

## Call for applications to Provide Good and Services

Kabarole Research & Resource Centre (KRC) is a registered NGO founded in 1996, with a research mission and a long-term commitment to understanding the measures and drivers of poverty and its solutions. KRC operates in over 10 Districts of Western Uganda. Our operations are guided by our core values of accountability, respect, integrity and transparency.

KRC is looking for service providers to offer **goods and services** for FY 2018 in the following areas;

1. Conference Facilities: Hall hire, meals, refreshments and accommodation.
2. Events managements: Tents, Chairs and public address system
3. Office Supplies: stationary
4. Consultancy services: Experienced social researchers and Evaluators
5. Printing and stationery
6. Mass media(radio, TV, Newspapers)
7. Engraving, Art and Branding
8. Security
9. Fuels and Lubricants
10. Video documentation/filming
11. Writing, design and printing
12. Canteen services
13. Garage
14. Office repairs/furniture and fittings
15. Car Hire Services
16. Internet service provider

### Application Procedure:

Applicants must submit copies of the following documents:

- Company profile including details such as full trading name of entity, physical address, email address, telephone etc.
- Certificate of incorporation/ Registration
- VAT registration/Tin Number
- Business/ trade reference (at least 3 full contact details)
- Attach current price list for different items
- Company bank details will be requested from selected providers only.

Envelopes should clearly be marked “**Application for pre-qualification for Provision of goods and services**”. Applications should be addressed to The Chairman Procurement Committee –KRC and sent to our offices on Plot 28, Mugurusi Rd, and P. O. Box 782 Fort Portal not later than 5:00PM, 27<sup>th</sup> November 2017.

KRC reserves the right to select the suppliers who meet the above requirements and shall not in any way be held liable by those not successful. Please note that this notice is not to be construed in any way as an offer to contract your company.