



Makerere
University
Retirement
Benefits
Scheme

REQUEST FOR QUOTATIONS

Supply, Installation and Commissioning of a
Large Institutional Money Safe, Office Doors,
CCTV, Intruder Alarm and Fire Safety Systems

DEADLINE FOR SUBMISSION:

8th October 2026

September 2026

Request For Quotations for Supply, Installation and Commissioning of a Large Institutional Money Safe, Office Doors, CCTV, Intruder Alarm and Fire Safety Systems

Makerere University Retirement Benefits Scheme (MURBS) is a Scheme for Makerere University staff. MURBS was established under irrevocable trust effective 1st April 2009 to provide retirement benefits to employees of Makerere University. The Scheme is governed a Board of Trustees (with a Secretary and Chairperson elected among their number), whose mandate is enshrined under the Trust Deed and Scheme Rules (As Amended). MURBS is a Mandatory Employer Based Scheme licensed by the Uganda Retirement Benefits Regulatory Authority (License No. RBS.0005).

Management and day-to-day operations of the Scheme are handled by the Secretariat as well as external service providers. The Secretariat is headed by a Principal Pension Officer (PPO).

MURBS seeks to engage a qualified service provider to enhance the security of its office premises through the installation Supply, and commissioning of a Large Institutional Money Safe, Office Doors, CCTV, Intruder Alarm and Fire Safety Systems.

Purpose Statement

To deliver a secure, functional, and modern office environment that supports effective Scheme operations in line with contemporary workplace, accessibility, and safety standards.

Scope of Works

Procurement Reference No.	MURBS/RFQ/2026-2027/901
Procurement Method	Request for Quotations under the MURBS policy framework
Contract Structure	One lot - one supplier/contractor - no partial quotations
Issue Date	28 th September 2026
Clarification Deadline	2 nd October 2026
Quotation Submission Deadline	8 th October 2026
Quotation Validity	30 calendar days from the submission deadline
Delivery and Installation Location	MURBS offices, Makerere University, Kampala

SINGLE-LOT REQUIREMENT

The money safe, five doors and complete CCTV form one indivisible lot. The successful supplier/contractor shall assume full responsibility for supply, coordination, installation, integration, testing, commissioning, training, warranties and final handover.

1.0 Invitation to Quote

Makerere University Retirement Benefits Scheme (MURBS) invites your firm to submit a sealed quotation for the supply, delivery, installation, testing and commissioning of one large institutional money safe, one main-entrance security door, four standard hardwood internal doors, and complete CCTV.

The procurement shall be awarded as one lot to one supplier/contractor. Quotations covering only part of the requirements shall be rejected as non-responsive. The successful supplier may use competent specialist personnel or approved subcontractors, but shall remain solely responsible to MURBS for the entire contract.

The quotation shall be prepared in accordance with this RFQ, the detailed technical specifications, the unified Bill of Quantities and the applicable legal and regulatory framework in Uganda.

2.0 RFQ Data Sheet

Organisation	Makerere University Retirement Benefits Scheme (MURBS)
Procurement	Safe, doors, CCTV
Number of Lots	One
Partial Quotations	Not permitted
Currency	Uganda Shillings (UGX)
Tax Treatment	Quote prices exclusive of VAT; show VAT separately and state any lawful exemption
Price Basis	Firm and fixed for the quotation-validity and contract periods
Completion Period	Within 30 calendar days from contract signature or issue of the purchase order, unless a shorter accepted period is offered
Site Inspection	Required before fabrication and strongly advised before quotation submission
Submission Method	One sealed, signed original quotation delivered physically to the address stated below
Submission Address	Makerere University Retirement Benefits Scheme, Makerere University - House 138, Fig Tree Lane (Pool Road)
Envelope Marking	RFQ: SAFE, DOORS AND CCTV - DO NOT OPEN BEFORE 21 SEPT 2026
Electronic Submission	Not permitted unless authorised through a written addendum
Quotation Validity	60 calendar days
Warranty	As specified for each item; electronic systems and security door minimum 24 months

3.0 Instructions to Bidders

3.1 Preparation and submission

1. The quotation must be signed by an authorised representative and submitted before the stated deadline.
2. The bidder shall quote for every Bill of Quantities item and for the complete single lot. A zero or blank rate shall be interpreted as included elsewhere only where the bidder clearly identifies the relevant priced item.
3. All rates shall include manufacture or procurement, delivery, offloading, safe handling, positioning, installation, structural anchorage, cabling, consumables, accessories, testing, commissioning, training, documentation, warranties, minor making good, overheads and profit.
4. The quantities stated in the RFQ shall not be reduced or reallocated. Unquantified accessories required for complete operation shall be deemed included in the relevant installation and accessories items.
5. Bidders shall examine site access, safe-delivery routes, floor and wall conditions, door openings, cable routes, equipment locations and power availability before fabrication and installation.
6. The bidder shall state the manufacturer, brand, model, country of origin, offered dimensions, material grades, warranty, delivery period and any deviation for each principal item.
7. Equivalent standards may be offered only where the bidder demonstrates, with independent documentary evidence, that the proposed standard provides equal or better performance.
8. All equipment shall be new, unused, current production and supported by the manufacturer or authorised local service provider.
9. MURBS may request clarifications, inspect proposed equipment, verify references and conduct post-qualification before award.
10. MURBS may sequence or phase the delivery and installation activities within the contract. Such sequencing shall not divide the lot or create separate supplier responsibilities.

