



## 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
<b>MHU/SPLS/000 SUPPLIES, SERVICING AND MAINTENANCE</b>		
MHU/SPLS/001	<b>STATIONERY</b>	General assorted office stationery
MHU/SPLS/002	<b>OFFICE CONSUMABLES</b>	Office consumables e.g beverages, Toiletries, Cleaning Materials, bottled water in 20 litre containers and dispensers
<b>2 MHU/ICT/000 ICT SUPPLIES</b>		
MHU/ICT/001	<b>COMPUTERS AND ACCESSORIES, EQUIPMENT SERVICING, REPAIR AND MAINTENANCE</b>	Computers, Laptops, Servers, Photo Copier and Printer cartridges, tonner and other ICT supplies Servicing, Repair and maintenance of ICT Equipment
MHU/ICT/002	<b>CARTRIDGES &amp; TONNER</b>	Photo Copier and Printer cartridges, tonner and other ICT supplies
<b>MHU/PRNT/000 PRINTING</b>		
MHU/PRNT/001	<b>PRINTING AND BRANDING</b>	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	<b>ENGRAVING AND EMBROIDERY</b>	Engraving and embroidery services
MHU/PRNT/003	<b>PRINTING AND PUBLICATION</b>	Media Print and electronic publication
<b>MHU/BDCST/000 BROADCASTING SERVICES</b>		
MHU/BDCST/001	<b>TELEVISION BROADCAST</b>	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	<b>RADIO BROADCAST</b>	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
<b>MHU/HTL/000 HOTEL SERVICES AND CATERING</b>		
MHU/HTL/001	<b>HOTEL SERVICES</b>	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
<b>MHU/PROFS/000 OTHER PROFESSIONAL SERVICES</b>		
MHU/CSLTCY/001	<b>CONSULTANCY SERVICES</b>	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.
<b>MHU/INS/000 INSURANCE</b>		
MHU/INS/001	<b>GPA</b>	Group Personnel Accident Insurance for staff
MHU/INS/002	<b>MEDICAL</b>	Comprehensive Medical Cover for staff
<b>MHU/TSPT/000 TRANSPORT AND TRAVEL SERVICES</b>		
MHU/TSPT/001	<b>TRAVEL AGENTS</b>	Air ticketing, tour and travel agency
MHU/TSPT/002	<b>CAR HIRE SERVICES</b>	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 hand delivered and envelopes should be clearly marked with the reference number of the category of choice by 4:00 PM, 12<sup>th</sup> December 2025. At Mental Health Uganda Offices in Lunguja, Makamba Zone, Kamanya Roadhouse 58. All Inquiries should be directed to: [hnakitende@mhu.ug](mailto:hnakitende@mhu.ug) or call +256392178953. NB. Vendors who submitted their prequalification documents should re-submit signed and Stamped documents.**