



REPRODUCTIVE HEALTH UGANDA

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IPPF International
Planned Parenthood
Federation

INVITATION OF INTEREST TO BUY EXCESS WATER FOR INJECTION

Date ___/___/___

To M/S _____

Tel: _____

Fax _____

Dear Sir or madam,

We thank you for showing interest in this tender. Please provide the required information as requested documents including any other document you feel is relevant in supporting your bid. You can thereafter submit your bid to our nearest branch or SCAN AND send by email to **the EXECUTIVE DIRECTOR, REPRODUCTIVE HEALTH UGANDA, PLOT 2 KATEGO ROAD TURFNEL DRIVE KAMWOKYA, P.O.BOX 10746, KAMPALA, Email: rhu@rhu.or.ug on or before 28th September, 2022**

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I wish you the best of luck.

Best regards

Peter Mark Mutebi
Finance and Administration Director

BID DOCUMENT TO BUY 1.2MILLION 10ML VIALS OF WATER FOR INJECTION IN YEAR 2021

SECTION 1: GUIDE TO BIDDERS

Preface

This document has been prepared by Reproductive Health Uganda (RHU) to solicit for quotations/letter of interest for the sale in one lot of 1,200,000 (One Million Two Hundred Thousand) Vials of 10ML bottles of Sterile Water for Injection BP pyrogen free(OTSUKA). Bidders are expected to provide the following information and it is that information that RHU will base the selection of the most preferred buy. We, therefore, kindly urge you to provide all the information that we need. The Bids shall be evaluated and the tender shall be awarded to the Bidder whose Bid has been determined to be the highest evaluated substantially responsive.

Eligibility

A bidder who may be a private or public entity incorporated in Uganda must be fully authorized by NDA to deal in wholesale trading of pharmaceutical products. In addition the bidder must provide evidence to show that they have a credible track record and operates in conformity with the provisions of the laws of Uganda.

Selection Criterion

This organization has a committee that evaluates and awards tenders to successful bidder based on information provided and any other relevant information that this organization may come across from any other credible source. The following is the minimum criterion that will be followed in selecting and awarding tenders:

1. Fully authorized by NDA to deal in wholesale business of pharmaceutical products
2. Highest Price
3. Operating in the framework of the government laws, and
4. Credibility of the supplier

Clarification of Bidding Document

A Bidder requiring any clarification of the Bidding Document is free to contact RHU by phone, email or physical contact provided that contact is within normal working hours and in the time period specified for the Bid Document submission.

Preparation of Bids

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Association shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Submission of the Bid document

The Bid Document should be dully:

1. Filled in the relevant sections that march the prospective bidder's line of business,
2. Signed by the representative of the bidder on all pages, and
3. Submitted in an enclosed well sealed envelope or emailed to addresses stated above together with other requirements specified herein.

Please submit your price offer in the following format

Description	Unit	Quantity	Unit Price per 10ML bottle(UGX)	TOTAL
Water for Injection BP pyrogen free(OTSUKA)	10ML Bottle	1,200,000		

Terms of Offer

The selected bidder shall be required to pay for the entire consignment in full within three working days after receiving and accepting the offer. The payment shall be made directly to RHU's bank account that shall be shared in the offer letter to the selected bidder. The bidder after successfully completing the payment shall be required to pick and transport the entire consignment to his/her stores within two days after payment. The loading and transportation costs from RHU stores that are in Ntinda Kampala shall be borne by the buyer.

Required Documents

1. Document issued by NDA to show that the bidder is authorize to deal in wholesale business
2. Certificate of Incorporation
3. Trading License, and
4. Certificate of Suitability of Premises

GOOD LUCK