3.2 Mandatory quotation contents

1. Completed and signed Quotation Submission Sheet.
2. Completed unified Bill of Quantities with unit rates, amounts, subtotal, VAT and grand total.
3. Completed Technical Compliance Schedule, including clear disclosure of every deviation.
4. Certificate of incorporation or registration and a valid trading license.
5. Tax Identification Number and valid tax-clearance evidence, where applicable.
6. Evidence of registration on the PPDA Register of Providers, where applicable.

7. Power of attorney or other evidence authorising the quotation signatory.
8. Technical data sheets, catalogues and drawings for the safe, security door, CCTV equipment, alarm panel and fire-alarm equipment.
9. Security-performance and security-glazing evidence for the offered main-entrance door.
10. CCTV storage calculation proving a minimum 90-day recording-retention period.
11. Manufacturer or authorised-distributor confirmation for proprietary security equipment where the bidder is not the manufacturer.
12. Evidence of at least two relevant supply-and-installation assignments completed during the previous five years, supported by purchase orders, contracts or completion certificates.
13. Proposed implementation programme, key personnel and any specialist subcontractors.
14. Warranty and after-sales support statement, including local response arrangements and spare-parts availability.

3.3 Clarifications and amendments

Requests for clarification shall be submitted in writing to the Principal Pension Officer, Makerere University Retirement Benefits Scheme, via the email info@murbs.mak.ac.ug by the clarification deadline. Any amendment to this RFQ shall be issued in writing to all invited bidders. Oral explanations shall not modify the RFQ.

3.4 Evaluation and award

1. Preliminary examination for eligibility, completeness, authorisation, validity and submission of the full single-lot quotation.
2. Pass/fail technical evaluation against the mandatory technical requirements, documentary certifications and proposed implementation arrangements.
3. Arithmetic verification and financial comparison of quotations that pass the preliminary and technical evaluations.
4. Post-qualification, including reference checks, physical inspection of proposed products or facilities, and verification of local support capacity where necessary.
5. Award to the bidder submitting the lowest evaluated substantially responsive quotation for the complete lot, subject to approval and successful post-qualification.

MURBS reserves the right to accept or reject any quotation, cancel the procurement process before award, correct arithmetic errors in accordance with the RFQ, and reject an abnormally low quotation that the bidder cannot satisfactorily justify.

4.0 Scope of Supply and Services

The successful supplier/contractor shall provide a complete turnkey installation comprising the following three principal groups under one contract:

1. One new large institutional money safe, including delivery, positioning, certified anchorage and commissioning.
2. One architecturally finished main-office entrance security door and four complete standard solid-hardwood internal door sets.
3. Complete CCTV, intruder-alarm and fire-detection, alarm and portable fire-safety systems, using the quantities stated in the unified Bill of Quantities.

The supplier/contractor shall coordinate all trades and interfaces. MURBS shall not be required to procure separate cables, connectors, brackets, batteries, fixings, software, licenses, power supplies, cabinets, seals, consumables or other accessories necessary to obtain safe and functional systems.

5.0 General Technical Requirements

1. **Site verification:** All dimensions and installation conditions shall be verified on site before manufacture or ordering. Site verification shall not authorise reduction of the scheduled quantities or minimum performance requirements.
2. **Standards:** References to EN, ISO, IEC or other recognised standards mean the latest applicable edition, unless a particular edition is stated. Independently demonstrated equivalents may be accepted.
3. **Compatibility:** All components within each electronic system shall be mutually compatible, supported by the proposed manufacturer and configured as a single operational installation.
4. **Power supply:** Electrical equipment shall operate on Uganda's nominal 230 V, 50 Hz supply. Low-voltage equipment shall include compatible regulated power supplies, surge protection and standby power where specified or necessary.
5. **Cabling:** Cables shall be concealed in approved conduit or trunking wherever practicable, segregated from mains wiring, clearly labelled at both ends and protected from moisture, impact, abrasion and tampering.
6. **Workmanship:** Installation shall be carried out by competent personnel. Equipment shall be aligned, firmly fixed and left clean, undamaged and fully operational. Exposed temporary wiring and improvised joints are prohibited.
7. **Cybersecurity:** Default passwords shall be changed before handover. Administrator credentials, recovery information and configuration backups shall be handed to authorised MURBS personnel in a sealed or otherwise secure form.

8. **Documentation:** Handover shall include data sheets, certificates, test results, as-installed drawings, cable and device schedules, passwords, key schedules, operating manuals, warranties and maintenance instructions.
9. **Training:** The supplier shall provide practical user and administrator training covering normal operation, emergency actions, evidence export, alarm reset, safe-lock management and basic maintenance.
10. **Defects:** Any defective, damaged, uncertified or non-compliant item shall be replaced at the supplier's cost before acceptance.

