



# PETROLEUM AUTHORITY OF UGANDA

## THE PETROLEUM AUTHORITY OF UGANDA

Head Office: Plot 34-36 Lugard Avenue, P. O. BOX 833, Entebbe, Uganda.  
Tel: +256 414 320 423/4; email: [ed@pau.go.ug](mailto:ed@pau.go.ug). Web: [www.pau.go.ug](http://www.pau.go.ug)

Liaison Office: 4<sup>th</sup> Floor, Block B, Amber House, Plot 29/33 Kampala Road.  
Tel: +256 414 321 924 email: [ed@pau.go.ug](mailto:ed@pau.go.ug). Web: [www.pau.go.ug](http://www.pau.go.ug)

Date: 10<sup>th</sup> May, 2018.

### INVITATION TO BID FOR THE SUPPLY AND INSTALLATION OF HEAVY DUTY PRINTERS FOR THE PETROLEUM AUTHORITY OF UGANDA.

#### PROCUREMENT REFERENCE NUMBER: MEMD/SUPLS/17-18/00427/PAU

1. **The Petroleum Authority of Uganda** has allocated funds to be used for the acquisition of **Heavy Duty Printers for Petroleum Authority of Uganda**.
2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies.
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 eligible bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **8:00am-4:30pm**.
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 100,000/= (Ugandan Shillings one hundred thousand only)**. The method of payment will be:
  - a) Payment will be by bank advice form(s) to be **collected from MEMD cash office, Room A113 on 1<sup>st</sup> floor Amber house**. A receipt will be issued upon payment.
  - b) Payment will be made at Diamond Trust Bank, Kampala Road.
  - c) Bidders return a copy of the payment slip to cash office for a General Receipt.
  - d) On presentation of the General Receipt to the PDU in **room B405 on 4<sup>th</sup> Floor Amber House**, bidders will be issued a bid document. The document can be obtained by the bidder's representatives or sent by courier services at the bidder's cost. No liability will be accepted for the loss or late delivery.

6. a) Bids must be delivered to the address below at 8(a) at or before **10:00am local time on, 7<sup>th</sup> June, 2018**. All bids must be accompanied by a bid security of **Ugx 4,000,000/=** in form of bank draft which must be valid until **7<sup>th</sup> December, 2018**.
- b) 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(a) at **10:15am, 7<sup>th</sup> June, 2018**.
7. There shall be a pre-bid meeting at **The Ministry of Energy and Mineral Development Board room, 4<sup>th</sup> floor Rm B 405, Amber house** at **11:00am** on the dates indicated in the proposed schedule in this notice.
8. (a) Documents may be inspected, issued at and delivered to:

**The Procurement and Disposal Unit Office,  
THE PETROLEUM AUTHORITY OF UGANDA,  
4th floor, Block B, ROOM B405, Amber House Plot 29/33, Kampala Road,  
Tel: +256414231924/04.  
Email: [ed@pau.go.ug](mailto:ed@pau.go.ug); [www.pau.go.ug](http://www.pau.go.ug).**

(b) Documents will be issued from: **8:00am-4:30pm, Monday to Friday.**

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	<b>10<sup>th</sup> May, 2018.</b>
b. Pre-bid meeting	<b>18<sup>th</sup> May, 2018.</b>
c. Bid closing date	<b>7<sup>th</sup> June, 2018</b>
d. Evaluation process	<b>8<sup>th</sup> June, 2018 to 12<sup>th</sup> June, 2018.</b>
e. Display and communication of best evaluated bidder notice	<b>22<sup>nd</sup> June, 2018 to 5<sup>th</sup> July, 2018.</b>
f. Contract Signature	<b>13<sup>th</sup> July, 2018.</b>

Ernest N. T Rubondo  
**EXECUTIVE DIRECTOR**