



Plot M834, Kigobe Road- Kyambogo P.O Box 76, Kyambogo

BID NOTICE UNDER OPEN NATIONAL BIDDING

1. National Council for Higher Education (NCHE) has allocated funds for procurement of supplies and non consultancy services detailed below:

a. Framework Contracts; and

No.	Requirement	Lot	Contract Period
1	Supply of fuel, oils and lubricants	Lot 1	3 years
2	Motor vehicle servicing	Lot 2	1 year
3	Newspaper advertisements and supplements	Lot 3	1 year
4	Servicing of the passenger lift	Lot 4	3 years
5	Servicing of Generator	Lot 5	3 years
6	Servicing of Air Conditioners	Lot 6	3 years
7	Servicing of fire equipment	Lot 7	3 years

b. Provision of Medical Insurance to Staff and their Dependents.

2. The Entity invites sealed bids from eligible bidders for the above supplies and non consultancy services.

3. Bidding will be conducted in accordance with the open domestic bidding method contained in the Public Procurement and Disposal of Public Assets Act, Cap 205 and the Regulations made under the Act 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 9(a) from **8:00am to 5:00pm**.

5. Bids must be submitted in softcopy to the address below at 9(c) at or before **22nd June 2026, 10:00am** upon payment of a non-refundable fee of UGX 100,000 (One Hundred Thousand Shillings only). The method of payment will be by bank as detailed below:

Account Name: National Council for Higher Education

Account Name: 9030005961989

Bank: Stanbic

Branch: Kyambogo

6. All bids must be accompanied with a bid securing declaration valid until **22nd August 2026**. 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 9(d) at **10:30am on 22nd June 2026**.

7. Bids will be opened virtually on **22nd June 2026** starting at **10.30am**. The Zoom link will be shared with all bidders that will have submitted bids.

8. There shall not be a pre – bid meeting.

9. Bidders should note the following:

a. Documents may be inspected at **www.unche.or.ug** or at the NCHE PDU Office

b. Documents will be obtained from the NCHE website: **www.unche.or.ug** or the NCHE PDU Office

c. Bids must be delivered electronically to: **procurement@unche.or.ug**

d. Address of bid opening: NCHE PDU Office

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

Activity	Date
a. Publish bid notice	28 th May 2026
b. Pre-bid meeting, where applicable	N/A
c. Bid closing date	22 nd June 2026 at 10:00am
d. Evaluation process	(Within 10 working days from the bid closing date)
e. Display and communication of best evaluated bidder notice	(Within 5 working days from Contracts Committee award)
f. Contract signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval where applicable).

ACCOUNTING OFFICER