



**Community Empowerment for Peace and Development (CEPAD) WN**  
**Arua Pakwach road, NACWOLA Premises**  
*Email: [Cepadwestine@gmail.com](mailto:Cepadwestine@gmail.com)*  
*“Towards sustainable peace and development for equal opportunities”*

**INVITATION TO BID FOR FRAMEWORK CONTRACTS AND PREQUALIFICATION OF VENDORS FOR FY 2024/2025**

**1.0 BACKGROUND**

Community Empowerment for Peace and Development West Nile (CEPAD-WN) is a voluntary non-profit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014; by Ugandan women who have worked in conflict zones for more than a decade and are scholars of peace and conflict management. CEPAD-WN is a registered entity with the NGO Bureau, Arua district local government and a member of Arua district NGO forum, West Nile Humanitarian platform and the charter 4change Uganda working Group. The mission of the organization is to transform communities by providing services that aid to achieve sustainable peace and development through training, research and advocacy. CEPAD-WN believes in, and fights for a nonviolent and peaceful society where every person has access to basic rights and a life in dignity.

The organization since its inception has worked with civil society organizations, particularly the youth, women, faith-based, refugee population and traditional structures in West Nile to transform conflicts, and to promote nonviolent and democratic principles. Based in Arua City, West Nile Region, in Uganda. CEPAD-WN works with vulnerable groups and partners across the country to support individuals and organizations to enhance skills needed to transform violent conflicts and build bridges across ethnic, religious, and different political sentiments.

CEPAD-WN invites suitably qualified and competent firms to submit sealed forms for framework contracts and pre-qualification of Vendors for works, supplies and services as listed below;-

**A: PRE-QUALIFICATION OF PROVIDERS FOR SUPPLIES**

S/N	PROCUREMENT REFERENCE NUMBER	SUBJECT OF PROCUREMENT
<b>ANNUAL PRE-QUALIFICATION FOR SUPPLIES</b>		
1	2024-25/PREQ/CEPAD/UGA/SPL/LOT#01	Supply of Office Furniture and Fittings
2	2024-25/PREQ/CEPAD/UGA/SPL/LOT#02	Supply of Computers, Printers, Photocopier, Camera and Computer Accessor



3	2024-25/PREQ/CEPAD/UGA/SPLS/LOT#03	Supply and Printing of Visibility items and other IEC Materials (Teardrop,Banners,T shirts,billboard etc )
4	2024-25/PRE/CEPAD/UGA/SPLS/LOT#04	Supply of Office Consumables
5	2024-25/PRE/CEPAD/UGA/SPLS/LOT#05	Supply of Refreshments
6	2024-25/PRE/CEPAD/UGA/SPLS/LOT#06	Supply of Brand New MotorCycles
7	2024-25/PRE/CEPAD/UGA/SPLS/LOT#07	Supply of Non Food Items (Assorted non food items)
<b>ANNUAL PRE-QUALIFICATION FOR SERVICES</b>		
1	2024-25/PRE/CEPAD/UGA/SRVC/LOT#01	Repair and servicing of computers, photocopiers and other office equipment

**B: PRE-QUALIFICATION OF PROVIDERS FOR SERVICES UNDER FRAME WORK CONTRACT**

S/N	PROCUREMENT REFERENCE NUMBER	SUBJECT OF PROCUREMENT
2	2024-25/PRE/CEPAD/UGA/SRVC/LOT#01	Provision of Meals, Refreshments and Conference Services
3	2024-25/PRE/CEPAD/UGA/SRVC/LOT#02	Repair and Maintenance of Motorcycles and Vehicles
4	2024-25/PRE/CEPAD/UGA/SRVC/LOT#03	Provision of Vehicle hire for field activities

**ANNUAL PRE-QUALIFICATION OF PROVIDERS FOR SUPPLY UNDER FRAMEWORK CONTRACT 2024/5**

1	2024-25/PRE/CEPAD/UGA/SRVC/LOT#01	Supply of Office Stationery
2	2024-25/PRE/CEPAD/UGA/SRVC/LOT#02	Supply of Fuel, Oil and Lubricants (Engine oil,Petrol,Diesel ,Kerosene,2T)

- Interested eligible bidders may obtain further information from the CEPAD-WN office and inspect the bidding forms at the address given below from 8.00 am – 5.30pm on working days or write to [rfq@cepadwestnile.org](mailto:rfq@cepadwestnile.org) or call +256788209245
- Sealed forms must be delivered to the address below on or before, **24th May 2024 at 10.00 am.** Late submission shall be rejected.
- (a) Address documents will be issued from: CEPAD-WN Office  
Arua  
(b) Address Bids must be delivered to: Procurement Unit  
CEPAD West Nile  
P O Box 34058,Nacwola premises  
Arua



7. The planned procurement schedule (subject to changes) is as follows;

Activity	Date
a. Publish bid notice	25th April 2024
b. Pre bid meeting	N/A
c. Bid closing date	24th May 2024
d. Evaluation process	27th -28th May 2024
e. Display and communication of best evaluated bidder notice	29th May 2024
f. Contract award and signature	After expiry of best evaluated bidder notice

EXECUTIVE DIRECTOR/CEPAD WEST NILE

