

GULU CITY



OFFICE OF THE CITY TOWN CLERK
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PROCUREMENT NOTICE REFERENCE NUMBER: GULU/603/2025-2026/00001 (OPEN DOMESTIC BIDDING)

Gulu City Council invites application and submission of interest from prospective contractors for the Supply, prequalification, annual framework contracts and revenues collection for financial year 2025/2026.

A. PRE-QUALIFICATION WORKS

B. ANNUAL FRAMEWORK CONTRACTS FOR ALL SUPPLIES & NON-CONSULTANCY SERVICES BELOW (I) & (II)

(I) - SUPPLIES

- Gulu 603/Svcs/2025-2026/00001 Fuel, lubricants and oils.
- Gulu 603/Svcs/2025-2026/00002 Supply of office stationary and office equipment.
- Gulu 603/Svcs/2025-2026/00004 Supply of printed materials (books, posters, notices, business cards, IDs, calendars, banners, graphic design services, printing, laminating, photocopying, binding etc).
- Gulu 603/Svcs/2025-2026/00005 Supply of associated culverts, concrete beams, road kerbs etc.
- Gulu 603/Svcs/2025-2026/00006 Supply of assorted office and school furniture.
- Gulu 603/Svcs/2025-2026/00007 Supply of computers, printers, bonding machines, photocopyers, cameras, scanners, projectors etc.
- Gulu 603/Svcs/2025-2026/00008 Supply of motor vehicles and motorcycles, tyres, tubes and batteries.
- Gulu 603/Svcs/2025-2026/00008 Supply of tree seedlings, seeds and other agricultural inputs and implements.
- Gulu 603/Svcs/2025-2026/00010 Supply of General Hand Ware materials, including plumbing and electrical materials and fittings.
- Gulu 603/Svcs/2025-2026/00011 Supply of aggregates, hard core & sand.
- Gulu 603/Svcs/2025-2026/00012 Supply of solar materials, maintenance and installation of solar street light (including installation costs).
- Gulu 603/Svcs/2025-2026/00013 Supply of cleaning materials, office consumables, detergents, brush, soap, curtains, carpets, mats, brushes etc.
- Gulu 603/Svcs/2025-2026/00014 Repair and maintenance of motor vehicles or motorcycles.
- Gulu 603/Svcs/2025-2026/00003 Servicing and maintenance of office equipment (including supply of parts/spares).
- Gulu 603/Svcs/2025-2026/00004 Hire of road construction equipment and trucks.
- Gulu 603/Svcs/2025-2026/00005 Provision of Insurance services.

- Gulu 603/Svcs/2025-2026/00006 Provision of auctioneering services.
- Gulu 603/Svcs/2025-2026/00007 Provision of hotel services, catering services and conference facilities.
- Gulu 603/Svcs/2025-2026/00008 Collection of revenue from Gulu main market toilet user fees Group B (Lot 2, 3, 4, 12, 13, 14, 15) Laroo Pace Division Ugx 850,000 per month (Reserved for registered associations of youths).
- Gulu 603/Svcs/2025-2026/00009 Collection of revenue from Gulu main market toilet user fees Group C (Lot 4, 6, 7, 13, 14, 15) Laroo Pace Division Ugx 850,000 per month (Reserved for registered associations of youths).
- Gulu 603/Svcs/2025-2026/00010 Collection of revenue from Gulu main market toilet user fees Group A (Lot 1, 3, 9, 10, 14) Laroo Pace Ugx 710,000 per month (Reserved for registered associations of persons with disabilities).
- Gulu 603/Svcs/2025-2026/00011 Renting former Health block Office administration unit at the Bus Park-Peace in Laroo Pace Division Ugx 200,000 per month.
- Gulu 603/Svcs/2025-2026/00012 Renting former Health block at the Bus Park in Laroo Pace Division Ugx 700,000 per month.
- Gulu 603/Svcs/2025-2026/00013 Renting Big eating house in the bus park Laroo Pace Division Ugx 450,000 per month.
- Gulu 603/Svcs/2025-2026/00014 Collection of revenue from animals slaughtering fees at Uyirama in Laroo Pace Division 1,500,000 per month.
- Gulu 603/Svcs/2025-2026/00015 Collection of revenue from animals slaughtering fees at Tyon Oum in Laroo Pace Division 1,200,000 per month.
- Gulu 603/Svcs/2025-2026/00016 Collection of revenue from Laybi Central Market in Laroo Pace Division 200,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00017 Collection of revenue from Widozo Market in Laroo Pace Division 150,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00018 Collection of revenue from Laybi Market in Laroo Pace Division 500,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00019 Collection of revenue from Uyirama Market in Laroo Pace Division 420,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00020 Collection of revenue from pig slaughterer fees in Laroo Pace Division Ugx 620,000 per month.
- Gulu 603/Svcs/2025-2026/00021 Collection of revenue from Gulu main bus park toilet user fees Laroo Pace Ugx 2,332,000 per month.
- Gulu 603/Svcs/2025-2026/00022 Collection of revenue from vehicles leading in front of Gulu main market to various markets in Laroo Pace division Ugx 700,000 per month (Reserved for registered associations of women).

