**“EXTENDED BIDDING PERIOD FOR SELECTED LOTS”**

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION OF SUPPLIERS FY 2023 -2025.**

Procurement Reference No: Tender/MRC/23/0158.

The Medical Research Council Uganda Research Unit on AIDS was established in 1988 to improve the understanding and control of the HIV epidemic in Uganda and globally, following a request from the Uganda Government to the United Kingdom (UK) Government. On 1 February, 2018, the Unit formally joined the London School of Hygiene and Tropical Medicine (LSHTM) and became The Medical Research Council/ Uganda Virus Research Institute and London School of Hygiene and Tropical Medicine Uganda Research Unit (MUL). The Unit has its head office in Entebbe with two field stations in Masaka and Kyamulibwa (Kalungu district). In addition, there are field based projects operating in national hospitals including Entebbe, Kawempe, Adjumani, Jinja, Buliisa and Iganga among others.

MRC/UVRI and LSHTM contributes knowledge on the evolving epidemic, the evaluation of innovative health care options, treatment and prevention, and the development of health policy and practice in Africa and worldwide.

For further information, we encourage you to visit our Website: www.mrcuganda.org.

MRC/UVRI & LSHTM invites firms and qualified individuals to express interest in the provision of services, supplies and works leading to Framework agreements for the period 2023 – 2025 as per the categories of goods, services and supplies in the lots listed below:

Bidding documents are available at a nonrefundable fee of Ugx. 250,000 and can be obtained from and submitted to MRC/UVRI & LSHTM head office located Plot 51 – 59 Nakiwogo, Entebbe, Uganda.

**NB. Closure of bid submission has been extended to Thursday August 31, 2023, not later than 3:00pm. (This is only applicable to the lots indicated in the table below).**

|  |  |
| --- | --- |
| **Lot No:** | **Category:** |
| 8 | Provision of Documentation and Conference Translation Services. |
| 9 | Provision of IT Certification Training Services |
| 18 | Provision of Security Services |
| 19 | Hotel Accommodation services & Conference Facilities for Kampala, Mbarara, Masaka, Wakiso District H/Qtrs. & Entebbe, Jinja, Mubende, Fortportal, Hoima, Kalungu (Kyamulibya) Districts. |
| 21 | Catering Services for stations. Entebbe, Masaka and Kyamulibya |
| 25 | Supply of Aluminium works |
| 26 | Supply of Quantity Surveying services |
| 29 | Supply, servicing and repair of incinerators |
| 33 | Supply installation and service of Lifts, Elevators |
| 36 | Supply of Consultancy Services and Trainings. (Individual and Consultancy Firms) |
| 37 | Supply of vehicle tyres and spares |
| 38 | Supply of motorcycle Tyres and Spares |
| 39 | Media mobiliser services |
| 40 | Photography and Videography services |

Bidding documents are available at nonrefundable fee of Ugx. 250,000 and can be obtained from and submitted to MRC/UVRI & LSHTM head office located Plot 51 – 59 Nakiwogo, Entebbe, Uganda.

Bidding documents shall be obtained upon request and registration in the tender issuance register and payment of a non-refundable fee **of Ugx. 250,000** for each lot.

**Participating Costs:**

All costs of participating in this tender, shall be borne by the Bidder and are payable to the account details below:

**ACCOUNT NAME: MEDICAL RESEARCH COUNCIL AIDS PROG**

**ACCOUNT NUMBER: 0341419700**

**BANK NAME: ABSA BANK LIMITED**

**BRANCH: KAMPALA ROAD**

**CURRENCY: UGX.**

**Bid Issuance dates and Time:**

**This has been extended to Tuesday August 29, 2023. from 9:00am – 3:00pm only during working days.**

**Bid Submission deadline: Extended to Thursday August 31, 2023 by 3:00pm. Late submissions shall not be permitted.**

The properly completed bid document is to be returned to the above office address sealed in plain envelope and addressed to:

“The Chief Operating Officer” MRC/UVRI &LSHTM.

Bid for services/ supplies, works; ……………………………………………………………………………………..

Procurement Reference no: Tender/MRC/23/0158. Lot. No. ………………………………………

In addition, bidders are required to enclose with in the envelope a flash disk with soft copies of the completed bid as a second copy. This shall provide clarification in case some documents are not clear or missing out in the printed completed bid documents.

