



# KAGUMU DEVELOPMENT ORGANIZATION (KADO)

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19/11/2018

## REQUEST FOR QUOTATIONS FOR SUPPLY GOODS, SERVICES AND SUPPLIES

Kagumu Development Organization (KADO) is Non-governmental organization (NGO) operating in Eastern, Northern and West Nile regions of Uganda

The organization invites all potential service providers of the under listed goods, services and supplies to submit their quotations:

- A. Provision of outside catering services in **Luwero, Pakwach, Nebbi, Yumbe, Arua, Koboko, Maracha districts** at various sub counties and venues.
- B. Hire of vehicles i.e. Prado land cruiser, Toyota super customs, Toyota Noar 2.00cc two/four wheel drive and seven sitters, and Toyota Colona 2.00cc. to work in the districts of **Luwero, Pakwach, Nebbi, Yumbe, Arua, Koboko, Maracha, Zombo, Adjuman, Moyo, Nakaseke, Kyankwanzi, Nakasongola and Kiboga.**
- C. Procurement and delivery of assorted stationary to KADO office in Arua, Luwero and Kibuku
- D. Maintenance and repair of motorcycles and vehicles

## REQUIREMENTS FOR EACH CATEGORY OF SERVICE/GOOD

### A. Outside Catering Services

1. Valid Certificate of registration in providing catering services
2. Valid trade license
3. Payment of non-refundable fee of 50,000
4. Photocopy of the National identity card of the managing director

### B. Hire of vehicles

1. Valid Certificate of registration in providing transport services
2. Valid trade license
3. Payment of non-refundable fee of Ugx 50,000
4. List of vehicles of proposed and number plates
5. Proposed daily/ mileage rates for each type of vehicle per liter
6. Photocopy of the National identity card of the managing director

### **C. Procurement and delivery of assorted stationary**

1. Valid Certificate of registration
2. Valid trading License
3. Payment of non-refundable fee of Ugx 50,000/=
4. Photocopy of the National identity card of the managing director

### **D: REPIAR AND MAINTENANCE OF MOTORCYCLES AND VEHICLES**

1. Valid Certificate of registration
2. Valid trading License
3. Payment of non-refundable fee of Ugx 50,000/=
4. Photocopy of the National identity card of the managing director
- 5.

### **PROCUREMENT SCHEDULE**

<b>Description of activity</b>	<b>Timeframe</b>
Closing date for receipt of quotations	14 <sup>th</sup> December,2018 at 4.00PM
Opening of quotations at head office in Kibuku	15 <sup>th</sup> December,2018 at 10:00am
Evaluation of the quotations at KADO head office in Kibuku.	15 <sup>th</sup> -16 <sup>th</sup> , December,2018
Review of the evaluation process by the contracts committee	15 <sup>th</sup> December, 2018
Notice of successful and unsuccessful bidders and	17 <sup>th</sup> December,2018
Award of contracts	27 <sup>th</sup> December,2018
signing of contracts	28 <sup>th</sup> December,2018

Interested service providers can pick and submit quotation forms **with a non-refundable fee of Ugx 50,000 to Kagumu development organization account number 90030004571958 in Stanbic bank Mbale branch.**

from:

Contact person	District/Office	Contact
Kaigo James	Kibuku head office	0784001343
Katooko Jenipher	Arua office	0752837283/0779837283
Medei Steven	koboko office	0750914090
Nduga Yonah	pakwach office	0759220208
Mayega Robert	maracha office	0704377900
Mugoya Rogers	luwero office	0751255500/0773766827

You can also down load forms from [www.kagumudevelopment.org](http://www.kagumudevelopment.org) . For clarification please call secretary procurement 0753906702/0773561361 or send email to [kadopallisa@yahoo.com](mailto:kadopallisa@yahoo.com)

Note: Sealed Quotations marked on ***“quotation for (insert the item applied for)”*** and addressed to the **Secretary Procurement Committee** Must be submitted to the above offices not later than 14<sup>th</sup> **December, 2018 at 5.00 pm** prompt.