

**INVITATION FOR PRE-QUALIFICATION/SHORTLISTING OF  
SERVICE PROVIDERS FOR SUPPLIES, SERVICES AND WORKS  
FOR FY 2024/2025, 2025/2026 & 2026/20207**



**REPUBLIC OF UGANDA**

**UGANDA NATIONAL BUREAU OF STANDARDS**

1. Uganda National Bureau of Standards (UNBS) is a Statutory Body established by an Act of Parliament of (1983), CAP 327 under the Ministry of Tourism, Trade and Industry. The institution became operational in 1989.

The Vision of UNBS is to be a leading institution of international repute in the provision of standardization services.

The mission of UNBS is to enhance National Development through the application of standards in trade, industry and consumer protection.

UNBS operates an Integrated Standardization System (SQMT) whereby standards development and standards implementation activities like Quality Assurance, Metrology (measurement sciences) and Testing are all conducted at UNBS as a one-stop center.

2. Uganda National Bureau of Standards (UNBS) invites suitable qualified applicants to submit sealed prequalification bids for the following list of Supplies, Services and Works as detailed below:

**CATEGORY A: SUPPLIES**

<b>CODE</b>	<b>ITEM</b>
SUPL/10000	Supply and Installation of Air Conditioners and Accessories
SUPL/20000	Supply of Assorted Electrical Equipment and Accessories

SUPL/30000	Supply of Laboratory supplies (Culture media, Supplements and Control culture strains, Waterfinder pastes etc.)
SUPL/40000	Supply of Computers, Servers, Laptops and Accessories (Digital cameras, Field Laptops, Drones, GPS, Tablets, MIFIs, Power banks, Printers, Desktops, Biometric Access Control Equipment, Telephony, UPSs, Power Batteries, ICT Network Cables).
SUPL/50000	Supply and installation of Firefighting and Protection equipment,
SUPL/60000	Supply of Groceries, Shopping vouchers, Kitchen Equipment and Utensils (Gas cylinders and accessories, Coffee machines, Beverages, Bottled water, Sodas, Disposal cups, Plates, forks/spoons)
SUPL/70000	Supply of Metallic (trolleys, spears), Metallic seals and Plastic seals, Sampling tools, Seal cutters etc.
SUPL/80000	Supply of Specialized Laboratory Equipment
SUPL/90000	Supply of Electrical Appliances ( Water Boilers, Electrical kettles, microwaves, Gas cookers, Fridges/freezers, etc)
SUPL/10000	Supply of Pasteurized milk
SUPL/11000	Supply of Drinking water (Dispenser water)
SUPL/12000	Supply of Corporate wear (Corporate uniform, Professional legal attires, Bags ),
SUPL/13000	Supply of General Office Stationery
SUPL/14000	Supply of Office Furniture ( Curtains, Curtains blinds, Chairs Tables, Conference tables and Carpets etc )
SUPL/15000	Supply of Assorted tools and Test kits Tools (Digital Vernier callipers, Digital micrometre screw gauges, Elcometer, Spatulas, Measuring cylinders and Beakers, Thickness gauge metric, Moisture meters, liquid samplers, Stainless steel sampling spears and scoops, Bakery products test kits, Vegetable Oil Testing Kits, XFR Scanners, Portable PH Meter,

	AC/DC Clamp Multimeter, Portable gas torches, Hand Magnifiers, AC Line Splitter, Retractable ladders, Salt Iodine Testing Kits etc )
SUPL/16000	Supply of Safety and Protective wear ( Gumboots, Overalls, Face masks, Gloves, Reflectors, Safety shoes, Face shields etc)
SUPL/17000	Supply of Weighing instruments (Digital weighing scales 0-5kg, Digital weighing scales - platform 0-300kg, Weighing scale - hanging 0-200kg, Balances, Spare parts, Weighbridges and accessories )
SUPL/18000	Supply of Verification stickers( Security stickers for weighing scale stickers and electricity stickers and pump dispenser stickers,)
SUPL/19000	Supply of Laboratory Consumables (Ethanol, Auto clavable, Micropipettes, Sterile Micropipette tips, Membrane filters-0.45ul-47mm, Disposable Syringes, Shoe covers, Disposable Laboratory Coats, Sampling Bottles, Reagents, Analytical Gases, Culture Media and Supplements and Biochemical Testing kits, Petri dishes, Cleaning Aids, Disinfectant-Dettol, Liquid Soap, Anti-Bacterial Hand Washing Soap- Lifebuoy, MOP and Cleaning Brushes etc.)
SUPL/20000	Supply of Analytical Standards, Pesticides, Veterinary Drugs, Elementary Analysis, PCBS, PAH, MYCOTOXINS,FAME,OTA
SUPL/21000	Supply of Specialized Laboratory Spare parts (i.e Agilent, Incubator HD Automatic Colony Counter and Zone Inhibition Reader, Autoclaves, Top Pan Loading Balances, Biosafety
SUPL/22000	Supply and installation of Pipes, Fittings and Plumbing Materials
SUPL/23000	Supply and installation of spare parts for the Calibration Rig ( submersible pumps, valves, water horse pipes, vice, hacksaw blades, couplings, thermos couples etc)
SUPL/24000	Supply of tool boxes – Pipe wrenches of different sizes, Cutters, Screw drivers, Assorted spanners, etc
SUPL/25000	Supply of Radiation Protection Glass screens, Anti-glare shield screens, UV Light protection Wearables

