

GREAT LAKES UNION FOR INCLUSIVE DEVELOPMENT (GUIDE)

PROCUREMENT COMMITTEE

Jumba Village, Plot 47 Bujuuko-Kakiri Road, P.O.BOX 10071 Kampala, Tel:
+256200917275 Email: procurement@guideug.org Website: www.guideug.org

Date: 1st Aug 2024

PROCUREMENT NOTICE REF: GUIDE-PC-12/2024

NAME OF PROJECT: *Institutional Strengthening in M&E, Financial Management and Resource Mobilization*

BACKGROUND

GUIDE has received funding from the UN Women's Peace and Humanitarian Fund (WPHF) for implementation of the *Institutional Strengthening in M&E, Financial Management and Resource Mobilization* project, and it intends to apply part of the proceeds towards:

- Training her staff in Financial Management, and production of an abridged Internal Financial Control Toolkit.

GUIDE now invites sealed bids from eligible bidders for:

- 1. Consultancy services for training and post-training evaluation of GUIDE staff in Financial Management.**
- 2. Production of an Abridged Internal Financial Control Toolkit.**

The delivery period is between 4th August 2024 and 30th September 2024.

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.

Bid forms can be obtained from GUIDE offices in Jumba, Muduuma Mpigi District or from Mpigi District Headquarters Central Registry. The forms can also be downloaded from GUIDE website at www.guideug.org/media /GUIDE-Procurement-Notice-12.

Filled bid letters together with the training concept, evaluation criteria and the draft internal financial control toolkit should be either hand-delivered to GUIDE offices or be emailed to procurement@guideug.org, not later than 22nd August 2024 5:00pm. Late bids shall be rejected.

Procurement timeline

Activity	Date
a. Publish bid notice	1 st August 2024
b. Bid closing	22 nd August 2024
c. Bid Evaluation Meeting	23 rd August 2024
d. Display and communication of best evaluated bidder notice, and soliciting quotation.	26 th August 2024
e. Contract signature date	28 th August 2024

Submit bid documents to the address below:

Abas Ruhweza,
The Secretary Procurement Committee
Great Lakes Union for Inclusive Development (GUIDE)
Plot 47 Bujuuko-Kakiri Road, Jumba Village,
Muduuma Sub County, Mpigi District
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