



**KISORO MUNICIPAL COUNCIL
OFFICE OF THE TOWN CLERK
P. O. BOX 199, KISORO**



PROCUREMENT NOTICE NO.001/2022/2023

BIDDING INVITATION FOR FRAMEWORK CONTRACTS FOR THE FY 2022-2023, UNDER OPEN DOMESTIC

BIDDING AND AWARD FOR REVENUE SOURCES FY 2022-2023.

Bidders are invited from competent firms, Companies and individuals for various Supplies, Services and Revenue Source Management

A. SUPPLIES (Framework Contracts)

Subject of Procurement

1. Supply of Computers, Printers, Photocopiers, Computer, Consumables and other accessories including their repairs/maintenance.
2. Supply of General printed and Assorted Stationery.
3. Supply of Motor Vehicle & Motorcycle Tyres including Batteries and other spare parts
4. Supply of general construction materials (Building and Road Construction Materials) and Hardware equipment.
5. Supply of Fuel, oils and Lubricants

B. SERVICES (Frame work Contract)

1. Repair & Maintenance of Motorcycles and Motor Vehicles
2. Provision of laminating, General printing, Secretarial, Binding and photocopying services
3. Provision of catering services (Meals, Conference hall and Meeting venues)

D. REVENUE SOURCES.

1. Collection of Market dues from all the Municipal Markets. (For only Associations)
2. Collection of Beer brewing permit from Kisoro Municipal Council.
3. Collection of Slaughter Fees from Kisoro Municipal Council
4. Collection of User fees from all the Kisoro Municipal Council public toilets
5. Collection of Loading and offloading fees (lorry park fees) from (Central and Southern divisions)
6. Hire of the Land below the Municipal Old office block

Conditions for Bidding

1. Bidding will be conducted in accordance with PPDA Act2003, Regulations 2006 & Guidelines 2014
2. **The following documents must be attached respectively as applicable.**

1. Certificate of incorporation/Registration
2. Memorandum or Articles of association for limited liability
3. Companies or Partnership deed for Partnership
4. Recommendation letter from the Town Clerk and LC1 Chairperson from the place of residence (For Revenue sources)
5. Identity cards and evidence of a Bank Account for sole proprietors

6. Valid Trading License/ operation permit
7. Valid Income Tax Clearance Certificate
8. Business physical address and all other necessary contacts (telephone and fax numbers)
9. General receipt (original) acknowledging payment of bid fee
10. Evidence of relevant equipment where applicable
11. Bank Statement for the past 3 months
12. Evidence of Past Experience where applicable
13. Evidence of key staff
14. Powers of attorney certified by URSB.
15. VAT registration certificate.
16. Each service must be applied for separately

(Revenue management) should indicate the

1. Name, village, ward (parish), Division of particular Revenue Point/center and the monthly Revenue quotation for each bid
2. Details of Local Revenue points/centers can be obtained from the Procurement and Disposal Unit Notice Board, Kisoro Municipal Council
3. Bid documents should be obtained upon payment of a nonrefundable Fee of Ugx. 59,000/= from the Procurement and Disposal Unit, Kisoro Municipal Council between **8:30am-5:00pm** on working days.

5. The method of payment will be by bank to **Kisoro Municipal Council General Fund Account: 01983501005881, DFCU Bank, Kisoro branch** and a general receipt obtained from the Municipal Cashier.
6. Proposals/Bids each in 3 copies sealed in an envelope clearly labeled according to the activity intended for Pre-qualification/Bidding, should be addressed and delivered to the Head Procurement & Disposal Unit, Kisoro Municipal Council by 12:00 noon and bid opening will take place shortly after at the Municipal Council Hall in the presence of applicants who choose to attend, Kisoro Municipal Council is not bound by any bid unregistered and late bids will be rejected.

The planned procurement schedule (subject to change is as follows)

No	Activity	Date
a)	Publish of Invitation to Bid	6/6/2022
c)	Bid closing Date and Opening	27/6/2022
d)	Bid Evaluation Period	Within 5 days after bid opening
e)	Display of the Best Evaluated Bidder Notice & communication.	within 5days after CC approval
f)	Contract Award and signature	Within 5 days after Display of the best evaluated bidder

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