



**KISORO MUNICIPAL COUNCIL  
OFFICE OF THE TOWN CLERK  
P. O. BOX 199, KISORO  
PROCUREMENT NOTICE NO.001/2024/2025**



**BIDDING INVITATIONS FOR FRAMEWORK CONTRACTS, REVENUE SOURCES FOR THE FY 2025/2026 AND PREQUALIFICATION FOR WORKS FOR 2025/26,2026/2027 & 2027/2028 UNDER OPEN DOMESTIC BIDDING.**

**Bidders are invited from competent firms, Companies and individuals for various Supplies, Services Revenue Source Management, Prequalification**

**A. SUPPLIES (Framework Contracts)**

1. Supply of Computers, Printers, Photocopiers, Computer, Consumables and other accessories including their repairs/maintenance.
2. Supply of General printed and Assorted Stationery.
3. Supply of Motor Vehicle & Motorcycle Tyres including Batteries and other spare parts
4. Supply of general construction materials (Building and Road Construction Materials) and Hardware equipment.
5. Supply of Fuel, oils and Lubricants

**B. SERVICES (Frame work Contract)**

1. Repair & Maintenance of Motorcycles and Motor Vehicles
2. Provision of laminating, General printing, Secretarial, Binding and photocopying services
3. Hire of road maintenance equipment.

**C. REVENUE SOURCES.**

1. Collection of Loading and offloading fees from Central and Southern divisions
2. Collection of Slaughter Fees from Kisoro Municipal Council
3. Collection of user fees from Kisoro Municipal Council (New park public toilet, Garage street public toilet, Mayors garden public toilets, Rusiza market public toilet, Old market public toilets).
4. Collection of local hotel tax from Central and Southern Divisions.
5. Collection of Beer brewing permit from Kisoro Municipal Council

6. Collection of Parking fees from Central Division
7. Collection of garbage management fees from Central Division
8. Collection of Hawkers license from Central Division
9. Collection of Sand quarry fees from Central and Northern Division
10. Hire of Land below the municipal offices (Where flower gardens are)
11. Collection of Tukutuku garbage contribution fees from Central Division
12. Collection of stall fees (Imidara ground rent) from Northern Division
13. Collection of stall fees (Imidara ground rent) in New market from Central Division

**D. PREQUALIFICATION (Works)**

1. General Construction and rehabilitation of buildings
2. Supply and Installation of Solar Street lights, Solar panels, Accessories and electrical repairs.
3. Supply and Installation of Culverts
4. Construction of VIP latrines

**Conditions for Bidding**

1. Bidding will be conducted in accordance with PPDA Act2003, Regulations 2023

**2. The following documents must be attached respectively as applicable.**

1. Certificate of incorporation/Registration for limited liability
2. Memorandum or Articles of association
3. Companies or Partnership deed for Partnership
4. Recommendation letter from the Town Clerk of the respective division with the

- revenue source and LC1 Chairperson from the place of residence (For Revenue sources)
5. Identity cards and evidence of a Bank Account for sole proprietors
6. Valid Trading License/ operational permit
7. Valid Income Tax Clearance Certificate for the last Financial year 2023/2024
8. Business physical address and all other necessary contacts (telephone and fax numbers
9. General receipt (original) acknowledging payment of bid fee
10. Evidence of relevant equipment where applicable
11. Bank Statement for the past 3 months
12. Evidence of Past Experience where applicable
13. Evidence of key staff where applicable
14. Powers of attorney certified by URSB.
15. VAT registration certificate.
16. TIN registration Certificate for individual bidders.

**N.B Each service must be applied for separately**

**(Revenue management) should indicate**

1. Name, village, ward (parish), Division of particular Revenue Point/center and the monthly /A nnuual Revenue quotation for each bid
2. Details of Local Revenue points/centers can be obtained from the Procurement and Disposal Unit Notice Board, Kisoro Municipal Council
3. Bid documents should be obtained upon payment of a nonrefundable Fee of Ugx. 70,000/= from the Procurement and Disposal Unit, Kisoro Municipal Council

between **8:30am-5:00pm** on working days.

5. The method of payment will be by bank by **Acquiring PRN from revenue office at Municipal Council** and a general receipt obtained from the Municipal Cashier.

6. Proposals/Bids each in 3 copies sealed in an envelope clearly labeled according to the activity intended for Pre-qualification/Bidding, should be addressed and delivered to the Head Procurement & Disposal Unit, Kisoro Municipal Council by 12:00 noon and bid opening will take place shortly after at the Municipal Council Hall in the presence of applicants who choose to attend, Kisoro Municipal Council is not bound by any bid unregistered and late bids will be rejected.

**The planned procurement schedule (subject to change is as follows)**

No	Activity	Date
a)	Publish of Invitation to Bid	23/5/2025
c)	Bid closing Date and Opening	05/6/2025
d)	Bid Evaluation Period	Within 5 days after bid opening
e)	Display of the Best Evaluated Bidder Notice & communication.	within 5days after CC approval
f)	Contract Award and signature	Within 5 days after Display of the best evaluated bidder

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