SUPL/26000	Supply of Spares and Accessories for Three Phase Test Bench MTS320, Single Phase Test Bench MTS280 and MT78X Portable Secondary Reference Standards
SUPL/27000	Supply of Legal framework Books(PPDA Act, Regulations, Law books)
SUPL/28000	Supply of Arts and Crafts (Craft Bags, Souvenirs, Gifts etc.)
SUPL/29000	Supply of Generators and Solar system, Solar lights
SUPL/30000	Supply and Maintenance of CCTV Camera
SUPL/31000	Supply and Installation of Telephones and Intercom services
SUPL/32000	Supply of Motor Vehicle Tyres, Tubes and Batteries

#### **CATEGORY B: NON-CONSULTANCY SERVICES**

<b>CODE</b>	<b>ITEM</b>
NCS/10000	Provision of Cleaning Services for all UNBS offices (Headquarters, Regional Offices Gulu, Jinja , Mbale, Lira and Mbarara Offices)
NCS/20000	Provision of Courier Services for Global shipping of Spare parts, Portable equipment, and other test-related equipment
NCS/30000	Provision of Digital media content production
NCS/40000	Provision of Engraving Services
NCS/50000	Provision of Repair and Maintenance of Generator Sets, Solar systems
NCS/60000	Provision of Auctioneer Services
NCS/70000	Provision of Events Management (Tents, Decorations, Chairs and Public Address system) and Entertainment (Traditional dancers, Performance instrument band etc )
NCS/80000	Provision of Gyms and Health club Services (Kampala, Wakiso, Mukono, Gulu, Jinja , Mbale, Lira and Mbarara Offices)

NCS/90000	Provision of Hotel and Accommodation/ Venues for functions, Stakeholder engagements, Training and Meetings in Cities and major towns
NCS/10000	Provision of Motor vehicle Garages ( Maintenance and Repair Services of Fleets in Kampala, Wakiso, Mukono, Gulu, Jinja, Mbale, Lira and Mbarara Offices
NCS/11000	Provision of Photography & Videography and Promotional video production
NCS/12000	Provision of Print leasing
NCS/13000	Provision of Flight Services (Air Ticketing, Tours & Travel)
NCS/14000	Provision of Clearing and Forwarding Services
NCS/15000	Provision of Computer Software, Licenses (Networks, Firewalls, Source code reviews, Cloud Servers, Subscriptions) Installation and Configuration services.
NCS/16000	Provision of Networking Infrastructure ie. Internet, Local Area Networks, Wide Area Networks, SMS and Network Maintenance Services
NCS/17000	Provision of Designing and Printing Services ( Annual Reports, Strategic plans, Diaries, Calendars, receipt books, Forms, Stickers & Covers, Branding, Signage, Billboards, Portable sign posts, Brochures, Posters and Banners etc. )
NCS/18000	Provision of Service, Maintenance and Spares for MT78X portable Secondary Reference Standards, Diagnostic, Calibration and MT78X Portable Secondary Reference Standards for Energy meters and Reference material Standards for NML
NCS/19000	Provision of Service and Maintenance of IT Systems, Desk top Computers, Laptops, Printers, Photocopiers and other ICT equipment

