

DETAILED BID NOTICE UNDER OPEN BIDDING



Invitation to bid for Consultancy Services for Midterm Review of The Embassy of The Kingdom of Netherlands Funded Project; Securing Refugee-Host Relations Through Enhanced Protection, under Refugee Law Project, School of Law, Makerere University.

Proc. Ref. No. MAK/SRVCS/2025-26/00013

1. The Makerere University under Refugee Law Project has allocated funds to be used for the acquisition of Consultancy Services for Midterm Review of The Embassy of The Kingdom of Netherlands Funded Project; Securing Refugee-Host Relations Through Enhanced Protection, under Refugee Law Project, School of Law, Makerere University.
2. The Entity invites sealed bids from eligible bidders for the provision of the above consultancy services.
3. Bidding will be conducted in accordance with the open domestic bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 8:00am to 5:00pm.
5. The Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address at 2 above and upon payment of a non-refundable fee of **UGX. 100,000/=** (One Hundred Thousand), only. The method of payment shall be cash payment after downloading *Application Advice Slip* from <https://payments.mak.ac.ug/> and thereafter obtain a receipt from the bank before picking the document.
6. Proposals must be delivered to the address below at 8(c) at or before **10:00am on Wednesday 20th August 2025**. All proposals must be accompanied by a proposal securing declaration which must be valid until **28th February 2026**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(a) at **10:15am on 20th August 2025**.

7. There **shall not** be a pre – proposal meeting/site visit at N/A on the dates indicated in the proposed schedule in this notice.

8. (a) Documents may be inspected at:

**Procurement & Disposal Unit
Lincoln Flats Building Room C5,
Senate Road, Makerere
University, P.O Box 7062,
Kampala**

(b) Documents will be issued from:

**Procurement & Disposal Unit
Lincoln Flats Building Room C5,
Senate Road, Makerere
University, P.O Box 7062,
Kampala**

(c) Bids must be delivered to:

**Procurement & Disposal Unit
Lincoln Flats Building Room C5,
Senate Road, Makerere
University, P.O Box 7062,
Kampala**

(d) Address of Bid Opening:

**Procurement & Disposal Unit
Lincoln Flats Building Room C6,
Senate Road, Makerere
University, P.O Box 7062,
Kampala**

9. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal alone or in association.

10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	Monday 4th August 2025
b. Issue of solicitation document	Tuesday 5th August 2025
c. Pre-proposal meeting	N/A
d. Proposal closing date	Wednesday 20th August 2025
e. Evaluation process	Within 10 working days from technical proposal closing date. For technical evaluation. Within 5 working days from opening of financial proposals for financial evaluation.

f. Display and communication of best evaluated bidder notice	Within 5 working days from Contracts Committee approval of evaluation report.
g. Contract Signature	After expiry of at least 10 working days from display of the best evaluated bidder notice

University Secretary/Accounting Officer