



NAGURU TEENAGE CENTRE

"A place of their own"

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PRE- QUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS AND SERVICES FOR FINANCIAL YEARS

2026/2027

CLOSING DATE: 23/02/2026

Naguru Teenage Centre invites applications for prequalification /registration of suppliers' /service providers from interested eligible bidders for the supply of one or a combination of the under listed goods and services for financial year 2026/2027.

REF. NO.	CATEGORY	DESCRIPTION
1 NTC/SPLS/000	SUPPLIES, SERVICING AND MAINTENANCE	
NTC/SPLS/001	STATIONERY	General assorted office stationery
NTC/SPLS/002	OFFICE CONSUMABLES	Office consumables e.g beverages, Toiletries, Cleaning Materials, bottled water in 20 litre containers and dispensers
NTC/SPLS/003	CLEANING SERVICES	Office Cleaning and compound maintenance services including fumigation and pest control
NTC/SPLS/004	SAFETY PROTECTIVE GEARS	Safety/protective gears i.e gumboots, heavy duty gloves, overalls, helmets, goggles etc
NTC/SPLS/004	ELECTRICAL APPLIANCES	Electrical materials, equipment and appliances (TVs, Fridges, stabilizers etc)
NTC/SPLS/005	FURNITURE FIXTURES AND FITTINGS	Office furniture, furnishings and fittings, notice boards, Filing Cabinets, curtain blinds, office tables, chairs etc
NTC/SPLS/006	BUILDING AND MAINTAINCES	Maintenance of buildings, partitioning and repairs

	NTC/SPLS/007	PLUMBING	Plumbing services
	NTC/SPLS/008	AIR CONDITIONERS AND REFRIDGERATORS	Servicing and maintenance
	NTC/SPLS/009	WELDING AND FABRICATION	Welding and Fabrication services
2	NTC/ICT/000	ICT SUPPLIES	
	NTC/ICT/001	COMPUTERS AND ACCESSORIES	Computers, Laptops, Servers
	NTC/ICT/002	SOFTWARE	Software, antivirus, QuickBooks licensing and packages
	NTC/ICT/003	ICT SUPPLIES	ICT Supplies – Modems, Back up services and other IT solutions, (ICT equipment and accessories, i.e. UPS/surge protectors & peripherals, software, switchers, network cables, routers, scanners) Network cables, hubs and Racks
	NTC/ICT/004	EQUIPMENT	Projector, Cameras, photo copier, printers, servers,
	NTC/ICT/005	CARTRIDGES & TONNER	Photo Copier and Printer cartridges, tonner and other ICT supplies
	NTC/ICT/006	WEB SITE & EMAIL HOSTING	Email and Website design, hosting, maintenance and cloud back up.
	NTC/ICT/007	SERVICING, REPAIR AND MENTENANCE	Servicing, Repair and maintenance of ICT Equipment
	NTC/ICT/008	ICT SUPPORT SERVICES	ICT support services
	NTC/ICT/009	INTERNET SERVICES	Provision of internet - WIFI services
	NTC/ICT/010	WEBSITE MANAGEMENT	Content updates, design updates, management of various online marketing campaigns
3	NTC/PRNT/000	PRINTING	
	NTC/PRNT/001	PRINTING AND BRANDING	Printing reports, books of accounts, calendars, Brochures and other communication aides, Printing, Branding, signage: stamps, T-shirts, Identify cards, and other branded promotional/publicity and IEC materials, wrist bands, printing & publishing services including Art work, and secretarial services.
	NTC/PRNT/002	ENGRAVING	Engraving services
	NTC/PRNT/003	PRINTING AND PUBLICATION	Media Print and electronic publication

4	NTC/BDCST/000	BROADCASTING SERVICES	
	NTC/BDCST/001	TELEVION BROADCAST	Television Broadcasting services, that is Television air time (for talk-shows, adverts, jingles and other broadcasting services); in English and in local languages; within and outside central region.
	NTC/BDCST/001	RADIO BROADCAST	Radio Broadcasting services, that is Radio air time (for talk- shows, adverts, jingles and other broadcasting services); in English and in local languages; within in Kampala, Mukono, Wakiso, Entebbe, Jinja Gulu, Mbale, Arua, Lamwo, Kitgum, Adjumani, Moyo, Obongi, Tororo, Namayingo, Butaleja, Budaka, Pallisa, Amudat, Nakapiripirit, Moroto, Bukwo, Kwen, Kapchorwa.
5	NTC/HTL/000	HOTEL SERVICES AND CATERING	
	NTC/HTL/001	HOTEL SERVICES	Hotel and conference facilities, Venues for meetings and training workshops in Kampala, Mukono, Wakiso, Entebbe, Jinja Gulu, Mbale, Arua, Lamwo, Kitgum, Adjumani, Moyo, Obongi, Tororo, Namayingo, Butaleja, Budaka, Pallisa, Amudat, Nakapiripirit, Moroto, Bukwo, Kwen, Kapchorwa.
6	NTC/SEC/000	SECURITY SERVICES	
	NTC/SEC/001	SECURITY SERVICES	Security services
	NTC/SEC/002	SECURITY GARDGETD	Alarm system, CCTV Camera, Detectors
	NTC/SEC/003	FIRE FIGHTING EQUIPMENT	Fire Extinguishers, fire detectors

