



Uganda Revenue Authority
DEVELOPING UGANDA TOGETHER

Invitation to bid for Supply of IT MANAGEMENT SERVICE DESK TOOL

Procurement Reference number: URA\SRVCS\CSD/09-10/00409

1. Uganda Revenue Authority has allocated funds to be used for the acquisition, installation and implementation of a Service Desk tool
2. Uganda Revenue Authority invites sealed bids from eligible bidders for the provision and implementation of Service Desk Tool
3. Bidding will be conducted in accordance with the Open International bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003.
4. Interested eligible bidders may obtain further information from Uganda Revenue Authority and inspect the bidding documents at the address given below at 7(a) from 8.00 am – 5.00 pm;(local time) Monday to Friday except Public Holidays.
5. A complete set of Bidding Documents in English may be purchased by interested bidders on submission of a written application to the address in 7(a) below, upon a payment of a non-refundable fee of **Ushs. 50,000**. Bidders are advised to collect Bank Payment Advice Forms (BPAFs) at the address in 7(a) below and make payment to the URA Office located at Diamond Trust Bank on Kampala Road Bidders will only be issued the bidding documents upon presentation of an original receipt of payment. The document will be physically collected from the address in 7(b) below.
6. Bids must be delivered to the address below at 7(a) at or before **Monday February 15, 2010. at 10.00 am**. All bids must be accompanied by a bid security of **USD 2,000** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(b) at **10.10 am on February 15, 2010**.
Pre – bid meeting will be held on **Monday 18th January 2010 at 10:00am** on the address below 7(b).

7. (a) **The Manager, Procurement & Disposal Unit,**

**Uganda Revenue Authority Headquarters,
Nakawa Industrial Area,
NIP Building, Room 2.4,
P. O. Box 7279,
Kampala
Telephone: 256 (0) 417- 442157/8/9
Fax: 256 (0) 414 334 253**

**(b) Uganda Revenue Authority Headquarters,
IT Board Room,
Nakawa Industrial Area,
2nd Floor, Room 2.12
P. O. Box 7279,
Kampala**

8. Uganda Revenue Authority reserves the right to accept or reject any bid.

ACCOUNTING OFFICER