



SEATINI Uganda is a Non- Governmental Organization (NGO) that works to promote pro development trade, fiscal and investment and related policies and practices for sustained equitable development and improved livelihoods in Uganda and the East African Community region.

The main purpose of SEATINI Uganda is to strengthen stakeholders' capacity to influence trade, fiscal and investment related policies and processes for sustainable equitable development and improved livelihoods in Uganda and the East African Community Region.

To achieve her purpose, SEATINI Uganda implements activities at the sub national, national, regional and global levels.

SEATINI Uganda is hereby calling for applications from suitable companies and individuals to participate in a Supplier and Service Provider vetting process for 2025 and 2026.

PROCUREMENT REFERENCE NUMBER	CATEGORY 1 (SERVICES)
SEATINI/2025/051	Provision of Internet Services
SEATINI/2025/052	Provision of Professional Photography, Audio and Video Production Services.
SEATINI/2025/053	Provision of both print and electronic media services
SEATINI/2025/054	Vehicle Hire Services
SEATINI/2025/055	Provision of Hotel Services for: Conference/Workshops and Accommodation in Kampala, Entebbe, Mukono, Teso sub region, Northern region, Eastern region, Mubende, Luwero and Western region.
SEATINI/2025/056	Provision of Insurance Services (Medical scheme insurance, Motor vehicle insurance, All asset risk insurance, travel insurance and any other insurance services deemed necessary)
SEATINI/2025/057	Maintenance and servicing of computers and equipment like printers, photocopiers, Generator, etc.
SEATINI/2025/058	Provision of Catering Services
SEATINI/2025/059	Media services (television, electronic, radio, newspapers)
SEATINI/2025/060	Fuel –postpaid services
SEATINI/2025/061	Motor Vehicle Supply, Mechanics and maintenance services
SEATINI/2025/062	Supply of Asset engraving services
SEATINI/2025/063	Provision of security services
SEATINI/2025/064	Filming and recording services
SEATINI/2025/065	Provision of courier services
SEATINI/2025/066	Provision of Air Ticketing, Touring and Travel services
SEATINI/2025/067	Garbage collection and Disposal services
SEATINI/2025/068	Interior design services
PROCUREMENT	CATEGORY 2 (GOODS)

REFERENCE NO

SEATINI/2025/069	Supply of general office consumables e.g. Kitchenware, toiletries and Groceries
SEATINI/2025/070	Supply of office stationery e.g. Cartridges, paper, and others
SEATINI/2025/071	General designing, printing and publishing of publications
SEATINI/2025/072	Supply of promotional materials like T-shirts, Shirts, Uniforms etc.
SEATINI/2025/073	Supply of Computers, Printers, Photocopiers, Scanners, Faxes, telephone headsets, cameras, servers and other related accessories
SEATINI/2025/074	Supply of office furniture and fittings
SEATINI/2025/075	Supply of car tyres
SEATINI/2025/076	Supply of soft wares
SEATINI/2025/077	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/2025/078	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. Company profile
3. A copy of a valid trading license
4. Tax Identification Number (TIN) Registration Certificate
5. Certificate of incorporation and registration (For companies)
6. For consultancy services, companies or individuals must include profiles, copies of previous work and recommendations from at least three of their recent clients.

Note: SEATINI is a withholding tax agent; therefore, successful bidders will be required to submit withholding tax certificates upon completion of transactions.

Interested bidders should hand deliver their bids in plain sealed envelopes clearly marked with the “Procurement Reference Number” addressed to: **The Procurement Committee, Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI)-UGANDA PLOT 806, BLOCK 213 BUKOTO KISAASI ROAD or CALL 0414 540 856 /0707481726 for directions.**

15th March 2025, 17:00HRS is the deadline for receiving the bids, and bidders are required to pay a non-refundable fee of **Shs. 100, 000/=** at the time of submission (a receipt will be given out as proof of payment).