7	NTC/MV/000	MOTORVEHICLE AND OTHER AUTOMOTIVES	
	NTC/MV/001	MOTORVEHICLE	Supply of Motor Vehicle and Spare parts
	NTC/MV/002	REPAIRS, SERVICING AND MAINTENANCE	Garage services for Motor vehicle, Generator, motorcycles and other automotive equipment
	NTC/MV/003	FUEL AND LUBRICANTS	Supply of fuel, lubricants and servicing
	NTC/MV/004	MOTORCYCLES	Supply of Motor cycles and spare parts

	NTC/MV/005	MOTOR VEHICLES AND OTHER AUTOMOTIVE ACCESSESORIES	Tyres, tubes, batteries and other accessories
8	NTC/INS/000	INSURANCE	
	NTC/INS/001	MOTORVEHICLE	Comprehensive property insurance for Motor vehicles
	NTC/INS/002	PROPERTY INSURANCE	Comprehensive Property insurance
	NTC/INS/003	GPA	Group Personnel Accident Insurance for staff
	NTC/INS/004	MEDICAL	Comprehensive Medical Cover for staff
9	NTC/TSPT/000	TRANSPORT AND TRAVEL SERVICES	
	NTC/TSPT/001	TRAVEL AGENTS	Air ticketing, tour and travel agency
	NTC/TSPT/002	CAR HIRE SERVICES	Car hire and transportation for town running and upcountry trips in Kampala, Mukono, Wakiso, Entebbe, Jinja Gulu, Mbale, Arua, Lamwo, Kitgum, Adjumani, Moyo, Obongi, Tororo, Namayingo, Butaleja, Budaka, Pallisa, Amudat, Nakapiripirit, Moroto, Bukwo, Kwen, Kapchorwa.

Interested bidders should obtain Pre – qualification/ Supplier Registration form from the Naguru Teenage Centre website(www.ntc.ug). A non- refundable bid fee of UGX 100,000 per category is required and should be deposited using the following banking details:

Account Name: Naguru Teenage Centre

Account Number: 034 1177316

Bank: Absa Bank, Kampala Road Branch

Swift Code: BARCUGKX

Address: P. O Box 710, Kampala Uganda

The evaluation criteria will be on pass/fail basis, the minimum requirements are summarized below and bidders are advised to comply

with the indicated number of pages and conditions per requirement. Noncompliance will form basis for elimination.

- i. Attach proof of payment for the non-refundable bid fee of **UGX 100,000.**
- ii. Dully filled application form
- iii. Company Profile
- iv. A copy of the Certificate of incorporation or equivalent **(One Page)**
- v. A copy of the applicant's Valid Trading license or equivalent **(One Page)**
- vi. Tin Certificate
- vii. Income Tax clearance certificate addressed to The Executive Director, Naguru Teenage Center, email tenders@ntc.ug TIN: 1000021966 **(One Page)**
- viii. VAT registration Certificate where applicable **(One Page)**
- ix. An update PPDA registration certificate
- x. Certified Audited Accounts for the last two years **(One page Summary – certified not later than January 2026)**
- xi. Verifiable recommendation letters from current three clients where the company is providing similar services in Uganda, preferably Local and International NGOs **(Three Pages)**
- xii. Photocopies of LPOs or contracts should be attached **(Three pages).**
- xiii. Attach Certificates of authorization from the manufacturer for IT equipment
- xiv. Attach IATA Certificate = International Air Transport Association Certificate for airline agents **(One Page)**
- xv. Attach UIPE Certificate = Uganda Institute of Professional Engineers for construction works **(One Page)**

Submit your bid documents as a single PDF folder, clearly labeled with the category number, to tenders@ntc.ug by 5:00pm on February 23rd · 2026. Best evaluated bidders will be notified within 20 working days after the deadline.