- Gulu 603/Svcs/2025-2026/00023 Collection of revenue from Gulu main bus park in Laroo Pace Division Ugx 4,000,000 per month (Reserved for registered associations of bus drivers and/or taxi operators in Gulu main bus park).
- Gulu 603/Svcs/2025-2026/00024 Collection of revenue from street parking, produce loading and offloading fees in Laroo Pace division Ugx 200,000,000 per month.
- Gulu 603/Svcs/2025-2026/00025 Collection of revenue from chicken roasting along cemetery road evening hours in Laroo Pace division Ugx 700,000 per month.
- Gulu 603/Svcs/2025-2026/00026 Collection of hotel tax on commission in Laroo Pace division Ugx 13%.
- Gulu 603/Svcs/2025-2026/00027 Renting of former Mayor's office in Gulu main bus park-Peace in Laroo Pace division Ugx 200,000 per month.
- Gulu 603/Svcs/2025-2026/00028 Collection of revenue from Mobile Chicken and matokeo sellers in Bardege Laybi Division Ugx 370,000 per month.
- Gulu 603/Svcs/2025-2026/00029 Collection of animal slaughterer fee from Gulu main abattoir in Bardege Laybi Division Ugx 6,000,000 per month.
- Gulu 603/Svcs/2025-2026/00030 Collection of revenue from Lactor stage UGX 100 operators in Bardege Laybi City Division, Ugx 820,000 per month.
- Gulu 603/Svcs/2025-2026/00031 Collection of revenue from Tuk-Tuk operators in Laroo Pace City Division, Ugx 520,000 per month.
- Gulu 603/Svcs/2025-2026/00032 Collection of revenue from vehicle loading and offloading at custom corner stage in Bardege Laybi Division Ugx 270,000 per month.
- Gulu 603/Svcs/2025-2026/00033 Collection of revenue from Oloya tourist Larry Van ground in Bardege Laybi Division Ugx 600,000 per month.
- Gulu 603/Svcs/2025-2026/00034 Collection of market dues and gate charges from Johnson Widozo, Moka, Cuk Aki & Cuk Pa Lamei market in Bardege Laybi Division Ugx 300,000 per month.
- Gulu 603/Svcs/2025-2026/00035 Collection of revenue from Trooper's points in Bardege Laybi Division Ugx 200,000 per month.
- Gulu 603/Svcs/2025-2026/00036 Collection of revenue from Kabaoping Market in Bardege Laybi Division Ugx 300,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00037 Collection of toilet User fees for two public toilets at Kamusi grounds in Laybi Division Ugx 410,000 per month.
- Gulu 603/Svcs/2025-2026/00038 Collection of animal slaughter fee from fresh pork in Bardege Laybi Division Ugx 700,000 per month.

