

THE REPUBLIC OF UGANDA

# THE ELECTORAL COMMISSION

Telephone: +256-41-337500/337508-11  
Fax: +256-31-262207/41-337595/6  
E-mail: [secretary@ec.or.ug](mailto:secretary@ec.or.ug)



Plot 1-3/5 Seventh St. Industrial Area  
P. O. Box 22678 Kampala, Uganda  
Website: [www.ec.or.ug](http://www.ec.or.ug)

## Standard Invitation to Bidders BID NOTICE UNDER OPEN BIDDING

### SUPPLY OF PENS FOR GENERAL ELECTIONS, 2026 EC/SUPLS/2024-2025/00431

1. The **Electoral Commission** has allocated funds to be used for the **Supply of Pens**.
  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.
  4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **8:30a.m to 12.30 pm and 2.30pm to 4.30pm**.
  5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **UG SHS 100,000**. The method of payment will be **by Bank in-slip obtained from cashiers office** and Deposited in **Diamond Trust Bank Jinja Road branch**. The document will be **delivered by hand**. No liability will be accepted for loss or late delivery.
  6. Bids must be delivered to the address below at 8(c) at or before **11.00am 10th March, 2025**. All bids must be accompanied by a bid security of **UG. SHS: 5,861,400**. Bid securities or bid securing declarations must be valid until **15th August, 2025**. 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) at **11.15am 10th March, 2025**.
  7. There shall not be a pre – bid meeting.
  8. (a) Documents may be inspected at:  
**Procurement Unit**  
(b) Documents will be issued from:  
**Procurement Unit**  
(c) Bids must be delivered to:  
**Procurement Unit**  
(d) Address of bid opening:  
**Boardroom**
  9. The planned procurement schedule is as follows:

	Activity	Date
a)	Publish bid notice	18th February, 2025
b)	Pre-bid meeting where applicable	N/A
c)	Bid closing date	10th March, 2025 at 11.00am
d)	Evaluation process	By 20th March, 2025
e)	Display and communication of best evaluated bidder notice	24th March - 4th April, 2025
f)	Contract signature	7th April, 2025
- NOTE: This Procurement is reserved for Local Manufacturers**
- Ag. Secretary Electoral Commission