

## BID NOTICE UNDER OPEN DOMESTIC BIDDING

### PREQUALIFICATION OF PROVIDERS FOR SUPPLIES, SERVICES AND WORKS FOR FINANCIAL YEARS 2025-2026, 2026-2027 AND 2027-2028

1. Uganda Free Zones and Export Promotions Authority (UFZEPa) has allocated funds for the Prequalification of providers for supplies, services and works for **Financial years 2025-2026, 2026-2027 and 2027-2028**.
2. The Entity invites sealed bids from eligible bidders for shortlisting purposes under different categories of procurements.
3. Bidding will be conducted in accordance with the Open Domestic Bidding method contained in the Public Procurement and Disposal of Public Assets Act, cap 205, 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 **Thursday 2<sup>nd</sup> October 2025, to Friday 24 October 2025**
5. The Bidding documents in English may be purchased by interested bidders on submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of 50,000 UGX. The method of payment will be to Uganda Revenue Authority (URA) through any Bank using Payment Registration Number obtained from the URA Portal. The document shall be sent by email to interested eligible bidders upon sending or submission of an application and proof of payment of UGX 50,000. No liability will be accepted for loss or late delivery.
6. Bids must be delivered to the address below at 8(c) before **24<sup>th</sup> October 2025**.
7. 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(d) on 24<sup>th</sup> October 2025 at 2:15 PM
8. There shall not be a pre - bid meeting.
  - a. Documents may be inspected at:  
**The Procurement & Disposal Unit**  
**Uganda Free Zones and Export Promotions Authority**  
**Street address: Plot 1, Colville street**  
**Floor/Room number: 6<sup>th</sup> floor Communication House**  
**P.O.Box 37578, Kampala**  
**Tel: 0772924487**  
**Email: [procurement@ufzepa.go.ug](mailto:procurement@ufzepa.go.ug)**
  - b. Documents will be issued from: **As in 8 (a) above**
  - c. Bids must be delivered to: **As in 8 (a) above**
  - d. Address of bid opening: **As in 8 (a) above**

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

ACTIVITY	DATE
a. issue invitation to bid	2 <sup>nd</sup> October 2025
b. Bid closing date	24 <sup>th</sup> October 2025 at 2PM
c. Evaluation process	27 <sup>th</sup> October 2025
d. Display and communication of best evaluated bidder notice	4 <sup>th</sup> November 2025
e. Contract Signature	By 14 <sup>th</sup> November 2025
9. Detailed categories of Supplies, Services and Works can be obtained from **[www.ufzepa.go.ug/tenders](http://www.ufzepa.go.ug/tenders)**

**EXECUTIVE DIRECTOR**

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

### **CATEGORIES OF REQUIREMENTS**

#### **SUPPLIES:**

<b>CODE</b>	<b>ITEM</b>
UFZEPA/Sup/001	Assorted office stationery
UFZEPA/Sup/002	Cleaning equipment, Sanitary bins and Packaging bags / Materials.
UFZEPA/Sup/003	Computers, Printers, Photocopying Machines, consumables and accessories
UFZEPA/Sup/004	Electrical, Generators, Solar Equipment's and accessories
UFZEPA/Sup/005	Firefighting equipment and spares
UFZEPA/Sup/006	Supply of tyres, tubes, batteries and Spare parts
UFZEPA/Sup/007	Kitchen wear Equipment's
UFZEPA/Sup/008	Motor vehicles and Motor cycles.
UFZEPA/Sup/009	Air Conditioners and Accessories
UFZEPA/Sup/010	Security gadgets and equipment's
UFZEPA/Sup/011	Office Furniture, Equipment's, tools and Fittings
UFZEPA/Sup/012	Petroleum products and Lubricants (Oils and Fuel)
UFZEPA/Sup/013	Supply and installation of Computer software
UFZEPA/Sup/014	Uniforms, corporate wear curtains, protective wear and carpets
UFZEPA/Sup/015	Standard reference textbooks i.e. Law books and legal materials
UFZEPA/Sup/016	Glazing items (laminated and non-laminated)
UFZEPA/Sup/017	Building materials and Hardware tools and equipment's

#### **SERVICES:**

<b>CODE</b>	<b>ITEM</b>
	<b>Non Consultancy Services</b>
UFZEPA/Svcs/001	Advertising and Media
UFZEPA/Svcs/002	Air Ticketing, Tours & travel
UFZEPA/Svcs/003	Auctioneering Services
UFZEPA/Svcs/004	Catering Services
UFZEPA/Svcs/005	Cleaning Services
UFZEPA/Svcs/006	Computer repair & maintenance
UFZEPA/Svcs/007	Courier Services
UFZEPA/Svcs/008	Engraving Services
UFZEPA/Svcs/009	Events management and Public Relations
UFZEPA/Svcs/010	Hotel & Conference facilities
UFZEPA/Svcs/011	Insurance (Medical, Workman's Compensation & Comprehensive)
UFZEPA/Svcs/012	Maintenance & repair of electrical equipment
UFZEPA/Svcs/013	Maintenance & repair of furniture & fittings

UFZEPA/Svcs/014	Maintenance & repair of office tools & equipment
UFZEPA/Svcs/015	Repair & Maintenance of motor vehicles & Cycles
UFZEPA/Svcs/016	Motor vehicle hire services
UFZEPA/Svcs/017	Secretarial, Printing, art and design, binding & photocopying services
UFZEPA/Svcs/018	Motor vehicle wash
	<b>Consultancy services</b>
UFZEPA/Svcs/018	Accounting, Taxation, auditing & bookkeeping
UFZEPA/Svcs/019	Architectural, landscaping, Urban Planning and Engineering
UFZEPA/Svcs/020	Surveying (Land, Export Surveys, Mapping etc.)
UFZEPA/Svcs/021	Environmental and Social Impact Assessments
UFZEPA/Svcs/022	Human Resource (Recruitment, training, team building & Capacity development)
UFZEPA/Svcs/023	ICT Support and training Services
UFZEPA/Svcs/024	Master Planning and Feasibility Studies
UFZEPA/Svcs/025	Board training, appraisals, and evaluations
UFZEPA/Svcs/026	Business related Consultancy Services

#### **WORKS:**

<b>CODE</b>	<b>ITEM</b>
UFZEPA/Works/001	Mechanical / Electrical works
UFZEPA/Works/002	Building & Carpentry
UFZEPA/Works/003	Civil works