

University of Saint Joseph Mbarara (USJM)

Our Ref: **USJM/CONT/SCU/07/2025**

Your Ref:



P. O. Box 218, Mbarara Uganda

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Office of the Vice Chancellor

9th July 2025

REQUEST FOR EXPRESSIONS OF INTEREST (PROVISION OF GOODS AND SERVICES)

ASSIGNMENT TITLE : Provision of Furniture for students

REFERENCE NO : USJ/CONT/CSU/07/2025

DATE OF ISSUE : 9th July, 2025

University of Saint Joseph Mbarara invites suitably qualified bidders to submit sealed **Expressions of Interest** for the Provision of Furniture for students of USJM.

The scope of this work includes the following: sourcing for well-seasoned timber and making chairs as per specifications; and delivery of the specified chairs to the University.

Detailed Terms of Reference can be accessed from the Chairperson Contracts Committee, email: qa2@usj.ac.ug.

University of Saint Joseph Mbarara now invites eligible firms, companies and individuals ("Vendors") to indicate their interest in providing the specified works. Interested firms, companies and individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform these works. The shortlisting criteria shall entail the following:



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- (i) Core business of the firm(s), company or individual and years in business.
- (ii) Relevant experience, which should specifically include the following:
 - a) Experience in making and supply of furniture to institutions of higher learning.
 - b) Experience in similar assignments demonstrating an understanding of the terms of references and the tasks to be accomplished, including any specific comments on the TORs.
 - c) Experience in undertaking of the works to be provided
- (iii) Technical and managerial capability of the firm (Provide only general qualifications, and number of key staff, provide CV of the staff where applicable).

Selection criteria

The firm, company or individual will be selected based on the following criteria;

- (i) Expertise in producing Quality Chairs suitable for students' use in a higher institution of learning as specified
- (ii) The Cost per unit. To evaluate this requirement, you are required to provide both technical and financial proposals in your expression of interest to provide this service. This will be followed by a pre-contract negotiation meeting with the successful firm, company or individual.
- (iii) Proven ability to demonstrate financial capacity of the firm, individual or company is key in this assignment.
- (iv) Compliance with taxes and possession of a valid trading license

Further information can be obtained at the address below during office hours from 08:30 am to 05:00 pm



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Expressions of interest marked, **Provision of Furniture to USJM** must be delivered in a sealed envelope to the address below in person or by your representative. The University also accepts delivery by soft copies through the following email address: qa2@usj.ac.ug. Please, delivery shall be made on or before 14th July 2025 at 05:00pm.

Assoc. Prof. Andrew Banyize
11/11/2025

The Chairperson,
Contracts Committee
University of Saint Joseph Mbarara
P.O.Box 218
Mbarara-Uganda
Email: qa2@usj.ac.ug
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