment & accessories
10	Enforcement equipment (for commercial road user fees and trading licenses)
11	Firefighting equipment and spares (including supply & installation)
12	Fish & Fishlings
13	Food stuffs
	Fuel & Lubricants
14	Generators & Solar equipment (including supply & installation)
15	Gifts & Packaging materials
16	Irrigation equipment (including supply & installation)
17	IT equipment consumables and accessories (including computers, laptops, overhead projectors, recorders for meetings)
15	Kitchen utensils & accessories
16	Laboratory equipment, reagents, chemicals & medical sundries
17	Landscaping softworks materials (including plants, grass, manure, black/red

	soils)
18	Landscaping tools & equipment
19	Motor vehicles, motor cycles, tyres, tubes, batteries and spare parts
20	Office drinking water
21	Office furniture, furnishings & fittings
22	Painting tools & materials
23	Personal protective equipment & Protective wear
24	Pipes & fittings
25	Plumbing tools & materials
26	Printers, Printer consumables & accessories
27	Property valuation equipment & accessories
29	Safety & warning signs
30	Security gadgets
31	Sound and PA systems (for up to and above 500 people)
32	Sports equipment, sports kits & related accessories
33	Standard reference textbooks, Readers/fiction/children library materials
34	Surveying equipment (including GIS equipment and accessories)
35	Tools & materials for maintenance of playgrounds
36	Tourism promotional materials and memorabilia
37	Uniforms & Branded Corporate clothing
38	Video and Camera equipment
39	Waste disposal tools & equipment
40	Water pumps & accessories (including supply & installation)

### SERVICES:

CODE: B	ITEM
1	Advertising & Media
2	Air Ticketing (Airlines and Agents), Tours & travel
3	Auctioneering
4	Catering
5	Cleaning & Compound maintenance
6	Clearing & Forwarding
7	Consultancy services
	a) Accounting, auditing & taxation
	b) Agricultural & Agribusiness
	c) Architecture & Landscaping
	d) Building surveying
	e) Engineering
	f) Human Resource Management
	g) Investment & Business
	h) Legal
	i) Materials testing & Quality control testing
	j) Medical, Para-medical & Dental
	k) Quantity surveying
	l) Sports Administration and Management
	m) Strategy & Risk Management
	n) Surveying (including application of GIS)

	o) Revenue Collection
	p) Urban planning & landscape architecture
	q) Valuation (including World Bank consultancies)
	r) Veterinary
8	Counseling
9	Courier
10	Court Bailiff
11	Engraving
12	Environment pollution sampling equipment (including noise meters, air pollution gadgets, water and waste water apparatus)
13	Events management & Public relations
14	Fumigation & application of pesticides
15	Garbage collection & Waste disposal
16	Hotel & Conference facilities
17	Insurance brokerage
18	Interior designing
19	Investigative training & support (including investigation on construction without approval, property owned by KCCA but not known to KCCA, vehicles which are in arrears and in hiding etc.)
20	Maintenance & repair of firefighting equipment and spares
22	Maintenance & repair of furniture & fittings
21	Maintenance & repair of generators and solar equipment
23	Maintenance & repair of irrigation equipment
24	Maintenance & repair of office tools & equipment
25	Maintenance & repair of printers and related equipment (including <u>large format plotters</u> )
26	Maintenance & repair of water pumps and related accessories
27	Motor vehicle hire services
28	Printing, art & design
29	Property management
30	Recreational facilities
31	Repair & maintenance of air conditioners & accessories
32	Repair & maintenance of computers & accessories
33	Repair & maintenance of construction equipment
34	Repair & maintenance of electrical equipment
36	Repair & Maintenance of landscaping tools, equipment & accessories
35	Repair & maintenance of motor vehicles & cycles
37	Repair & servicing of mortuary body condensing units
38	Revenue collection & Support services
39	Secretarial, printing, binding & photocopying services
40	Software support services
41	Sports physiotherapy
42	Towing (Breakdown)
43	Training & Research (including revenue planning, forecasting, analysis, HR etc.)
44	Transportation (short & long haulage)

### WORKS:

CODE: C	ITEM
1	Buildings, Construction & Rehabilitation
2	Carpentry works
3	Electrical works
4	Mechanical and Plumbing works
5	Minor building repair works
6	Road works
	6(a) Road construction, overhaul and upgrading
	6(b) Routine maintenance
7	Drainage works
	7(a) Drainage construction
	7(b) Drainage maintenance
8	Landscaping and civil works (including plant beds, walkways, edge kerbing)

3. The brief details of the Short Listing criteria, includes a specific experience of not less than 3 years, supply, installation and maintenance capabilities and qualifications, availability of the necessary facilities as well as the financial capacities listed in the bidding document.
4. Short Listing submissions will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda. Short Listing is open to all eligible bidders. Restrictions on eligibility shall be on source countries and origin of supplies. Preference or reservation scheme shall not apply.
5. Interested eligible bidders may obtain further information and inspect the Short listing documents at the address given below at 8(a) from **8:30 am – 4:30pm** during **working days**. (All times are Kampala Local Time).
6. The Short Listing documents in English may be purchased by interested bidders on the submission of **a written application** to the address below and upon payment of a non-refundable fee of **UGX. 100,000/=** or an equivalent of a freely convertible currency. The method of payment will be by **Bank Advice Forms** which shall be collected from the **PDU office at Room B114 on 1<sup>st</sup> Floor, Block B, City Hall**. Payment shall be made in the Bank and the Short Listing document shall be issued to the Bidders representatives upon presentation of the general receipt to the **PDU office at Room B114**. The document shall be issued to the Bidders representatives in person. No liability will be accepted for loss or late delivery.
7. Short Listing submissions must be delivered to the address below at or before **19<sup>th</sup> February, 2016** at **11:00 am**. Late submissions shall be rejected.
8. (a) Documents may be inspected and issued at:  
**The Procurement and Disposal Unit,**  
**1<sup>st</sup> Floor, Room B112**  
**Kampala Capital City Authority, City Hall**  
**Plot 1 - 3 Sir Apollo Kaggwa Road**
8. (b) Documents may be delivered and opened at:  
**The Mayor's Parlour,**  
**City Hall, Kampala Capital City Authority**  
**Plot 1 - 3 Sir Apollo Kaggwa Road**

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	<b>25<sup>th</sup> January, 2016</b>
b. Bid issuing date	<b>1<sup>st</sup> February, 2016 at 9:00 am</b>
c. Bid closing date	<b>19<sup>th</sup> February, 2016 at 11:00 am</b>
d. Evaluation process	<b>22<sup>nd</sup> February – 18<sup>th</sup> March, 2016</b>
e. Display and communication of best evaluated bidder notice	<b>11<sup>th</sup> April, 2016</b>

**EXECUTIVE DIRECTOR**