



PRE- QUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS AND SERVICES

Mental Health Uganda (MHU) 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 the period ending 2027

REFERENCE	CATEGORY	DESCRIPTION
MHU/SPLS/000 SUPPLIES, SERVICING AND MAINTENANCE		
MHU/SPLS/001	STATIONERY	General assorted office stationery
MHU/SPLS/002	OFFICE CONSUMABLES	Office consumables e.g beverages, Toiletries, Cleaning Materials, bottled water in 20 litre containers and dispensers
2 MHU/ICT/000 ICT SUPPLIES		
MHU/ICT/001	COMPUTERS AND ACCESSORIES, EQUIPMENT SERVICING, REPAIR AND MAINTENANCE	Computers, Laptops, Servers, Photo Copier and Printer cartridges, tonner and other ICT supplies Servicing, Repair and maintenance of ICT Equipment
MHU/ICT/002	CARTRIDGES & TONNER	Photo Copier and Printer cartridges, tonner and other ICT supplies
MHU/PRNT/000 PRINTING		
MHU/PRNT/001	PRINTING AND BRANDING	Printing reports, books of accounts, calendars, Brochures and other communication aides, Printing, Branding, engraving and signage: stamps, T-shirts, identify cards, and other branded promotional/publicity and IEC materials, wrist bands, printing & publishing services including Artwork, and secretarial services.
MHU/PRNT/002	ENGRAVING AND EMBROIDERY	Engraving and embroidery services
MHU/PRNT/003	PRINTING AND PUBLICATION	Media Print and electronic publication
MHU/BDCST/000 BROADCASTING SERVICES		
MHU/BDCST/001	TELEVISION BROADCAST	Television Broadcasting services, that is Television airtime (for talk- shows, adverts, jingles and other broadcasting services); in English and in local languages; Jinja, Soroti, Lira, Gulu, Kanungu, Wakiso, Kampala, Mbarara
MHU/BDCST/002	RADIO BROADCAST	Radio Broadcasting services, that is Radio airtime (for talk- shows, adverts, jingles and other broadcasting services); in English and in local languages; Jinja, Soroti, Lira, Gulu, Kanungu, Wakiso, Kampala, Mbarara
MHU/HTL/000 HOTEL SERVICES AND CATERING		
MHU/HTL/001	HOTEL SERVICES	Hotel and conference facilities, accommodation, Venues for meetings and training workshops in Kampala, Gulu, Lira, Soroti, Mbarara and Kanungu. Costs to show capacities (Pax) of below 50, at 70 and 100 and above
MHU/PROFS/000 OTHER PROFESSIONAL SERVICES		
MHU/CSLTCY/001	CONSULTANCY SERVICES	Evaluations, Baseline, Institutional development, training, team building, policy review, Resource mobilization consultancy, Education mentoring and coaching program, Basic Research and documentation of good practice and case studies.
MHU/INS/000 INSURANCE		
MHU/INS/001	GPA	Group Personnel Accident Insurance for staff
MHU/INS/002	MEDICAL	Comprehensive Medical Cover for staff
MHU/TSPT/000 TRANSPORT AND TRAVEL SERVICES		
MHU/TSPT/001	TRAVEL AGENTS	Air ticketing, tour and travel agency
MHU/TSPT/002	CAR HIRE SERVICES	Car hire and transportation services, Car hire services for town running and upcountry trips, should show costs of overnight stay and without overnight stay. Also show costs of different cars.

Interested service providers should apply attaching.

- A copy of the Certificate of incorporation or equivalent
- A copy of the applicant's Valid Trading license or equivalent
- URA tax clearance certificate.
- VAT registration Certificate where applicable where applicable
- Verifiable recommendation letters from previous clients where the company is providing similar services in Uganda, preferably Local or International NGOs
- And any other relevant documents that the applicant may deem fit

The documents should be zipped in one folder labeled with the category of choice emailed to **procurement@mhu.ug** by 5:00 PM, 7th October 2025. Inquiries should be directed to: **info@mhu.ug**