**NEW VISION PRINTING & PUBLISHING Co. LTD**

Plot 19/21 First Street, Industrial Area, P.O Box 9815, Kampala Uganda

Telephone: 0414 337123/111/249

Email: [procurement@newvision.co.ug](mailto:procurement@newvision.co.ug)

**Standard Invitation to Bidders**

**BID NOTICE UNDER OPEN BIDDING**

**Vision Group**

**28th July 2017**

**Casual Labour Supply Services - NV/SRVCS/2017-8/0004**

1. The New Vision Printing & Publishing Company Limited has allocated funds to be used for the acquisition of Casual Labour Services. The PDU is looking for a provider that will provide contractual Human Resources Management services for duration of one year renewable upon satisfactory performance. The workforce demand is between 100 - 130workers at a given time. Services to be offered include but are not limited to;

* 1. Provision of casual semi-skilled and skilled workers as and when required.
  2. Effective supervision and disciplining of the workers on a twenty four (24) hour basis while on the work premises.
  3. Prompt payment of the wages to the contracted personnel/ workforce for every worked period.
  4. Insurance of the workforce while on the work premises.
  5. Provision of medical services if and when a worker is injured on duty.
  6. Preparation of periodic performance reports to Management on the services.
  7. Provide workers on site with suitable protective gear and IDs that must be worn all the time while on work premises for easy identification.
  8. Provide own tools and equipment needed for the task of managing the work force.

2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies.

3. Bidding will be conducted in accordance with the open domestic bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.

4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 9:00am to 5:00pm

5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **UGX 100,000 (One Hundred Thousand Shillings Only).** The method of payment will be cash payment at the Vision Group cash office.

6. Bids must be delivered to the address below at 8(c) at or before **4:00pm 0n 11th August 2017**. All bids must be accompanied by a bid security in form of a Bank guarantee of **UGX 6,000,000 (Uganda Shillings Six Million Only)** Bid securities must be valid until **30th September 2017**. 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 8(d) at **4:30pm, 11th August 2017**

7. There shall be a pre – bid meeting/ site visit at **Vision Group Offices** on the dates indicated in the proposed schedule in this notice.

8. (a) Documents may be inspected at:

**Procurement & Disposal Office**

**Plot 19/21 First Street, Industrial Area**

**P.O. Box 9815, Kampala**

(b) Documents will be issued from: As in 8(a)

(c) Bids must be delivered to: As in 8(a)

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| 9. The planned procurement schedule (subject to changes) is as follows:   |  |  | | --- | --- | | **Activity** | **Date** | | 1. Publish bid notice | 28th July 2017 | | 1. Pre-bid meeting where applicable | 4th August 2017 | | 1. Bid closing date | 11th August 2017 | | 1. Evaluation process | 11th to 31st August 2017 | | 1. Display and communication of best evaluated bidder notice | 6th September 2017 | | 1. Contract signature | 15th September 2017 | |

**Accounting Officer**