**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**

**Date. 13th January, 2020**

**Procurement Reference Number: NV/SRVCS/2019-20/025.**

1. The New Vision Printing & Publishing Co. Ltd has allocated funds to be used for the acquisition of Casual labour and management 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 work force demand is 100-130 workers at a given time. Services to be offered include but not limited to:

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| a | Provision of casual semi-skilled and skilled workers as and when required |
| b | Effective Supervision and disciplining of the workers on a twenty four (24) hour basis while on the work premises |
| c | Prompt payment of the wages to the contracted personnel/workforce for every worked period |
| d | Insurance of the workforce while on the work premises |
| e | Provision of medical services if and when a worker is injured on duty |
| f | Preparation of periodic performance reports to management on the services |
| g | Provide workers on site with suitable protective gear and IDs that must be worn all the time while on work premises for easy identification |
| h | Provide own tools and equipment needed for the task of managing the work |

2. The Entity invites your sealed bids from eligible bidders for the Supply Casual labour and management services.

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

4. All interested and eligible bidders may obtain further information from New Vision Printing & Publishing Company Limited and inspect the bidding documents at the address given below at 8(a) from 9.00am to 4.00pm.

5. Bidding documents in Englishmay be purchased 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 Vision Group cash office.**

6. Bids must be delivered to the address below at 8(c) at or before **12:00pm 0n 27th January 2020**. All bids must be accompanied by a bid security in form of a Bank guarantee of **UGX 10,000,000 (Uganda Shillings Ten Million Only)** Bid securities must be valid until **31st March 2020**. 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 **2:30pm, 27th January 2020**

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 | 13th January 2020 | | 1. Pre-bid meeting where applicable | 16th January 2020 | | 1. Bid closing date | 27th January 2020 | | 1. Evaluation process | 29th to 30th January 2020 | | 1. Display and communication of best evaluated bidder notice | February 2020 | | 1. Contract signature | February 2020 | |

**Accounting Officer**