



MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)



INVITATION FOR PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS / SERVICES/ WORKS FOR THE FINANCIAL YEARS 2018-2019 & 2019-2020 REF: MJAP/PQD/01/2017

Background

Makerere University Joint AIDS Program (MJAP) is a Not for Profit organization, under Makerere University. MJAP emerged from the Mulago-Mbarara Teaching Hospitals Joint AIDS Program (MJAP) which was established in November 2004 under the then Makerere University Faculty of Medicine with funding from the US President's Emergency Plan For AIDS Relief (PEPFAR) and technical assistance from the United States of America Centres for Disease Control and Prevention (CDC) for the provision of comprehensive HIV/AIDS services.

MJAP is currently collaborating with Rakai Health Sciences Program (RHSP) and Infectious Disease Institute (IDI) to implement programs of Accelerating HIV/AIDS Epidemic Control in Masaka and Kampala regions.

MJAP is inviting applicants to submit prequalification information for the supply of goods/ services/ works for the financial years 2018-2019 & 2019-2020.

Current suppliers and service providers are also expected to submit prequalification information as required.

The category of goods, services and works for which the invitation is extended include but is not limited to the following:

CODE	ITEM
1.0 SUPPLIES	
MJAP/Sup/ 1.01	ICT Equipment and Accessories (a) Computer Hard ware: desktops, Monitors, UPS,Laptops including Servers (b) Print Devices: Printers, Photocopiers, Scanners, PABX, and Telephone. © Consumables and accessories: Toner / Cartridges, Printer and Photocopier accessories. (d) Supply and Installation of Soft wares (e) Net Working equipment & Accessories
MJAP/Sup/ 1.02	Pharmaceutical Supplies: (a) Drugs for opportunistic infections (b) Medical Equipment and Maintenance (c) Medical sundries (d) Surgical instruments and supplies (e) Minor clinical equipment's such as weighing scales,BP machines etc.

MJAP/Sup/ 1.03	Laboratory Supplies: (a) Laboratory Equipment and their repair and maintenance (b) Laboratory Reagents, Consumables, Chemicals and related sundries.
MJAP/Sup/ 1.04	Supply and Maintenance of Generators
MJAP/Sup/ 1.05	Office supplies, Toiletries ,Kitchen utilities and Tea Supplies
MJAP/Sup/ 1.06	Motor Vehicles, Motor Cycles, Tyres , Tubes, Batteries and Spare Parts
MJAP/Sup/ 1.07	Air Conditioners, Refrigerators and Accessories
MJAP/Sup/ 1.08	Office Furniture and Fittings
MJAP/Sup/ 1.09	Assorted Office Stationery (a) General office Stationery (b) Pre- Printed Stationery e.g. Receipt Books, Payment Vouchers, Data Collection tools.
MJAP/Sup/ 1.10	Uniforms, Curtains, Protective wear and Carpets
MJAP/Sup/ 1.11	Petroleum products and Lubricants
MJAP/Sup/ 1.12	Firefighting equipment and spares
MJAP/Sup/ 1.13	Office equipment and tools
MJAP/Sup/ 1.14	Supply of drinking water
MJAP/Sup/ 1.15	Agricultural products and Farm Inputs- e.g. Agricultural seeds
MJAP/Sup/ 1.16	Food Stuffs such as Maize Floor, Beans , Rice , Soya etc.
MJAP/Sup/ 1.17	Supply of Tents and Tarpaulins
MJAP/Sup/ 1.18	Supply of communication gadgets like mobile phones, I-pads, Smart Phones etc.
MJAP/Sup/ 1.19	Supply of Visibility items t-shirts, stickers, banners, labels, plaques
MJAP/Sup/ 1.20	Supply of power backups, solar systems ,generators & inverters
MJAP/Sup/ 1.21	Supply of Electronic gadgets such as public address systems, TV screens,DVD players ,Fans, Digital camera etc.
MJAP/Sup/ 1.22	Supply of Hardware, building materials and tools etc.
MJAP/Sup/ 1.23	Supply of Washing Machines
MJAP/Sup/ 1.24	Supply of Scholastic materials such as Exercise books,pens,bags etc.
MJAP/Sup/ 1.25	Supply and Printing of Identity cards
MJAP/Sup/ 1.26	Supply of Sports items(indoor and outdoor)
2.0 SERVICES	
MJAP/SVCS/ 2.01	Air Ticketing, Tours & travel
MJAP/SVCS/ 2.02	Catering
MJAP/SVCS/ 2.03	Cleaning
MJAP/SVCS/ 2.04	Clearing & Forwarding
MJAP/SVCS/ 2.05	Computer repair & maintenance
MJAP/SVCS/ 2.06	Medical Insurance
MJAP/SVCS/ 2.07	Courier Services
MJAP/SVCS/ 2.08	Engraving
MJAP/SVCS/ 2.09	Hotel & Conference facilities
MJAP/SVCS/ 2.10	Insurance Services
MJAP/SVCS/ 2.11	Motor vehicle hire services
MJAP/SVCS/ 2.12	Printing, art and design