Upon submission, bid documents MUST be registered and dropped in the tender box:

Separate bid documents shall be required for each lot tendered:

For further clarification, you may reach out to the procurement department by email: [procurement@mrcuganda.org](mailto:procurement@mrcuganda.org).

The email subject shall clearly be written as “Request for Clarification: MRC-Prequalification Tender/MRC/23/0158”.

All terms and conditions apply.

*Disclaimer: MRC/UVRI & LSHTM, Uganda Research Unit is under no obligation to award to the lowest, highest or any bidder at all and may cancel the whole/ part of the process when deemed fit without giving further justification. Bids shall not be issued or returned beyond the stipulated time.*

**ADDITIONAL DETAILED TERMS AND CONDITIONS.**

**Bid and Tender Completeness:**

Bidders are advised to check for bid document completeness to ensure all sections or documents referenced in this Procurement Notice and self-certifying questionnaire are not omitted. Unless notified otherwise, Bidders are deemed to have satisfied themselves as to the completeness of bid documents and the correctness and sufficiency of their bid prior to submission.

**Bid Comprehensiveness:**

Bidders MUST make all arrangements necessary to become fully informed regarding all existing and expected laws, conditions and matters that might in any way affect the cost or the performance of the Contract. No claims for additional costs, fees, or reimbursements on the grounds of lack of knowledge will be entertained by MRC/UVRI & LSHTM.

**MUL Contact:**

Except for requests for clarification made during the bidder conference, all communications and requests for clarification whether of a procedural, commercial or technical nature shall be in writing and sent by e-mail to the following sole point of contact: Email: [**procurement@mrcuganda.org**](mailto:procurement@mrcuganda.org)

The email subject shall clearly be written as “Request for Clarification: MRC-Prequalification Tender/MRC/23/0158”.

Bidders shall not contact any MRC/UVRI & LSHTM employee by any other means, in respect of this prequalification exercise at any stage of the bidding process.

Breach of this requirement may DISQUALIFY the Bidder in question. Responses by MRC/UVRI & LSHTM to any queries/ clarifications raised by Bidders with respect to the Tender, will be issued to all Bidders, including the query raised, but without identifying the Bidder raising the query/clarification request.

**Authorized Signatories:**

Bidders shall complete and submit the tender questionnaire. The Expression of Interest Letter and any other aspect of the bidder’s proposals must be provided and signed by a person authorized to legally bind the Bidder.

**Corrupt or Unethical Behavior:**

MRC/UVRI & LSHTM is committed to strict adherence to laws and regulations of the Republic of Uganda. The highest standards of ethical conduct are required of all MUL employees or agents. Illegal, unfair practices may be deemed unethical practices and are unacceptable. Bidders, their personnel, subcontractors and agents shall conduct themselves in accordance with these legal and ethical standards.

**Evaluation of Bids:**

MRC/UVRI & LSHTM will objectively evaluate the bids received on a pre-defined basis against common criteria which in MUL’s opinion are critical to the success of the proposed Contract.

MRC/UVRI & LSHTM shall have the sole right to: -

* + - 1. select any bid for award of Contract;
      2. award a Contract to other than the lowest priced bid;
      3. reject any bid as unsatisfactory or non-compliant;
      4. award the work as it sees fit in accordance with pre-determined criteria
      5. award all, or part, of the Scope of Work to more than one bidder where it is deemed in MRC/UVRI & LSHTM’s best interest to do so;
      6. Not award a Contract as a result of this tender.

**Exclusivity:**

MRC/UVRI & LSHTM reserves the right to engage other vendors on similar services. Acceptance of a bid is not to be construed as binding MRC/UVRI & LSHTM to engage the selected Bidder exclusively or on any occasion and any on-going requirements will be subject to regular review by MRC/UVRI & LSHTM.

**Failure to Comply:**

Failure to comply with or any breach of these instructions may result in disqualification or rejection of your bid.

Providing false, forged or misleading information, or responses not backed up with the requested forms of evidence may lead to disqualification or rejection of Bidder’s proposal.

**APPENDICES:**

# APPENDIX 1: EXPRESSION OF INTEREST LETTER

# APPENDIX 2: VENDOR SET UP FORM

# APPENDIX 3: CONFLICT OF INTEREST FORM

# APPENDIX 4: QUESTIONNAIRE

* EOI - <https://www.lshtm.ac.uk/media/73011>
* COI - <https://www.lshtm.ac.uk/media/73016>