

BID NOTICE UNDER OPEN BIDDING

Casual Labour Supply Services - NV/SRVCS/2020-1/0061

1. The New Vision Printing & Publishing Company Limited has allocated funds to be used for the acquisition of Casual Labour Services. The PDU is looking for a provider that will provide contractual Human Resources Management services for duration of one-year renewable upon satisfactory performance.
2. The workforce demand is between 100 - 130workers for Unskilled and 15- 30 workers for Skilled at a given time.
3. The Company must have an experience of out sourcing manpower to communication and manufacturing industries.
4. The provider should be willing to retain the current skilled manpower for continuity and ensure regular induction & training of potential workforce
5. **Services to be offered include but are not limited to;**
 - a) Provision of casual skilled workers as and when required.
 - b) Effective supervision and disciplining of the workers on a twenty-four (24) hour basis while on the work premises.
 - c) Prompt payment of the wages to the contracted personnel/ workforce for every fortnight.
 - d) Insurance of the work force while on the work premises.
 - e) Provision of medical services if and when a worker is injured on duty.
 - f) Preparation of periodic performance reports to management on the services.
 - g) Provide workers on site with suitable protective gear, IDs and Uniforms that must be worn all the time while on work premises for easy identification.
 - h) Provide own tools and equipment needed for the task of managing the work force.
 - i) Provision of meals.
 - j) Provide a data base of not less than 100 potential workers
 - k) Provide assessment report for the skilled workers
6. The Entity invites sealed bids from eligible bidders for the provision of the above supplies and services.
7. Bidding will be conducted in accordance with the open domestic bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
8. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from 9:00am to 5:00pm
9. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **UGX 100,000 (One Hundred Thousand Shillings Only)**. The method of payment will be cash payment at the Vision Group cash office.
10. Bids must be delivered to the address below at 8(c) at or before **10:00am On 17th December, 2020**. All bids must be accompanied by a bid security in form of a Bank guarantee of **UGX 10,000,000 (Uganda Shillings Ten Million Only) for Providers interested in the supply of Unskilled Labour and UGX 1,500,000 (Uganda shillings One Million Five hundred thousand only) for Providers interested in the supply of Skilled Labour** Bid securities must be valid until **31st January, 2020**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at **10:30am, 17th December, 2020**
11. There shall be a pre – bid meeting/ site visit at **Vision Group Offices** on the dates indicated in the proposed schedule in this notice.
- 12.(a) Documents may be inspected at:
**Procurement & Disposal Office
Plot 19/21 First Street, Industrial Area
P.O. Box 9815, Kampala**
- (b) Documents will be issued from: As in 8(a)
- (c) Bids must be delivered to: As in 8(a)
13. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	4 th December, 2020
b. Pre-bid meeting where applicable	11 th December, 2020 ,10.30am
c. Bid closing date	17 th December, 2020 ,10.00am
d. Evaluation process	18 th - 21 st December, 2020
e. Display and communication of best evaluated bidder notice	December, 2020
f. Contract signature	January, 2020

Manager Procurement