



THE REPUBLIC OF UGANDA  
LOCAL GOVERNMENT FINANCE COMMISSION

P.O.BOX 23143, KAMPALA

**INVITATION FOR PRE-QUALIFICATION OF PROVIDERS FOR THE FINANCIAL YEARS 2024/2025  
& 2025/2026.**

1. The Local Government Finance Commission (LGFC) has allocated funds to be used for the acquisition of various goods and services and intends to apply part of the funds towards the cost of acquisition of the said items.
2. Applications are invited from interested eligible, competent and reputable firms for the provision of goods and services for financial years 2024/2025 & 2025/2026.
3. The pre-qualification will be conducted in accordance with the open domestic bidding procedure contained in the Public Procurement and Disposal of Public Assets Act. 2003
4. The Pre-qualification documents shall be submitted in sealed envelopes to the address indicated in Room Nos.06 & 07. Clearly marked **“Application for Pre-qualification of Supplies or Services for two financial years”** 2024/2025 & 2025/2026.

Bidders are encouraged to quote the reference code(s) indicated below for ease of reference.

5. Interested eligible bidders may obtain further information and bidding documents from:

**Head of Procurement and Disposal Unit**

**Local Government Finance Commission**

**Workers House, Plot 1, Pilkington Road, 10<sup>th</sup> Floor, Northern Wing**

**P.O. Box 23143, Kampala, Uganda.**

**Tel: +256 414 340192**

6. A complete set of Pre-qualification document in **English** may be purchased by interested bidders on submission of a written application to the **Procurement Office Room Nos. 06 & 07** and upon payment of a non-refundable fee of **UGX. 100,000** (One Hundred Thousand Uganda Shillings only). The method of payment will be to any commercial bank that receives government revenue.

The pre-qualification Document will be picked by the bidder's representative from the Procurement & Disposal Unit. No liability will be accepted for loss or late delivery.

7. Pre-qualification documents should be delivered to the Procurement & Disposal Unit by **10:00 am on 19<sup>th</sup> July 2024**. Late bids shall be rejected.

**LIST OF ITEMS FOR PRE-QUALIFICATION**

**LOT 1: SUPPLIES - Prequalification under framework agreement**

<b>CODE</b>	<b>ITEM</b>
SUPLS/2024-2025/001	Assorted Office Stationary, toner cartridges & other office supplies
SUPLS/2024-2025/002	Tyres & Tubes
SUPLS/2024-2025/003	Printing, Photocopying and binding
SUPLS/2024-2025/004	Office cleaning items and laundry supplies

**LOT 2: SERVICES - Prequalification under framework agreement**

<b>CODE</b>	<b>ITEM</b>
NCONS/2024-2025/010	Repair & Maintenance of motor vehicles
NCONS/2025-2025/011	Service of motor vehicles
NCONS/2024-2025/012	Hotel & Conference Facilities
NCONS/2024-2025/013	Computer, Photocopier repair & maintenance

**LOT 3: SUPPLIES**

<b>CODE</b>	<b>ITEM</b>
SUPLS/2024-2025/005	Computers, Computer consumables and accessories
SUPLS/2024-2025/006	Printers, Printer consumables and Accessories
SUPLS/2024-2025/007	Office Furniture and Fittings
SUPLS/2024-2025/008	Office small Equipment and Tools
SUPLS/2024-2025/009	Electrical equipment and accessories

**LOT 4: SERVICES**

<b>CODE</b>	<b>ITEM</b>
NCONS/2024-2023/014	Advertising and Media
NCONS/2024-2025/015	Consultancy services
NCONS/2024-2025/016	Maintenance & repair of furniture & fittings
NCONS/2024-2025/017	Medical Insurance cover for staff
NCONS/2024-2025/018	Office Cleaning services

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

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	<b>04<sup>th</sup> July 2024</b>
b. Bid closing date	<b>19th July 2024 at 10:00am</b>
c. Evaluation process	<i>(Within 20 working days from bid closing date)</i>
d. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>

**COMMISSION SECRETARY**