



**UGANDA HOTEL AND TOURISM TRAINING INSTITUTE
PLOT 4&6 NALUFENYA ROAD
P.O BOX 444- JINJA UGANDA**



**INVITATION TO BID UNDER OPEN DOMESTIC BIDDING FOR
PROCUREMENT OF FRAMEWORK CONTRACTS AND
PREQUALIFICATIONS FOR VARIOUS SUPPLIES, WORKS AND SERVICES**

PROCUREMENT NOTICE NO.1

1. Uganda Hotel and Tourism Training Institute has allocated funds for the procurement of framework contracts for various supplies and services.
2. The Institute invites sealed bids from suitably qualified, competent and eligible bidders for the procurement of framework contracts for various supplies and services and prequalification for supplies, works and services.

A: FRAMEWORK CONTRACTS FOR 18 MONTHS

1. Supply of Assorted stationery
2. Supply of Toners and Cartridges
3. Supply of vehicle parts, tyres, batteries and related accessories for motor vehicle
4. Supply of Cleaning materials, Tools and Detergents
5. Supply of Electrical Equipment
6. Supply of Assorted Beverages
7. Supply of Printed stationery
8. Supply of News Papers
9. Supply of Corporate wear, uniforms and gowns
10. Supply of Hotel services and outside catering
11. Supply of Gas and Accessories
12. Supply of Construction and building materials
13. Supply of Plumbing materials
14. Supply of Students dry ratio
15. Supply of Staff dry ratio
16. Supply of Students Perishable food stuff
17. Supply of Staff Perishable food stuff
18. Supply of Students' dry practical materials
19. Supply of Students' Perishable practical materials
20. Supply of Bakery ingredients and wood fuel
21. Servicing of Institute fleet
22. Provision of Engraving, branding services
23. Provision of Fumigation services
24. Provision of Safety shoes, Chopping boards and knives
25. Servicing of fire extinguishers

B. PRE-QUALIFICATION OF PROVIDERS FOR SUPPLIES FOR THREE YEARS

1. Supply of office furniture and fittings
2. Provision of Supply of computers and laptops
3. Supply of security gadgets such as alarm systems, camera, detectors etc
4. Supply of kitchen ware, Bar, Restaurant ware, Glassware and Crockery
5. Supply of air conditioners

6. Supply of branded Hotel linen and curtains uniform.
7. Supply of assorted text books and periodicals

C. PRE-QUALIFICATION OF PROVIDERS FOR SERVICES FOR THREE YEARS

1. Repair and Servicing of Air conditioners, refrigerators and other electrical appliances
2. Repair, maintenance and servicing of generators and mowers
3. Graphic Design and Networking services
4. Repair and maintenance of Institute fleet
5. Provision of Events management
6. Provision of document publishing, printing, and graphic designing of promotional and corporate branded materials e.g. manuals, certificates, fliers, banners, T-shirts, brochures, calendars, diaries, booklets etc.
7. Supply and maintenance of sanitary bins and waste disposal
8. Provision of repair and maintenance of CCTV, Alarm systems and Access Control equipment
9. Provision of insurance services
10. Motor vehicle hire services
11. Provision of consultancy training services (Hospitality, Marketing, Financial Management and Leadership)
12. Supply of branded Hotel linen and curtains.

C. PRE-QUALIFICATION OF PROVIDERS FOR WORKS FOR THREE YEARS

1. Minor civil works
3. Bidding will be conducted in accordance with the **Open Domestic Bidding** procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003 as amended, and are open to all bidders' nationals.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at **www.uhti.ac.ug/crestedcranehotel.com**
5. Bidding Documents in English may be purchased by interested bidders on the submission of a written application and payment of a non-refundable fee of 80,000/- and 50,000/- for framework and prequalification respectively. All payments shall be paid on A/C. No. **30200407008** Bank Of Africa Jinja Branch and obtain a receipt from the Institute Cashier on address below at 8(a) No.
7. Bids must be delivered to the address below at 8(a) at or before **10:30 AM on 18th June, 2024**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(b) at **11:00AM on 18th June, 2024**.
8. (a) Documents may be inspected, and obtained at and also delivered to:
**The Procurement and Disposal Unit,
 Uganda Hotel and Tourism training Institute,
 P.O Box 444 Jinja, Nalufenya Road (YMCA Complex building)**
- (b) Address of Bid Opening:
**Conference Hall,
 Uganda Hotel and Tourism Training Institute Jinja,
 Ground floor, YMCA Complex Building**
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
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a. Publish bid notice	27th May, 2024
b. Bid closing date	18th June, 2024 AT 10:30am
c. Evaluation process	25th June, 2024
d. Display and communication of best evaluated bidder notice	9th July, 2024
e. Contract award and Signature	After Expiry of BEB

Kawere Richard
Principal