

Invitation to Bidders

FRAMEWORK CONTRACT FOR PROVISION OF EVENT MANAGEMENT SERVICES

REFERENCE NUMBER: UETCL/NCONS/2024-2025/00169

1. The Uganda Electricity Transmission Company Limited (UETCL), the Procuring and Disposing Entity, has allocated funds towards the acquisition of the item referenced above.
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy service.
3. Bidding shall be conducted in accordance with the procedure's contained in the Public Procurement and Disposal of Public Assets Act, 2003 (as amended) and the Regulations of 2024 is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding document at the address given below at 8(a) from 0900hrs to 1600hrs Monday to Friday.
5. The bidding document which has been prepared in the *English language* may be purchased by interested bidders on the submission of a written application on their **Company Letter Head** to the address below at 8(c) and upon payment of a non-refundable fee of **UGX 100,000 (Uganda Shillings Ten Hundred Thousand only)**. The method of payment will be cash Deposited at the following Bank Accounts in names of Uganda Electricity Transmission Company Limited), **at the bank Account No. in UGX Standard Chartered Bank- 0105610780000 in the names of Uganda Electricity Transmission Company Limited.** Personal Cheques are not acceptable. The documents are to be collected from the address below at 7(a).
6. Bids must be delivered to the address below at 8(c) at or before **11.00 am on 22nd January, 2025**. All bids must be accompanied by a Bid Security of **UGX. 4,000,000 (Four Million)**. The Bid Security shall be valid until **9th June, 2025**.

Bid Security must be valid until **7th 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(c) on **22nd January, 2025** at 11:15am.

7. There shall NOT be a pre-bid meeting/site visit.

8. (a) Bidders should note the following address:

Uganda Electricity Transmission Company Limited

Plot 12 Hannington Road,

Procurement Office – 2nd Floor Annex

Telephone: +256 417802221

+256 256 417802618

Email: procurement@uetcl.com

(b) Bids must be delivered in person to the same address above in (a)

A receipt will be issued for bids received before the deadline.

(c) Address for Bid opening:

Bids will be opened internally in the presence of the bidders' representatives. All bids shall be opened at the address below at 11:15 am on **22nd January, 2025**

Uganda Electricity Transmission Company Limited

Plot 12 Hannington Road,

Procurement Office – 2nd Floor Annex, Meeting Room

9. The Planned Procurement Schedule (subject to changes) is as follows:

Activity	Date
(a) Publish bid notice	21 st November, 2024
(b) Bid closing date	22 nd January, 2025 at 11:00am
(c) Bid opening date	22 nd January, 2025 at 11:15am
(d) Evaluation process	27 th January – 7 th February, 2025
(e) Display and communication of best evaluated bidder notice	10 th – 21 st February, 2025
(f) Contract signature	After obtaining all the necessary approvals

MANAGEMENT