

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

Standard Invitation to Bidders

BID NOTICE UNDER OPEN BIDDING Vision Group

27th October 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 - 130 workers at a given time. Services to be offered include but are not limited to;
 - 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 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 **12:00pm On 10th November, 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 **31st December, 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 **12:30pm, 10th November, 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)
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	26 th October, 2017
b. Pre-bid meeting where applicable	01 st November, 2017 10.30am
c. Bid closing date	10 th November, 2017 12.00pm
d. Evaluation process	14 th - 15 th November, 2017
e. Display and communication of best evaluated bidder notice	November, 2017
f. Contract signature	November, 2017

Accounting Officer