



Established in 2001, Seatini Uganda has become one of the leading NGOs working on issues of trade and tax. The main purpose of SEATINI Uganda is to strengthen stakeholders’ capacity to influence trade, tax, and related policies and processes through information generation and dissemination, capacity building and advocacy, alliance building and networking. To achieve her purpose, Seatini Uganda implements activities country wide and the East African Community Level.

SEATINI Uganda is hereby calling for applications from suitable companies and individuals to participate in a Supplier vetting process for 2019 and 2020.

PROCUREMENT REFERENCE NUMBER	CATEGORY 1 (SEARVICES)
SEATINI/2017/031	Provision of Internet services
SEATINI/2017/032	Provision of Audio and Video documentaries
SEATINI/2017/033	Provision of both print and electronic media services
SEATINI/2017/034	Vehicle Hire Services
SEATINI/2017/035	Provision of hotel services for: conference/workshops and accommodations in Kampala,Mukono,Teso sub region, Northern region,Nakaseke,Nakasongola and Luwero
SEATINI/2017/036	Provision of Insurance Services(Medical scheme insurance, Motor vehicle insurance, All asset risk insurance, travel insurance and any other insurance services deemed necessary)
SEATINI/2017/037	Maintenance and servicing of computers and equipment like printer,photocopiers,Generator,furniture etc
SEATINI/2017/038	Provision of Catering Services
SEATINI/2017/039	Media services(television, radio)
SEATINI/2017/040	Fuel –postpaid services
SEATINI/2017/041	Motor Vehicle Mechanics and maintenance services
SEATINI/2017/042	Supply of Asset engraving services
SEATINI/2017/043	Provision of security services
SEATINI/2017/044	Filming and recording services
SEATINI/2017/045	Provision of courier services
SEATINI/2017/046	Provision of Air Ticketing, Touring and Travel services
SEATINI/2017/047	Garbage collection and Disposal services
SEATINI/2017/048	Construction services
SEATINI/2017/049	Interior design services
PROCUREMENT REFERENCE NO	CATEGORY 2 (GOODS)

SEATINI/2017/050	Supply of general office consumables e.g. Kitchenware, toiletries and Groceries
SEATINI/2017/051	Supply of office stationary e.g. Cartridges, paper, and others
SEATINI/2017/052	General designing, printing and publishing of publications
SEATINI/2017/053	Supply of promotional materials like T-shirts, Shirts, Uniforms etc
SEATINI/2017/054	Supply of Computers, Printers, Photocopiers, Scanners, Faxes, telephone head sets, cameras, servers and other related accessories
SEATINI/2017/055	Supply of office furniture and fittings
SEATINI/2017/056	Supply of tyres
SEATINI/2017/057	Supply of soft wares
SEATINI/2017/058	Supply of Newspapers(New Vision, Daily Monitor, East African Business week, The East African)
	Supply of Motor vehicles
PROCUREMENT REFERENCE NO	CATEGORY 3 (CONSULTANCIES)
SEATINI/2015/060	Including conducting studies, Surveys, evaluations, editorial services, auditing, strategy review and development, development organization policies and manuals, review and development of M&E tools and frameworks.ICT services especially those related to website designing and hosting, Human Resource development, governance and administration consultancies and any other professional consultancies

Pre qualification requirement

Competing companies must attach the following:

1. A well filled in Pre qualification form
2. A price list of the goods or services
3. Company profile
4. A copy of valid trading license
5. A copy of VAT registration certificate
6. Tax identification Number (TIN)
7. Certificate of corporation and registration
8. For consultancy services, companies or individuals must include profiles, copies of previous works and recommendations from at least three of their recent clients.

Interested bidders should hand deliver their sealed bids addressed to: **Procurement Committee, Southern and Eastern African Trade Information and Negotiation Institute (SEATINI-UGANDA) PLOT 806,BLOCK 213 BUKOTO KISAASI ROAD or CALL 0414 540 856 for direction.**

28th February 2019, 17:00HRS is the deadline for receiving the bids, and bidders are required to pay a non-refundable fee of **Shs. 50, 000/=** at the time of submission (a receipt will be given out as proof of payment).