



PCAU BIDDING DOCUMENT

Palliative Care Association of Uganda (PCAU) invites suitably qualified bidders to submit sealed pre-qualification submissions for services and supplies listed in the table below for the years 2023 to 2026

CATEGORY A (GOODS/SUPPLIES)	
CODE	ITEM
001	Supply of assorted stationery
002	Supply of office equipment and tools, equipment, furniture and fittings
003	Supply of printers, printer consumables and accessories
004	Supply of office consumables
005	Supply of scholastic materials
006	Supply of fuel and lubricants
007	Electrical, plumbing equipment and accessories
008	Supply of IT Equipment (Computers)
009	Supply of electrical, plumbing equipment and accessories
010	Supply of fuel and lubricants
011	Supply of medical sundries and equipment
012	Supply of communication devices, accessories and consumables
CATEGORY B (SERVICES)	
013	Hotel services
014	Repair and maintenance of motor vehicles
015	General Insurance policies
016	Medical insurance services
017	Printing and graphic design services
018	Air ticketing, tours and travel
019	Audit services
020	Legal services
021	Vehicle hire services
022	Catering and outdoor services
023	Engraving services
024	Maintenance and repair of office tools, premises, equipment, furniture and fittings
025	Security services
026	Office building renovations/painting
027	Advertising and media services
028	Surveying and valuation services
029	Supply and installation of computer software and licenses
030	Fumigation services
031	Management of fire outbreaks and supply of fire extinguishers
032	Supply of communication devices, accessories and consumables
033	Courier and postage services

All interested bidders must submit the following additional documents with their bids;

- Original general receipt for purchase of bidding document;
- A copy of bidder's Certificate of Incorporation/ Registration of Business names
- A copy of bidder's valid and current trading license
- A copy of bidder's valid and current income tax clearance
- Audited books of account for the last one (1) Years
- Each item constitutes a code and must be applied for separately

Pre-qualification submissions will be evaluated in accordance with the Public Procurement and Disposal of Public Authority (PPDA) Act, 2003 of the Government of Uganda.

Pre-qualification is open to all eligible bidders.

Interested eligible bidders may obtain further information from Palliative Care Association of Uganda.

The pre-qualification documents may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a **non-refundable fee of shs. 100,000** (Uganda Shillings, One Hundred Thousand only).

Methods of Payment: Bank, Mobile money and MoMo Pay

Bank details;

A/c name: Palliative Care Association of Uganda

A/c no; 0011834002

Bank; DTB

MoMo Pay Merchant Code; 315849

Mobile Money No; 0789-737786

The bidding document must be picked in person or by representatives of companies upon presentation of a receipt and an application letter to our Offices in Kitende.

Pre-qualification submissions must be delivered to the address below by 31st March, 2023.

Palliative Care Association of Uganda,
Attn: Finance and Administration Office,
Block 383, Plot 8804 Kitende, Entebbe road
P O Box 34985 ,Kampala-Uganda
E-mail: pcau.admin@pcau.org.ug
Tel: +256 393 080 713/ +256 414 692 350
Website:pcauganda.org