



MAKERERE UNIVERSITY

MAKERERE UNIVERSITY ENDOWMENT FUND

Invitation to Bid

During its 160th meeting held on 22nd June 2023, the University Council resolved to approve the production, sale and distribution of graduation gowns by the Endowment Fund.

MAKEF therefore invites sealed bids from eligible bidders to produce graduation gowns. 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.

Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below. The Bidding documents in English may be purchased by interested bidders upon submission of a written request using the email: ef@mak.ac.ug and upon payment of a non-refundable fee of 100,000 UGX.

The method of payment will be Bank Deposit as follows:

Account Name: Makerere University Endowment Fund

Bank: DFCU

Account Number: 01083553520471

Bids must be delivered to the address below on or before Friday, September 7, 2023. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below on September 8, 2023.

Makerere University Endowment Fund
Room 4C, Lincoln Flats Building
Makerere University

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

Activity	Date
Issue invitation to bid letter	August 25, 2023
Bid closing date	September 7, 2023
Bid opening	September 8, 2023
Evaluation process	September 11 – 13, 2023
Display and communication of best evaluated bidder notice	After Approval by the Board of Trustees
Contract Signature	Upon approval by the Board of Trustees

Authorizing Official: Dr. Margaret J. Kigozi – CHAIRPERSON, BOARD OF TRUSTEES