



PROCUREMENT ADVERT

INVITATION TO PREQUALIFICATION FOR SUPPLIES, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2020-2021, 2021-2022, 2022-2023.

1. Statewide Insurance Company Limited (SWICO) intends to prequalify providers for supplies, services and works for three years (2020-2021, 2021-2022, 2022-2023). The prequalified firms will be invited from time to time to bid for various procurement as and when required.
2. Statewide Insurance Company Limited now invites suitably qualified bidders to submit sealed Short Prequalification Applications. The Shortlisting criteria include but not limited to specific experience, capabilities, qualifications, facilities or capacity required.
3. Prequalification documents in **English** may be purchased by interested bidders on the submission of a written application to the address below (6.) and upon payment of a non-refundable fee of **UGX 50,000 (Uganda Shillings Fifty Thousand Only)** The banked payslip will be presented to Accounts department for issue of a general receipt which will be attached as part of the bid document submitted by the firm.
4. Note: Each Lot must be applied for separately with its own bids and in its own envelope.
5. Short Listing submissions must be delivered to the address below at or before **1:00pm on Friday 5th June, 2020.**
6. Documents may be issued and delivered at;
The Procurement Officer
Statewide Insurance Company Limited
Sure House
Plot 1, Bombo Road
Kampala, Uganda

List of supplies, services and works to be provide include the following;

GOODS/SUPPLIES	
1	Supply of IT equipment (e.g. Laptops, desktops, Servers, Routers, Switches, IT Accessories and consumables).
2	Repair and maintenance of IT Equipment e.g servers, personal computers and laptops
3	Supply and maintenance of networking equipment e.g. LAN cabling, Cisco equipment, routers and other accessories.
4	Non printed Stationery & HP Toners/Cartridges



5	Non printed Stationery (e.g pens, branded envelops, calendars, stapling machines, binding materials, paper clips, computer paper, executive pens, branded policy jackets, receipt books, requisition books, analysis books, counter books, office pins, markers etc)
6	Pre-printed stationery including marketing items (e.g Brochures, flyers, Billboards, booklets and calendars etc.
7	Supply of Assorted Office Furniture, Fittings & Blinds.
8	Supply of Drinking Water
9	Supply and maintenance of office furniture & fittings e.g. Chairs, tables, cabinets, cupboards
10	Supply & Maintenance of Strong Room Doors, Vault Safes, Security Doors and Fireproof cabinets.
11	Windscreen supplies and fittings
12	Supply of promotional material & Branding e.g. clothing (T-shirts, Corporate & Sportswear, caps, bandanas etc.), branded stationery (Pens, notebooks etc.).
13	Television Sets, Music System, Digital Cameras, Fridges, Microwaves, & other electrical appliances.
14	Mobile Phone Handsets
15	Note & Coin counting Machines and cash related equipment

SERVICES	
1	Maintenance of Generators.
2	Supply and maintenance of Inverters, deep cycle batteries, UPS equipment, automatic voltage regulators/stabilizers and accessories
3	Supply/Repair/Leasing and maintenance of office printers, Copiers and scanners.
4	Supply and Maintenance of Air conditioners
5	Supply and maintenance of alarm systems, CCTV systems, biometric access control
6	Supply and maintenance of fire fighting equipment and suppression equipment
7	Transport Hire & leasing of motor vehicles
8	External Audit services
9	Tax consultancy services
10	Air ticketing, Tour and travel services
11	Security Services (e.g Guarding Services, Surveillance, equipment supply, Cash in Transit)
12	Legal Services
13	Valuation services (Property, plant & Equipment)
14	Land Surveying
15	Auctioneering, Debt Collection and recovery services
16	Human resource and consultancy services (Recruitment services, leadership development and coaching, team building facilitation, counselling services, trainings, etc.)
17	Cleaning, Fumigation and garbage collection services



18	Events management Services (Public address system, Merchandising, catering, photography/videography, tents, decoration, etc.)
19	Outdoor Advertising (Billboards, Street Signages/Poles, Street Clocks etc.)
20	Video & Photography
21	Agency/ Creative works Services
22	Media (Radio, TV, Print, digital marketing)
23	Value Added Services (SMS/USSD aggregators and VAS Service providers)
24	Hotel and Conference facilities
25	Catering Services
26	Garage / Motor vehicle repair
27	Courier Services (Local and International)
28	Insurance and Brokerage
29	Supply Maintenance of Fire Detection & Fighting system
30	Provision and maintenance of internet service, connectivity and infrastructure.
31	Provision of Vehicle Tracking Services.

WORKS	
1	Project management services
2	Provision of Architectural services
3	Provision of Interior Design Services
4	Civil, Electrical, Mechanical consultancy services
5	Repair and maintenance of premises electrical, civil, plumbing and minor repairs including painting, fittings and aluminium partitions

CONDITIONS TO TENDER

Pre-qualification is open to all eligible bidders. No preference or reservation scheme will apply. Interested eligible bidders may obtain further information from Statewide Insurance Company Limited, Sure House, Plot 1, Bombo Road between **9:00am and 5:00pm** during working days. The prequalification documents in **English** may be purchased by interested bidders on the submission of a written application to the address below (6.) and upon payment of a non-refundable fee of **UGX 50,000** by bank. All payment shall be made to:

Name: Statewide Insurance Company
Bank: Stanbic Bank
Account Number: 9030005950634



The banked payslip will be presented to Accounts department for issue of a general receipt which will be attached as part of the bid document submitted by the firm. No liability will be accepted for loss or late delivery. Pre-qualification submissions MUST be delivered to the address below at or before **1:00pm** on **Friday 5th April 2020**. Late submissions shall be rejected.

All bids must be addressed to:

Attention: The Procurement Officer
Statewide Insurance Company Limited
Sure House, Plot 1 Bombo Road
P.O. Box 9393
Kampala, Uganda

NB: Statewide Insurance Company Limited reserves the right to accept or reject any application or all applications.