



NANSANA MUNICIPAL COUNCIL

OFFICE OF THE TOWN CLERK

P.O. Box. 7218, Kampala Uganda , Tel: +256-782-408022

Email :nansanamc@gmail.com /Website:www.nansanamc.go.ug



27th May 2025

PROCUREMENT NOTICE No. 001 NMC/PROC/001/FY 2025-2026
INVITATION TO BID UNDER OPEN DOMESTIC BIDDING FOR PREQUALIFICATION
OF SERVICE PROVIDERS FOR PROVISION OF VARIOUS WORKS, SUPPLIES AND
SERVICES

1. Nansana Municipal Council invites sealed bids from eligible firms, companies, cooperatives, Associations and individuals to bid for the following works/supplies/services in the Municipality for the financial year 2025/2026

CATEGORY (A 1) PROVISION OF MANAGEMENT SERVICES OF REVENUE
COLLECTION FROM VARIOUS SOURCES

NANS725/SRVCS/2025-2026/00001(Lots 1-10)

| LOT | DESCRIPTION | LOCATION | RESERVE PRICE ANNUALLY | COMMISSION RATE |
|-----|--|---|---------------------------|--------------------|
| 1 | Enforcement of revenue collection from local service tax from people residing in the municipality and its various divisions but employed by organizations in other Local Governments | All divisions of Nansana Municipal Council | Ugx. 331,000,000/= | 15% |
| 2 | Enforcement of revenue collection from parking fees from trucks, pickups, vans, Lorries, trailers and mobile vendors involving both vehicles and commercial cyclists. | Nabweru Division | Ugx.50,000,000/= | N/A |
| | | Nansana Division | Ugx.30,000,000/= | N/A |
| | | Gombe Division | Ugx.35,000,000/= | N/A |
| | | Busukuma Division | Ugx.14,325,000/= | N/A |
| 3 | Enforcement of revenue collection from property rates | Nansana Division | Ugx.1,869,864,343/= | 12% |

| | | | | |
|----------|---|-------------------|---------------------|-----|
| | | | | |
| 4 | Enforcement of revenue collection from property rates | Nabweru Division | Ugx.1,580,498,958/= | 12% |
| 5 | Enforcement of revenue collection from property rates | Busukuma Division | Ugx.615,630,254/= | 12% |
| 6 | Enforcement of revenue collection from property rates | Gombe Division | Ugx.810,017,634/= | 12% |

B. PROVISION OF MANAGEMENT SERVICES OF MEDICAL EXAMINATION OF FOOD HANDLERS AND SALOON OPERATORS’

| LOTS | DESCRIPTION | LOCATION | RESERVE PRICE ANNUALLY | COMMISSION RATE |
|-------------|--|-------------------|-------------------------------|--|
| 7 | Provision of management Services of medical examination of food handlers and saloon operators’ | Nabweru division | Ugx.40,000,000/= | professional fee of Ugx. 8,000/=for each client examined |
| 8 | Provision of management services of medical examination of food handlers and saloon operators’ | Gombe Division | Ugx.30,000,000/= | professional fee of Ugx. 8,000/=for each client examined |
| 9 | Provision of management services of medical examination of food handlers and saloon operators’ | Nansana Division | Ugx.50,000,000/= | professional fee of Ugx. 8,000/=for each client examined |
| 10 | Provision of management services of medical examination of food handlers and saloon operators’ | Busukuma division | Ugx.25,750,000/= | professional fee of Ugx. 8,000/=for each client examined |

CATEGORY (B) PROVISION OF VARIOUS WORKS, SERVICES AND SUPPLIES UNDER FRAMEWORK ARRANGEMENT/CONTRACT

B- (I) SUPPLIES

| ITEM | PROCUREMENT REFERENCE NUMBER | DESCRIPTION OF THE PROCUREMENT |
|-------------|-------------------------------------|--|
| 1 | NANS 725/SUPLS/2025-2026/00001 | Supply of culverts, installation, back fill with gravel maximum 40 m ³ and construction of end structures maximum 6m ² |
| 2 | NANS 725/SUPLS/2025-2026/00002 | Supply and installation of culverts with encasing using concrete class 20 maximum 6m ³ |
| 3 | NANS 725/SUPLS/2025-2026/00003 | Supply of road bitumen, primer, asphalt and tar coat |
| 4 | NANS 725/SUPLS/2025-2026/00004 | Supply of petroleum products, batteries and lubricants |
| 5 | NANS 725/SUPLS/2025-2026/00005 | Supply of various spare parts for Grader and heavy equipment |
| 6 | NANS 725/SUPLS/2025-2026/00006 | Supply of road lime, stone chippings 10/14mm and 14/20mm, road aggregates, road gravel, sand, cement, fill materials, iron bars T ₁₀ , T ₁₆ , & T ₂₀ water, stone dust, road hardener, Asphalt, hard core, CRR, aggregates and firewood |
| 7 | NANS 725/SUPLS/2025-2026/00007 | Supply of motor vehicle/ cycle tyres and tubes |
| 9 | NANS 725/SUPLS/2025-2026/00008 | Supply of printed/ assorted office stationery, certificates, Registers, staff identity cards & general office stationery |
| 10 | NANS 725/SUPLS/2025-2026/00009 | Supply of culverts |

