

PRE-QUALIFICATION BID NOTICE NO. 4

The Uganda Printing and Publishing Corporation (UPPC) is in the process of updating its prequalification list of potential service providers for Works, Supplies, and Services for the financial years 2025/2026, 2026/2027, and 2027/2028.

UPPC hereby invites eligible and reputable suppliers to submit applications for prequalification for the supply of various goods and services.

This prequalification exercise aims to establish a database of qualified suppliers who consistently meet UPPC's standards in terms of quality, reliability, timely delivery, and competitive pricing.

For more details, Kindly contact

Phone Number: +256 775705289 / +256750698266

Email: pdu@uppc.go.ug

Categories of goods & services required may include, but are not limited to;

- I. Paper (various types, sizes & weights)
- II. Inks & toners
- III. Printing plates
- IV. Spare parts & maintenance services for printing equipment
- V. Graphic design software & support services
- VI. IT equipment & support services
- VII. Office suppliers, cleaning & sanitation services

A detailed prequalification requirements list can be obtained from the UPPC website – **www.uppc.go.ug**.

UPPC hereby invites applications from eligible firms for the supply and provision of services under different categories as detailed below:

1. Bidding will be conducted in accordance with the open Domestic Bidding procedure contained in the Public Procurement and Disposal of Public Assets (PPDA) Act 2003, and is open to all bidders.
2. Interested eligible bidders may obtain further information and inspect the bidding documents at the address below (**No.6(a)**) from 8:00 am to 5:00 pm, Monday to Friday.

3. Bidding documents in English may be purchased by interested bidders from the **Accounting Officer, UPPC, P.O. Box 33, Entebbe Plot 8-12, Airport Road**, upon payment of a non-refundable fee of **UGX. 50,000 (Fifty thousand Shillings)**. The method of payment will be a cash deposit to the Uganda Printing and Publishing Corporation (UPPC) account as detailed below:

ACCOUNT NUMBER: 9030005915138

BANK: STANBIC

BRANCH: ENTEBBE MAIN

4. List and codes of works, services, or supplies to be provided as detailed below;

SUPPLIES

CODE	ITEM
Sup/0001	Assorted office stationery and Toner Cartridges
Sup/0002	Office Equipment and other ICT Equipment
Sup/0003	Cleaning & Sanitary materials
Sup/0004	Electrical Materials
Sup/0005	Supply of Printing Materials and spare parts
Sup/0006	Supply of Heavy-Duty Printing Machines
Sup/0007	Supply of tyres, tubes, and Batteries
Sup/0008	Uniforms, Garments and Protective Wears
Sup/0009	Furniture and Fittings
Sup/0010	Plumbing Materials
Sup/0011	Photocopiers, Computers, Computer Consumables and accessories
Sup/0012	Building Materials and Fixtures
Sup/0013	Firefighting equipment and spares
Sup/0014	Uniforms, Curtains, Protective Wear and Carpets
Sup/0015	Supply and Installation of Computers Software
Sup/0016	Supply of Fuel, Oil and Lubricants
Sup/0017	Supply of Sports Equipment
Sup/0018	Supply of Brand-new Motor Vehicles
Sup/0019	Supply of Firefighting equipment and Spares
Sup/0020	Supply of Kitchen Equipment
Sup/0021	Supply of Security Gadgets

GENERAL SERVICES:

CODE	ITEM
Svcs/0001	Provision of Advertising and Media Services
Svcs/0002	Air Ticketing, Tours & travel
Svcs/0003	Catering Services
Svcs/0004	Courier Services
Svcs/0005	Cleaning Services
Svcs/0006	Maintenance & repair of Computers & other Office tools and Equipment
Svcs/0007	Engraving Services
Svcs/0008	Events management and Public Relations
Svcs/0009	Hotel & Conference facilities
Svcs/0010	Maintenance & repair of furniture & fittings
Svcs/0011	Maintenance & repair of firefighting Equipment
Svcs/0012	Security Services
Svcs/0013	Fumigation Services
Svcs/0014	Training/Capacity building
Svcs/0015	Clearing and forwarding Services
Svcs/0016	Internet Services
Svcs/0017	Provision of Compound maintenance and design
Svcs/0018	Insurance Services
Svcs/0019	Generator Servicing
Svcs/0020	Servicing of Air Conditioners and water dispensers & Fridges
Svcs/0021	Repair and Maintenance of Motor vehicles
Svcs/0022	Legal Services
Svcs/0023	Branding Activity Services
Svcs/0024	Repair and maintenance of printing Materials
Svcs/0025	Recruitment services
Svcs/0026	Graphic design software & support services

WORKS:

CODE	ITEM
Works/0001	Plumbing Works
Works/0002	Electrical and Installation Works
Works/0004	Minor Civil Works/Construction

5. Bids should physically be delivered to **UPPC Head Office, Procurement and Disposal Unit, Entebbe** at or before **2:30 pm** on **July 01st, 2025**. Late bids shall be rejected. Bids will be opened in the presence of the bidder's representatives, who choose to attend at the address below in NO. **6(b)** at **2:30 pm** on **June 01, 2025**

6. **(a) Documents may be inspected at:**

UPPC head office, procurement and disposal unit, Entebbe.

NOTE: Each item should be **APPLIED FOR SEPARATELY**.

(b) Address of Bid opening:

UPPC Head Office, Procurement and Disposal Unit, Entebbe

7. The planned procurement schedule (Subject to changes) is as follows:

No.	ACTIVITY	DATE
a.	Publish bid Notice	June 18, 2025
b.	Pre-bid meeting where applicable.	N/A
c.	Bid closing date	July 01, 2025
d.	Evaluation Process	July 14, 2025
e.	Display and communication of best evaluated bidder Notice	July 25, 2025
f.	Contract signing	N/A

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