NCS/20000	Provision of Repair and Maintenance of Mobile Laboratory Van especially the Electrical Components and Electrical Equipment & Tools for Energy meters
NCS/21000	Provision of Service and Maintenance of Air Conditioning Systems, Air Handling Unit
NCS/22000	Provision of Service and Maintenance of Elevators (Lifts)
NCS/23000	Provision of Service and Maintenance of Power Equipment, Generators, UPS , Chiller unit and Stabilizers,
NCS/24000	Provision of Service and Maintenance of Fire extinguishers, Fire alarms
NCS/25000	Provision of Service, Maintenance and Calibration of laboratory equipment (Biosafety cabinets Class II , Incubators, HD Automatic colony counter and zone inhibition reader, Autoclaves, Top pan loading balances, , Fridge and Refrigerator and Distillation Unit, HPLC, GC, GCMS, LCMS/MS, Protein Analyzer, ICP/OES, UV-VIS Spectrometer, Nitrogen gas generator, Hydrogen gas generator, Hotplates , Heating mantles, Furnaces, Ovens, Lactoscan,Agilent )
NCS/26000	Provision of Waste Management and Destruction of seized goods.
NCS/27000	Provision of Car Washing of UNBS Fleet (Motor vehicles, Trucks, Mini Bus and Motorcycles
NCS/28000	Provision of Motor vehicle Tracking Services
NCS/29000	Provision of Catering Services and Morning Bites
NCS/30000	Provision of Security Services
NCS/31000	Provision of Advertising Services( Print and Electronic Media), Gazette of standards
NCS/32000	Provision of Insurance Services (Comprehensive Insurance, Group Personal Accident and Medical Insurance)

### **CATEGORY C: CONSULTANCY SERVICES**

<b>CODE</b>	<b>ITEM</b>
SVCS/10000	Architectural Design, Review, supervision and Quantity Surveying
SVCS/20000	Client satisfaction surveys and Customer surveys
SVCS/30000	Consultancy Services (Projects, Feasibility Studies and Surveys)
SVCS/40000	Legal services ( Retainer Legal Services)
SVCS/50000	Physical planning and Land surveying
SVCS/60000	Provision of Staff Counselling Services
SVCS/70000	Provision of Training in Laboratory Quality Management systems & other related systems and Analytical skills & Instrumentation
SVCS/90000	Recruitment consultancy, Training services and other HR consultancy Services
SVCS/10000	Provision of Enterprise ICT Services, ERP, System Analysis, Software/Application development, E-Portal and maintenance
SVCS/11000	Provision of Funeral Services
SVCS/12000	Provision of Property Valuation Services and Business Valuer Expertise

### **CATEGORY D: WORKS:**

<b>CODE</b>	<b>ITEM</b>
WRKS/10000	Electrical works and Maintenance (Wiring, Generators and Solar Installation)
WRKS/20000	Minor civil Works and Maintenance ( Buildings and Roads )
WRKS/30000	Mechanical works and Maintenance ( Submersible pumps)

3. Interested eligible bidders may inspect the Pre-qualification/shortlisting document from Uganda National Bureau of Standards (UNBS), **Procurement and Disposal Unit, Ground Floor, Standards House, Plot 2–12 Bypass Link, Bweyogerere Business & Industrial Area between 8:30 Am to 4:30 Pm**
4. A complete set of Prequalification document in English may be purchased by interested and eligible applicants on the submission of written application to the **Head Procurement and Disposal Unit** and upon payment of non-refundable fee of **UGX.100,000 (Uganda Shillings One Hundred Thousand Only)** or freely convertible currency for one line item under the category they apply for. The Payment will be made to Uganda Revenue Authority (URA) through a Commercial Bank, Agent Banking after obtaining a Bank Payment Advice Form from URA website. An application letter together with the receipt obtained from the bank/agent shall be delivered to UNBS Account's Office, Standard House 4<sup>th</sup> Floor. The Prequalification document shall be obtained from PDU Office Ground Floor.
5. Prequalification Document shall be hand delivered to the Procurement and Disposal Unit at the address given below at or before **Wednesday June 5, 2024 at 11.00am**. Late submissions shall be rejected. UNBS shall not be liable for late or loss of document.
6. The Address for Inspection, Submission, Bid opening of the Prequalification/shortlisting document shall be:  
**Procurement and Disposal Unit,  
Ground Floor, Standards House,  
Plot 2–12 Bypass Link,  
Bweyogerere Business & Industrial Area  
P.O Box 6329, Kampala**

Nangalama Daniel Richard Makayi

**ACCOUNTING OFFICER.**

**UGANDA NATIONAL BUREAU OF STANDARDS**