- Gulu 603/Svcs/2025-2026/00039 Collection of market dues and gate charges from Oloya-long market in Bardege Laybi Division Ugx 2,500,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00040 Collection of market dues and gate charges from Laybi Lactor market in Bardege Laybi Division Ugx 300,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00041 Collection of revenue from kory park at Oloya long road in Bardege Laybi Division Ugx 250,000 per month.
- Gulu 603/Svcs/2025-2026/00042 Collection of revenue from street parking/loading and offloading of motor vehicles and trucks in Bardege Laybi Division Ugx 18,210,000 per month.
- Gulu 603/Svcs/2025-2026/00043 Enforcement of revenue collection from advertising bills including: sign posts, bill boards, LED screens, banners and more at a commission of 13% of total monthly collections in Gulu City.
- Gulu 603/Svcs/2025-2026/00044 Collection of toilet User fees from Gulu complex market in Bardege Laybi Division UGX 110,000 per month (Reserved for registered associations of women).
- Gulu 603/Svcs/2025-2026/00045 Enforcement of collection of revenue from local hotel tax at 13% commission on total monthly collections from Bardege Laybi Division.

TERMS AND CONDITIONS:

- Solicitation and Pre-qualification 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 IPAS. General receipt will be issued from the cashier's Office after presenting a bank deposit slip.
- The bidders should attach the following:
 - A valid copy of payment receipt for purchase of the bidding document.
 - Certificate of incorporation/registration or equivalent.
 - Contact addresses (physical location, e-mail address and telephone number).
 - A valid trading license 2023.
 - A valid income tax clearance 2023-2026.
 - The current Bank statement with a good cash flow and with sufficient account balance to make 2 months' advance payment (applicable to bidders for Revenue collection except those on commission basis).
 - A valid power of attorney Registered issued by URSB
 - Any other documents stated in the bidding document.
- Each item should be applied for separately.
- Bidders for Revenue collection services who have unpaid arrears with Gulu City must not apply or else their bids will be rejected immediately on submission.

4.	Successful bidders for revenue collection shall be required to make 2 months' advance payment prior to contract signing within 5 calendar days from receipt of the bid acceptance letter, one month being a security deposit.
5.	Subsequent payments by all revenue contractors shall be made on a weekly basis in equal installments.
6.	Failure by any revenue contractor to abide by the payment schedule for one month shall lead to automatic termination of the contract and forfeiture of the security deposit.
7.	Bidders for street parking/goods loading/offloading should submit a work methodology demonstrating a capacity to semi-automatize the revenue collection management.
8.	All bids must be sealed by envelopes and in three copies (i) clearly marked "tender" for pre-qualification or tender for "clearly marked" tender for the Procurement & Disposal Unit. P.O. BOX 140 Gulu City.
9.	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 25 th July 2025 at 10:20am and thereafter, the bid shall be opened at 11:00am in the presence of bidders or their Agents who choose to attend.
10.	Late bids shall be marked late and rejected.
11.	The method of procurement shall be governed by the PPDA acts 2003 and PPDA regulations of 2023.
12.	Gulu City SHALL NOT be bound by any highest or lowest bid.
13.	Bidders who intend to apply for items under framework contract are further advised to attach various prices accordingly, taking into consideration taxes like VAT.
14.	The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	Thursday 3 rd July 2025
b. Pre-bid meeting	NA
c. Bid closing date and opening	Friday 25 th July 2025 Closing time: 10:30am Opening Time: 11:00 am
d. Evaluation	Within 2 working days from bid closing date
e. Display and communication of best evaluated bidder	Within 5 working days from the receipt of commitment approval of evaluation report
f. Contract award and signature	After expiry of 10 working days of the best evaluated bidder notice and solicitor general approval where applicable By 31 st August 2025

Incumbent Administrator - Team Clerk

Innocent Ahimbishe - Town Clerk

