

Standard Invitation to Bid

BID NOTICE UNDER PUBLIC BIDDING

[Date] 24th August,2020

**Invitation to bid for disposal of assets - [Disposal Reference number:
LDC/DISPOSAL/2020-2021/00001]**

1. The **Law Development Centre** intends to dispose of the following assets which are herewith attached. The asset(s) are sold on an “**as is, where is**” basis and the Entity will have no further liability after sale. (Amend if different).
2. The Entity invites sealed bids for the purchase of the above assets
3. Bidding will be conducted in accordance with the Public Bidding Disposal method contained in the Public Procurement and Disposal of Public Assets Act, 2003 and is open to all bidders.
4. Interested bidders may inspect the asset(s) at the location indicated in 7(a) from Monday to Friday on 25th August,2020 to 18th September,2020 from 8:30am to 4:30pm
5. The bidding documents may be inspected and purchased by interested bidders on the submission of a written application to the address indicated in 7(b) and upon payment of a non-refundable fee of **UGX 10,000/= (Uganda Shillings Ten thousand shillings only) for the Assets.**
6. Bids must be delivered to the address indicated in 7(c) at or before [Law Development Centre, Procurement and Disposal Unit Room 2.10 second floor before at 10:30am]
7. Late bids shall be rejected. Bids will be opened in the presence of the bidders or the representatives of the bidders who choose to attend at the address indicated in 7(d) at Law Development Centre, Staff room on 21st September,2020 at 2:30pm.
8. (a) The assets may be inspected at: [Law Development Centre, Main Store from 8:30am to 4:30pm]
(b) Documents will be issued from: [Law Development Centre, Procurement and Disposal Unit Room 2.10 second floor.]
(c) Bids must be delivered to: [Law Development Centre, Procurement and Disposal Unit Room 23 second floor before at 11:30am]

(d) Address of bid opening:
September, 2020 at 2:30pm]

[Law Development Centre, Staff room on 14th

9. The planned disposal schedule (subject to changes) is as follows:

	Activity	Date
a.	Publish bid notice	25/8/2020
b.	Inspection of assets	Law Development Centre, Main Store from 8:30am to 4:30pm]
c.	Bid closing date	21 th September,2020 at 10:30am
d.	Evaluation process	<i>(Within 20 working days from bid closing date)</i>
e.	Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
f.	Contract award and signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval where applicable)</i>

Signature: _____

Name: Frank Nigel Othembi

Position of authorised official: Director.

Bidding Document: The Bidding Document consists of the following Parts, which should be read in conjunction with any addenda issued:

- Part 1: Bidding Procedures
- Part 2: Description of Assets
- Part 3: Contract

The Bid Notice/non Public Invitation Notice is not part of the Bidding Document.

At any time prior to the deadline for submission of bids, the Procuring and Disposing Entity may amend the Bidding Document or extend the deadline for submission of bids by issue of addenda. Addenda will be issued in writing to all Bidders who obtained the Bidding Document directly from the Procuring and Disposing Entity.

Clarification of Bidding Document: Any queries regarding this Bidding Document should be addressed to the Procuring and Disposing Entity in writing at the following address and no later than the date indicated below.

Address: Head Procurement and Disposal Unit

Law Development Centre
P.O Box 7117, Kampala

Latest Date: 21st September, 2020

Any clarifications will be issued to all Bidders who obtained the Bidding Document directly from the Procuring and Disposing Entity.

C. Preparation of Bids

Preparation of Bids: You are advised to carefully read the complete Bidding Document, including the Conditions of Contract in Part 3: Contract, before preparing your bid.

Inspection of Assets: Potential Bidders may inspect the assets prior to preparing bids, at the following location and at the following time and date:

Address for inspection: Law Development Centre, Kagugbe Zone Plot 339,
P.O Box 7117,
Kampala

Date(s) for inspection: 24th August, 2020 to 14th September, 2020

Time(s) for inspection: 8:30am to 5:00 pm.

Documents Comprising the Bid: You are requested to bid for these items by completing, signing and returning:

1. the Bid Submission Sheet in this Part;
2. the List of Assets and Price Schedule in Part 2, with prices completed for all items or lots for which you are bidding;

The standard forms in this Bidding Document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Bids: Bids shall be valid until 7th December, 2018.

Currency of Bids: Bids may be priced in Uganda Shillings or any other freely convertible currency.

Bid Security/Bid Securing Declaration: A Bid Security or a **Bid Securing Declaration is required.**

Copies of Bid: The Bidder shall prepare one original and 2 copies of the bid, which shall be marked "ORIGINAL" or "COPY" as appropriate. In the event of any discrepancy between the original and the copies, the original shall prevail.

Signing of Bids: The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. All pages of the bid shall be signed or initialled by the person signing the bid.

D. Submission and Opening of Bids

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Disposal Reference Number above, the Bidder's name, the name of the Procuring and Disposing Entity and a warning not to open before the date and time of the bid opening. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late bids shall be declared late, rejected and returned unopened to the bidder.

Date of deadline: 14th September, 2020.

Time of deadline: 10:30am

Address: Head Procurement and Disposal Unit
Law Development Centre
Kampala.

Opening of Bids: The Procuring and Disposing Entity shall conduct the bid opening in the presence of Bidders` representatives who choose to attend, at the address, date and time below. A record of the opening will be posted on the Procuring and Disposing Entity`s Notice Board within one working day of the opening.

Date of opening: 21st September, 2020

Time of opening: 2:30pm.

Address: Law Development Centre Staff room
P.O Box 7117,
Kampala

The descriptions of the assets given below are for information purposes only and the Procuring and Disposing Entity gives no guarantee of the accuracy of the description. The Bidder bears all risk for the condition of the assets.

Item No	Description of Asset
1	Students desks (8)
2	Students desks (8)
3	Students desks (8)
4	Bench (2)
5	Bench (2)
6	Table stands (3)

Item No	Description of Asset
7	Shelve
8	Windows (3)
9	Windows (3)
10	Windows (3)
11	Windows (4)
12	Buglars (6)
13	Buglars (6)
14	Buglar doors
15	Buglar doors
16	Buglar doors
17	Buglar doors
18	Buglar doors (big)
19	Buglar doors (big)
20	Signpost
21	Metalic gate
22	Shelve

Item No	Description of Asset
23	Iron Sheets
24	Iron Sheets
25	Buglar door bing
26	Cabins
27	Shelve
28	Shelve
29	Wood (timber)
30	Shelve
31	Shelve
32	Plastic Chairs
33	Tentstands
34	Window flames(5)
35	Students desks (8)
36	Wooden doors
37	Windows (3)
38	Car tyres (6)

Item No	Description of Asset
39	Car tyres (6)
40	Firewood
41	Bath tab
42	Office Chairs
43	Bath tab
44	Wooden doors
45	Students bench
46	Students desks
47	Wooden doors Mahogane
48	Crates
48	Tent pipes
50	Tank