MJAP/SVCS/ 2.13	Security Services
MJAP/SVCS/ 2.14	Maintenance and Repair of Furniture and Fittings
MJAP/SVCS/ 2.15	Garbage Collection and Disposal
MJAP/SVCS/ 2.16	Fumigation
MJAP/SVCS/ 2.17	Consultancy Services (a) Legal Services (b) Human Resources (HR) Consultancy Services- © Auditing Services- Both Internal and External d) Taxation Advisory Services
MJAP/SVCS/ 2.18	Transportation (Short and Long Haulage)
MJAP/SVCS/ 2.19	Advertising and Media
MJAP/SVCS/ 2.20	Events Management and Public Relations
MJAP/SVCS/ 2.21	Maintenance & Repair of Office Tools and Equipment
MJAP/SVCS/ 2.22	Repair & Maintenance of Motor vehicles & cycles
MJAP/SVCS/ 2.23	Secretarial , Printing, binding and Photocopying Services
MJAP/SVCS/ 2.24	Minor electrical repairs and installation
MJAP/SVCS/ 2.25	Plumbing repairs and installation
MJAP/SVCS/ 2.26	Vehicle tracking systems
MJAP/SVCS/ 2.27	Architectural designs and construction consultancy services
MJAP/SVCS/ 2.28	Internet services, database and website services
MJAP/SVCS/ 2.29	Radio Broadcast Services i.e., Radio Adverts, talk shows, and spot messages in the districts of Kampala, Mpigi, Gomba, Butambala and Sembabule.
MJAP/SVCS/ 2.30	Hire of Tents, Tables and chairs
MJAP/SVCS/ 2.31	Repair & Maintenance of Motor cycles
MJAP/SVCS/ 2.32	Provision of e-mobile money services and airtime provision
MJAP/SVCS/ 2.33	Servicing, repairing and maintenance of Photocopiers (Kyocera brand), Printers, computers, Laptops, projectors and scanners.
MJAP/SVCS/ 2.34	Motor vehicle washing and cleaning
MJAP/SVCS/ 2.35	Property movers
MJAP/SVCS/ 2.36	Incinerator Maintenance Services
MJAP/SVCS/ 2.37	Maintenance of firefighting equipment
MJAP/SVCS/ 2.38	Photography and videography
MJAP/SVCS/ 2.39	Refilling oxygen and Other Medical gaseous cylinders
MJAP/SVCS/ 2.40	Electronics and Public address system Repairs
MJAP/SVCS/ 2.41	Photocopier Leasing services
3.0 WORKS	
MJAP/Works/3.01	Civil Engineering Works
MJAP/Works/ 3.02	Carpentry, Partitioning and Joinery
MJAP/Works/ 3.03	Metal fabrication
MJAP/Works/ 3.04	Construction of Incinerators

Procedure for Accessing the Prequalification documents:

1. Prequalification documents with detailed requirements can be accessed from the MJAP's website: <http://www.mjap.or.ug/>.
2. Alternatively - Interested bidders can send an email request to procurement@mjap.or.ug and soft copy of the document will be sent to them.

Payment Procedures:

1. Prospective suppliers/service providers shall pay a non-refundable fee of **UGX. 100,000** for the first category applied for and **UGX. 50,000** for any other additional categories.
2. Payment should be made to the MJAP General Account as per the details below;
Account Name: Makerere University Joint AIDS program
Bank : Barclays Bank
Account No : 6003553467
3. Bidders should present a proof of payment to the MJAP's Accounts Office and will be issued with a receipt, a copy of a receipt should then be attached on the prequalification envelope.

Submission Procedures and Deadline for receipt of application:

Applications must be submitted (hand-delivered) and deposited in a Tender box in one envelope marked "**Prequalification Information Document for the Provision of Goods/ Services/ Works**" containing one (1) original (marked "Original") and one (1) copy (marked "Copy"), and addressed to:

The Head Procurement and Disposal Unit
Makerere University Joint AIDS Program- MJAP
Plot 4B, Kololo Hill Drive, Off Acacia Avenue
P.O Box 7587, Kampala Uganda

Applications for prequalification must be received by **Friday December 1st, 2017 4:30pm Local Time**

NB: please note that all documents without proof of payment of the above non – refundable fee shall not be evaluated.

Feedback to Successful Applicants:

All successful applicants will be notified by January 31st 2018.

MJAP is not bound to accept or reject any applications

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