

BID NOTICE UNDER OPEN BIDDING



December 2024

Supply of High Speed Industrial Guillotine Machine, Perforating, Serialising and Creasing Machine and Digital Production Printer.

EC/SUPLS/2024-2025/00390/1/2/3

1. The **Electoral Commission** has allocated funds to be used for the **Supply of High Speed Industrial Guillotine Machine 115, Perforating, Serialising and Creasing Machine and Digital Colour Production Printer**.
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 **UGX 200,000**. The method of payment will be **by Bank in-slip obtained from cashier's 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 15th January 2025**. All bids must be accompanied by a bid security of **Lot 1: UGX 5,000,000/= (Five million Uganda shillings only), Lot 2: UGX. 4,000,000(Four million Uganda Shillings only), Lot 3: UGX. 2,500,000 (Two million five hundred thousand Uganda Shillings only)**. Bid securities must be valid until **16th June 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 15th January 2025**.
7. There shall be a pre – bid meeting at **Electoral Commission Boardroom** on the dates indicated in the proposed schedule in this notice.
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, Room**

9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
Publish bid notice	23 rd December 2024
Pre-bid meeting	3 rd January 2025 at 12:00pm
Bid closing date	15 th January 2025 at 11.00am
Evaluation process	By 29 th January 2025
Display and communication of best evaluated bidder notice	4 th -17 th February 2025
Contract signature	28 th February 2025

Signature:

Ag. Secretary Electoral Commission.