



# GULU CITY

## OFFICE OF THE CITY TOWN CLERK

P.O. BOX 140, GULU. Email: [inc@himbi@gmail.com](mailto:inc@himbi@gmail.com) Mob: 0772 470586



### INVITATION FOR TENDER FOR FY 2024/2025

DOMESTIC BIDDING).

Gulu City Council invites application and submission of interest from competence companies for the revenues collection for financial year **2024/2025**.

#### A. NON CONSULTANCY SERVICES

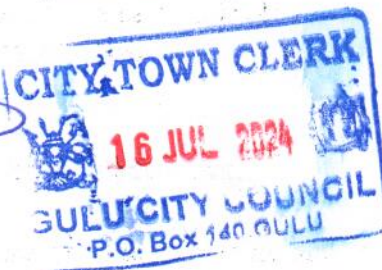
1. Gulu 603 /Srvcs/2024-2025/00047 Branding Gulu main market at **UGX 20,000,000** Annually.
2. Gulu 603/Srvcs/2024-2025/00048 Revenue Collection from Advertising tools including ; sign posts, LED screens, Banners and more in Gulu City at 10% Commission.
3. Gulu 603/Srvcs/2024-2025/00049 Collection of Local hotel taxes in Bardege Layibi Division, at 10% Commission.
4. Gulu 603/Srvcs/2024-2025/00051 Collection of Local hotel taxes in Laroo Pece Division at 10% Commission.

#### TERMS AND CONDITIONS.

Solicitation documents shall be obtained from the Procurement and Disposal Unit Office Gulu City in the yard upon banking of non-refundable fees of **Ugx 100,000** to be paid on **IRAS**. General receipt will be issued from the cashier's Office after presenting a Bank deposit slip.

#### 1. The bidders should attach the following:

- a) Original copy of general receipt for purchase of bidding document.
- b) Certificate of incorporation/registration.
- c) Contact addresses ( physical location, postal address and telephone number both fixed and mobile)
- d) Valid trading license 2024.
- e) Income tax clearance 2023-2024 addressed to Gulu City Council.
- f) Bank statement for the past three Months (April, May and June 2024).
- g) Registered or a Notarized Power of attorney where applicable.
- h) Submission of a duly filled and signed bid submission sheet by an authorized company agent, with correct bid validity stated therein, until and including 18<sup>th</sup> September 2024.
- i) Submission of a signed code of ethical conduct in business for bidders and providers by an authorized company agent.
- j) Submission of a duly filled and signed bid securing declaration by an authorized company agent.



- k) Submission of a duly filled and signed vendor information from by an authorized company agent.
  - l) Others stated in the bidding document.
2. Each item should be applied for separately.
  3. Bidders for Revenue collection services who have unpaid arrears with Gulu City must not apply or else their bids will be rejected.
  4. Contractors with records of past or current poor performance must also not apply.
  5. All bids must be sealed by envelops and in three copies (3) clearly marked "tender for pre-qualification or tender for .....addressed to the Head Procurement & Disposal Unit P.O.BOX, 140 Gulu City.
  6. Registration forms must be signed by the applicants or by their Agents on submission of the Bids. Bids must be submitted not later than **Friday 2<sup>nd</sup> August 2024 at 10:30am** and thereafter, the bid shall be opened at **10:30am** in the presence of bidders or their Agents who choose to attend.
  7. Late bids shall be marked late and rejected.
  8. The method of procurement shall be governed by the PPDA acts 2003 and PPDA regulations of 2023.
  9. Gulu City SHALL NOT be bound by any highest or lowest bid.
  10. *Bidders who intend to apply for items under framework contract are further advised to attach various prices accordingly taking care of taxes like VAT in to consideration.*
  11. **The planned procurement schedule ( subject to changes) is as follows:**

Activity	Date
a. Publish bid notice	<b>Monday 15<sup>th</sup> July 2024</b>
b. Pre-bid meeting	N/A
c. Bid closing date and opening	<b>Friday 2<sup>nd</sup> August</b> Time:10:00am Opening Time: <b>10:30 am</b>
d. Evaluation	In 5 days
e. Display and communication of best evaluated bidder notice	Within 5 working days from the contract committee approval of evaluation report
f. Contract award and signature	After expiry of 10 days of the best evaluated bidder notice and solicitor general approval where applicable

Innocent Ahimbisibwe - Town Clerk

