

# **Finance and Administration Department**

## **Bid Document for provision of products and services Environmental Alert (EA) March 2020 – March 2021**

**Reference # EA/1/2020**

**Contact Person:**

**Finance and Administration**  
Environmental Alert'  
Plot 475/253, Sonko lane,  
Kabalagala,  
P.O. Box 11259 Kampala,  
Tel: 0414 510547  
0789014628/

Serial Number	Item
EA/001/20	<b>Garage Services</b> (servicing/Repairs and spare parts of vehicle and motorcycles)
EA/002/20	<b>Fuel, Gas, oils</b>
EA/003/20	<b>General Insurance Services-</b> Insurance (Medical, GPA, Vehicle, all risks)
EA/004/20	<b>Supply of office furniture and other fittings</b>
EA/005/20	<b>Accommodation, conferences &amp; catering services</b>
EA/006/20	<b>Outside catering</b>
EA/007/20	<b>Office Stationery</b> (General Office stationery, computer consumable and accessories)
EA/008/20	<b>Internet services Providers</b>
EA/009/20	<b>Repairs, Service and maintenance of Computers and other IT equipment</b>
EA/010/20	<b>Information Communication Technology services</b> (Supply of Computer hardware and software including Computers, printers, UPS, LCDS, Projectors, Photocopiers, installation of Local and Wide Area Networks)
EA/011/20	<b>Design, Printing &amp; Publication Services</b> (Designing, Printing and Publishing IECs, publications and branding promotional items)
EA/012/20	<b>Electronic Media</b> (Television and Radio)
EA/013/20	<b>Farm Inputs:</b> (The resources that are used in farm production, such as chemicals, equipment, feed, seed)
EA/014/20	<b>Office plants/flowers and compound maintenance</b>
EA/015/20	<b>Office maintenance and minor repairs i.e. painting, interior designs, fumigation, etc.</b>
EA/016/20	<b>Transport services</b> (special hire, tours and travel)
EA/017/20	<b>Air ticketing services</b>
EA/018/20	<b>Security services</b>
EA/019/20	<b>Legal services</b>
EA/020/20	<b>Courier services</b> (Local and international)

## ANNEX 1

### Terms of Reference

- i. **Bid documents:** Eligible bidder/interested persons can purchase a form at a nonrefundable fee of Ug.Sh.70,000/= (Seventy thousand shillings only) **to the following account details of *ORIENT BANK LIMITED*.**

**Account Name: Environmental Alert**

**Account Number: 12180502010101**

**Branch: Main branch**

*And present the bank slip to Finance at EA Office to pick the form.*

**Please note: each bid form document relates to a single service.**

- ii. **Submission of bids:** Sealed bids clearly marked “**Bid for provision of products and services**” should be addressed to The Finance and Administration, and posted at the above address or can be dropped in a box at the mentioned address not later than **12.00pm on Friday 5<sup>th</sup> March 2020**. Please ensure that you present the bank deposit slip and register your bid in a register once delivered to the stated address. Late submission shall not be accepted. Late submission shall not be accepted.
- iii. **Other documents to be submitted include:**
  - a. Certificate of incorporation.
  - b. Trading license.
  - c. VAT registration number.
  - d. TIN.
  - e. List of organizations /companies worked with in the past.
  - f. Recommendation from organizations.
  - g. Price list of services and products
- iv. **Price/Offer:** A bidder is free to offer what is presumed to be worth for the products and services bidden for.
- v. **Acceptance and award:** a shortlist for all potential/prospective providers, will be put at the notice board. Bidders are asked to check at the Notice board at this point in time and respond accordingly.

*EA reserves the right to reject any or all the bids without giving any reasons*