

**NOTICE OF PRE - QUALIFICATION OF PROVIDERS FOR SUPPLIES, WORKS AND SERVICES FOR THE PERIOD 2021 -2024**

**Procurement Reference No: UDB/SUPP/SRVCS/WRKS/19/0017**

1. The Uganda Development Bank Limited (UDBL) has a budget allocation to be used for the acquisition of Supplies, Works and Services.
2. The Bank is in the process of pre-qualifying eligible and competent firms and invites sealed applications from eligible and competent providers of the Supplies, Works and Services during the period 2021-2024. The Bank has now engaged De Point Consultants Limited as a third-party procurement agent to undertake the pre-qualification of providers for the following Supplies, Works and Services:

**CATEGORY A: SUPPLIES / GOODS**

<b>ITEM CODE</b>	<b>ITEM DESCRIPTION</b>
UDB/1/SUPP/2021-2024	Supply of Office stationery
UDB/2/SUPP/2021-2024	Supply of Newspaper, magazines and periodicals
UDB/3/SUPP/2021-2024	Supply, Installation and maintenance of access control and surveillance applications e.g. biometric systems, CCTV System
UDB/4/SUPP/2021-2024	Supply of office consumables, beverages, toiletries and sundries
UDB/5/SUPP/2021-2024	Supply Installation and maintenance of Computer Hardware e.g. servers, laptops, printers, desktops, photocopier machine, computer consumables, printer consumables, IT equipment and computer peripherals, networking equipment's e.g. switches, routers, firewalls and networking designing; and other related accessories.
UDB/6/SUPP/2021-2024	Supply of Motor Vehicles, tyres, tubes and batteries and spare parts
UDB/7/SUPP/2021-2024	Supply Installation and maintenance of Telecommunications Equipment
UDB/8/SUPP/2021-2024	Supply, installation and maintenance of Computer Software, system applications including operating systems, database systems, ERP core banking antivirus and any other off-the shelves and customized applications
UDB/9/SUPP/2021-2024	Supply and delivery of library books (bank related literature for development finance institutions)

UDB/10/SUPP/2021-2024	Supply and maintenance of electronic devices e.g. TVs, fridges, dispensers, air conditioners etc., and accessories
UDB/11/SUPP/2021-2024	Supply of street parking stickers
UDB/12/SUPP/2021-2024	Supply of Office Furniture and Fittings
UDB/13/SUPP/2021-2024	Supply, installation and maintenance of inverter systems, industrial and domestic power related systems
UDB/14/SUPP/2021-2024	Supply of branded /promotional materials
UDB/15/SUPP/2021-2024	Supply of safety/protective wear & tools
UDB/16/SUPP/2021-2024	Supply of Corporate Uniforms
UDB/17/SUPP/2021-2024	Supply of gifts and souvenirs /hampers
UDB/18/SUPP/2021-2024	Supply of dispensers and bottled water
UDB/19/SUPP/2021-2024	Supply of security gadgets
UDB/20/SUPP/2021-2024	Supply of Fuel, Oil & Lubricants
UDB/21/SUPP/2021-2024	Provision of medical supplies
UDB/22/SUPP/2021-2024	Supply of stamps and seals
UDB/23/SUPP/2021-2024	Supply of Office equipment and tools
UDB/24/SUPP/2021-2024	Supply and maintenance of generators and solar equipment
UDB/25/SUPP/2021-2024	Supply and maintenance of Firefighting equipment

## **CATEGORY B: SERVICES (Non – Consultancy Services)**

<b>ITEM CODE</b>	<b>ITEM DESCRIPTION</b>
UDB/26/ NCONS /2021-2024	Repair, maintenance and servicing of motor vehicles
UDB/27/ NCONS /2021-2024	Provision of Air ticketing, Tours & Travel
UDB/28/ NCONS /2021-2024	Provision of Courier Services (local and international)
UDB/29/ NCONS /2021-2024	Provision of Engraving, marking, signage services
UDB/30/ NCONS /2021-2024	Provision of Public Relations, media and events management
UDB/31/ NCONS /2021-2024	Provision of Motor vehicle washing services
UDB/32/ NCONS /2021-2024	Provision of Car rental services
UDB/33/ NCONS /2021-2024	Provision of Security guarding services
UDB/34/ NCONS /2021-2024	Provision of Maintenance and repair of firefighting equipment
UDB/35/ NCONS /2021-2024	Provision of printing, graphics and creative design services
UDB/36/ NCONS /2021-2024	Provision of print and electronic advertising services
UDB/37/ NCONS /2021-2024	Provision of Mobile tracking system for Equipment & Motor vehicles including Fleet Management services
UDB/38/ NCONS /2021-2024	Provision of Photography and video services
UDB/39/ NCONS /2021-2024	Provision of Hotel accommodation, conferencing facilities, meals and refreshments
UDB/40/ NCONS /2021-2024	Maintenance and repair of office equipment
UDB/41/ NCONS /2021-2024	Provision of Telecommunication services, including e.g. internet and airtime.
UDB/42/ NCONS /2021-2024	Provision of repair of furniture & fittings

