



PETROLEUM AUTHORITY OF UGANDA

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Liaison Office: 4th Floor, Block B, Amber House, Plot 29/33 Kampala Road.
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BID NOTICE UNDER OPEN DOMESTIC BIDDING; FOR SUPPLY OF ASSORTED OFFICE STATIONERY UNDER FRAMEWORK CONTRACT FOR ONE YEAR RENEWABLE ONCE UPON SATISFACTORY PERFORMANCE: REF: PAU/SUPLS/2018-2019/00045/F&A

1. The **Petroleum Authority of Uganda** has planned and allocated funds to be used for the acquisition of **Assorted Office Stationery under Framework Contract for a Period of One Year renewable once Upon Satisfactory Performance**.
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** method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders subject to the PPDA guideline on reservation schemes to promote local content.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8 from **08:30am – 04:30pm**.
5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address stated under 8 below and **upon payment of a non-refundable fee of UGX. 100,000/=**. *The method of payment will be by Bank Advice Form(s) to be collected from Ministry of Energy and Mineral Development (MEMD) Cash Office, Room A113 on 1st floor Amber house. Bidders shall submit a copy of the payment slip to Procurement and Disposal Unit of Petroleum Authority of Uganda, amber house 4th floor room B405. On presentation of a bank slip, bidders will be issued with a bidding document.* The document can be obtained by the bidders' representatives or sent by courier services by the bidders' cost. No liability will be accepted for the loss or late delivery.
- 6a. Bids must be delivered to the address at 8 below at or before **10:00am on 5th October, 2018**. All bids must be accompanied by a bid security of **UGX 16,200,000/= in form bank guarantee and as specified in the bidding forms section**.
- 6b. 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 at **10:10am on 5th October, 2018**.

7. There shall be a pre – bid meeting on 14th September, 2018 at 10:00am at Petroleum Authority of Uganda Kampala Offices at Amber House 4th Floor Wing B Room B405.

8. Documents may be inspected at, issued at and delivered to:

PETROLEUM AUTHORITY OF UGANDA

HEAD PROCUREMENT AND DISPOSAL UNIT:

4th floor, Block B, ROOM B405, Amber House Plot 29/33, Kampala Road

Tel: +256-414-231-924

Email: hpdu@pau.go.ug; www.pau.go.ug

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

Activity	Date
a. Publish bid notice	7th September, 2018
b. Pre-bid meeting	14th September, 2018
c. Bid closing date	5th October, 2018
d. Evaluation process	10th to 12th October, 2018
e. Display and communication of best evaluated bidder notice	17th to 31st October, 2018
f. Contract signature	8th November, 2018.

MAGALA JACOB WERE
For: EXECUTIVE DIRECTOR