B-(II) SERVICES

| ITEM | PROCUREMENT REFERENCE NUMBER | DESCRIPTION OF THE PROCUREMENT |
|-------------|-------------------------------------|--|
| 1 | NANS 725/SRVCS/2025-2026/00004 | Provision of hire of road equipment and Service Vans |
| 2 | NANS 725/SRVCS/2025-2026/00003 | Provision of hotel, conferences, events management and outside catering services |

Note: (iii) bidders may apply for any / all the above projects provided he/she pays for each project in a category B separately and shall be awarded to any that he/she is compliant

CATEGORY (C) PREQUALIFICATION OF VARIOUS SERVICE PROVIDERS FOR THE PROVISION OF VARIOUS WORKS, SUPPLIES OR SERVICES UNDER RESTRICTIVE BIDDING FOR 2(TWO)YEARS 2025/2026 & 2026/2027

C (I)-WORKS

| ITEM | DESCRIPTION OF THE PROCUREMENT | |
|--------------|---|------------------------------|
| C 1.1 | Construction and renovation of Buildings and Latrines | NANS725/WRKS/2025-2026/00001 |
| C 1.2 | Electrical and Mechanical Works | NANS725/WRKS/2025-2026/00002 |

C (2)- SUPPLIES

| ITEM | DESCRIPTION OF THE PROCUREMENT | |
|--------------|---|-------------------------------|
| C 1.5 | Supply of computer sets, photocopiers, printers accessories and consumables | NANS725/SUPLS/2025-2026/00001 |
| C 1.6 | Supply of various office and school equipment and furniture | NANS725/SUPLS/2025-2026/00002 |

C (3)- SERVICES

| ITEM | DESCRIPTION OF THE PROCUREMENT | |
|--------------|--|-------------------------------|
| C 1.7 | Consultancy Services for Architectural and engineering works | NANS725/SRVCS/2025-2026/00011 |
| C 1.8 | Consultancy for Physical Planning services | NANS725/SRVCS/2025-2026/00005 |
| C 1.9 | Provision of Insurance Services | NANS725/SRVCS/2025-2026/00006 |
| C 2.0 | Consultancy Services for road designs | NANS725/SRVCS/2025-2026/00007 |
| C 2.1 | Consultancy services for project preparation and design | NANS725/SRVCS/2025-2026/00008 |
| C 2.2 | Maintenance/servicing & repair of motor vehicles, motorcycles and road equipment | NANS725/SRVCS/2025-2026/00009 |
| C 2.3 | Provision of Computer Software and Website services | NANS725/SRVCS/2025-2026/00010 |

Note: (iv) bidders may apply for any/all the above projects in category (C) provided he/she pays for each project separately and shall be awarded to any that he/she is compliant.

2. Bidding shall be conducted in accordance with the procedure contained in the public procurement and disposal of public assets regulations, 2006

3. Interested companies/ firms, individuals and associations may apply in writing seeking to **provide revenue management services, various works, supplies or services under framework arrangement/Contract or Restricted bidding** by meeting the eligibility requirements as stated in the bid document.

4. Interested eligible bidders may obtain further information in respect to each category/project as stated in the bidding document(s) before payment from the address below between 9:00am to 4:00pm on official working days. Detailed advert can be accessed on **Nansana Municipal Council website / P.D.U Office/ Notice board**

5. A complete set of bidding documents in **English** may be purchased by interested bidders on the submission of a written application to the address below and upon;
- (a) **Securing a payment advice form from finance department on the Mobile Number: 0772-914742**
- (b) **Payment of a non - refundable fee of Uganda Shillings 118,000/= (one hundred eighteen thousand shillings only) taxes inclusive for each item in each category (Category A to C) as shall be stated on the (PAF)**
- (c) **Presentation of a general receipt from finance department**
6. Bids must be delivered to the address below at 7(c) at or before **11.00am** on the **20th June, 2025**. 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 7(d) at **11.30 am** on the **20th June, 2025**. Late Bids shall be rejected.
- 7 (a) Address documents may be inspected at: **P.D.U- Nansana**
- (b) Address documents will be issued from: **P.D.U- Nansana**
- (c) Bids must be delivered to: **Head, P.D.U, on Administration Building- P.D.U offices**
- (d) Address of bid opening: **Nansana Municipal Council Building**

8. The Planned Procurement activity schedule (subject to change) is as follows:

| Activity | Date |
|--|--|
| a. Publish bid notice | 27th May,2025 |
| b. Pre- bid meeting | 12th June 2025 |
| c. Bid closing date | 20th June, 2025 |
| d. Evaluation process | 23rd June– 4th July, 2025 |
| e. Display and communication of best evaluated bidders' notice | 8th July, 2025 |
| f. Contract award and signature | After expiry of the best evaluated bidders' notice |

TANDEKA FESTO
Town Clerk- NANSANA MUNICIPAL COUNCIL