## CATEGORY C: SERVICES (Consultancy Services)

ITEM CODE	ITEM DESCRIPTION
UDB/43/ SRVCS/2021-2024	Provision of Auctioneering services
UDB/44/ SRVCS/2021-2024	Provision of Legal Services
UDB/45/ SRVCS/2021-2024	Provision of Corporate Governance services (Board Trainings and related services)
UDB/46/ SRVCS/2021-2024	Insurance Brokers for Projects/Project Assets/Mortgaged Collaterals
UDB/47/ SRVCS/2021-2024	Provision of Quantity Surveying and Architectural services
UDB/48/ SRVCS/2021-2024	Provision of Asset Valuation services and Asset Management System
UDB/49/ SRVCS/2021-2024	Provision of survey of land and property
UDB/50/ SRVCS/2021-2024	Provision of Property Valuation services
UDB/51/ SRVCS/2021-2024	Provision of Web Service and Web administration services
UDB/52/ SRVCS/2021-2024	Provision of project Management Services
UDB/53/ SRVCS/2021-2024	Provision of receivership, insolvency & liquidation Services
UDB/54/ SRVCS/2021-2024	Provision of research Services
UDB/55/ SRVCS/2021-2024	Provision of Human Resource Management, training and Recruitment services
UDB/56/ SRVCS/2021-2024	Provision of third-party office asset disposal services
UDB/57/ SRVCS/2021-2024	Provision of Tax Consultancy & Other Professional Accounting Services
UDB/58/ SRVCS/2021-2024	Provision of media monitoring services
UDB/59/ SRVCS/2021-2024	Provision of team building services

## CATEGORY D: WORKS

ITEM CODE	ITEM DESCRIPTION
UDB/60/WRKS/2021-2024	Provision of electrical, mechanical, civil, lift installation and maintenance works

3. Pre-qualification will be conducted in accordance with the open domestic bidding method and pre-qualification procedures in accordance with the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, and is open to all providers and in conformity with Government of Uganda Guidelines on Covid -19 pandemic.
4. Interested eligible providers may obtain further information and inspect the pre-qualification documents at the address given below at 8(a) from 8.00am – 3.00pm (Local time) during working days.
5. The Pre-qualification 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 **Ug. Shs 50,000** (Uganda Shillings Fifty Thousand Only). The method of payment will be by Bank to Uganda Development Bank on **Account Number 01013500015673 at DFCU Bank**. Applicants shall then submit the bank deposit slips to UDBL Cash office at 1<sup>st</sup>

Floor Rwenzori Towers, Plot 6 Nakasero Road, Kampala., and shall then obtain a receipt upon confirmation of receipt of the funds to the specified account.

6. Applications with complete information and documents demonstrating eligibility and qualification must be delivered to the address below at 8(b) at or before **11.00am (Local time) on 11<sup>th</sup> August 2020**. Late applications shall be rejected. Applications will be opened in the presence of the providers' representatives who choose to attend at the address below at 8(b) at **11.30am (Local time) on 11<sup>th</sup> August 2020**.
7. All requests for clarification shall be submitted to the Procurement Agent at the address in 8 (b) below in accordance with Clause 2.5 of the pre-qualification document.
8. For purposes of this pre-qualification process:
  - (a) Pre-qualification documents may be inspected and issued from:  
**De Point Consultants Limited,**  
**Plot 30 Hannington Road, Kampala, Uganda.**  
**Tel. +256 701 237317**  
**E-mail: depointconsultants@gmail.com**
  - (b) Applications must be delivered to and opened from:  
**De Point Consultants Limited,**  
**Plot 30 Hannington Road, Kampala, Uganda.**
9. The Planned Procurement Schedule (subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	16 <sup>th</sup> July, 2020
b. Request for Clarifications	Not later than 30 <sup>th</sup> July, 2020
c. Application closing date	11 <sup>th</sup> August 2020; 11.00am (Local time)
d. Evaluation process	Within 20 working days from application closing date.
e. Display of the pre-qualification short list	Within 5 working days from Contracts Committee approval of the Pre-qualification List

**MANAGING DIRECTOR**