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THE ELECTORAL COMMISSION

BID NOTICE UNDER OPEN BIDDING

SUPPLY OF TRANSPARENT BALLOT BOXES AND OPAQUE PLASTIC BOXES FOR GENERAL ELECTIONS, 2026

EC/SUPLS/2024-2025/00392/1/2

1. The **Electoral Commission** has allocated funds to be used for the **Supply of Transparent Ballot Boxes and Opaque Plastic Boxes**.

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. 200,000**. 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 14th February, 2025**. All bids must be accompanied by a bid security of **UG. SHS: 70,000,000 for lot 1 and 33,000,000 for lot 2**. Bid securities or bid securing declarations must be valid until **14th July, 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 14th February, 2025**.

7. There shall be a pre – bid meeting **31st January, 2025 at 11:00am** in the EC Board Room

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 (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	23 rd January, 2025
b. Pre-bid meeting where applicable	31 st January, 2025 at 11:00 am in the EC Board Room
c. Bid closing date	14 th February, 2025 at 11.00am
d. Evaluation process	By 28 th February, 2025
e. Display and communication of best evaluated bidder notice	7 th – 20 th March, 2025
f. Contract signature	1 st April, 2025

Ag. Secretary Electoral Commission