6.0 Technical Specification - Large Institutional Money Safe

Supply, deliver, position, install, securely anchor, test and commission one new large institutional money safe meeting all the requirements below.

1. **Capacity:** Minimum usable internal capacity of 300 litres, excluding inaccessible cavities and boltwork.
2. **Weight:** Minimum net safe weight of 500 kg, excluding removable shelves and external transport packaging.
3. **Burglary resistance:** Independent certification to EN 1143-1 Grade III or an independently demonstrated equivalent. The certificate shall identify the offered manufacturer, model and certified resistance grade.
4. **Paper fire protection:** Independent certification for at least 60 minutes to EN 1047-1 Class S 60 P, NT Fire 017-60 Paper, EN 15659 LFS 60 P or an independently demonstrated equivalent paper-protection standard.
5. **Locking:** EN 1300 Class B high-security electronic locking or independently demonstrated equivalent, configured for dual-custody access so that no single user credential can open the safe.
6. **Electronic functions:** Programmable time delay, audit trail, incorrect-code lockout, user-level management, protected external emergency-power connection and secure administrator functions.
7. **Boltwork:** Multi-directional solid-steel locking bolts, reinforced bolt pockets, protected hinges, anti-drill barriers and an automatic relocker activated by attempted attack.
8. **Internal fittings:** At least two adjustable heavy-duty shelves and a separately lockable internal cash compartment supplied with all keys or credentials.

9. **Anchorage:** Manufacturer-approved and certified floor-anchoring system appropriate to the existing reinforced-concrete floor. The supplier shall inspect the proposed location and floor condition before installation.
10. **Finish:** Durable factory-applied corrosion-resistant coating suitable for an institutional interior, with colour selected by MURBS from the manufacturer's standard range.
11. **Delivery:** All lifting, handling, protection of floors and finishes, access planning, positioning and removal of packaging shall be included. The supplier shall make good minor disturbed surfaces.
12. **Commissioning:** Demonstrate dual custody, time delay, audit retrieval, user creation and removal, lockout, emergency power and relocking functions. Train nominated MURBS personnel.
13. **Documentation:** Original or verifiable certificates, installation and anchoring record, serial number, user manuals, lock-programming instructions, maintenance schedule and warranty documents.
14. **Warranty and support:** Minimum 24-month comprehensive on-site warranty and confirmation of local technical support and spare-parts availability for at least five years.

CERTIFICATION CONDITION

A locally fabricated reinforced cabinet, fire-resistant cabinet or security cabinet without independent certificates for the precise offered model shall not be accepted as an equivalent money safe.

7.0 Technical Specification - Doors

7.1 Main-office entrance security door - 1 No.

The main entrance door shall combine effective forced-entry resistance with accessibility, emergency egress, weather resistance and an architectural appearance appropriate to the principal entrance of an institutional office.

1. **Configuration and size:** Single-leaf external entrance door, nominally 1,000 x 2,100 mm, minimum finished clear opening of 900 mm and minimum leaf thickness of 50 mm. Exact size, handing and opening direction shall be verified on site.
2. **Security rating:** Complete door assembly independently tested to EN 1627 RC3 or an independently demonstrated equivalent.
3. **Leaf construction:** Reinforced double-skin steel construction with minimum 1.5 mm face sheets where a certified proprietary construction does not specify an alternative; internal steel reinforcement, non-combustible core and reinforced lock, hinge and glazing zones.

4. **Frame:** Reinforced folded-steel frame, minimum 2.0 mm material where a certified proprietary system does not specify an alternative, with anti-pry rebate and structural anchorage appropriate to the wall.
5. **Security glazing:** One narrow vision panel using laminated security glazing rated at least P6B to EN 356 or equivalent, retained with internal or tamper-resistant glazing beads and incorporated without reducing the door's security classification.
6. **Locking:** Heavy-duty multi-point locking system with high-security anti-drill, anti-pick and anti-extraction cylinder, protective escutcheons, minimum five original keys, reinforced strikes and fixed hinge-side security bolts.
7. **Emergency egress:** External stainless-steel pull handle and internal lever, push pad or equivalent single-action release permitting keyless escape from inside. The door shall not obstruct the approved escape route.
8. **Ironmongery:** Minimum four heavy-duty ball-bearing hinges with non-removable pins where exposed, adjustable hydraulic closer with back-check, door stop, weather seals, accessible threshold and rain deflector where exposed.
9. **Accessibility:** Minimum 900 mm clear opening, accessible handle position, low or bevelled threshold and an adjusted closer that does not impose excessive opening force.
10. **Finish:** Exterior-grade corrosion-protection system and polyester powder-coated architectural finish, colour selected by MURBS.
11. **Installation:** Anchoring, grouting, sealants, adjustment, weather sealing, minor making good and operational testing included.
12. **Warranty:** Minimum 24 months covering the complete door assembly, lock, glazing, hinges, closer, coating and workmanship.

7.2 Standard solid-hardwood internal doors - 4 No.

Configuration and size: Four complete single-leaf framed-and-panelled hardwood door sets, each nominally 900 x 2,100 x 40 mm. Exact opening, frame depth and handing shall be verified on site.

1. **Timber:** Mature, legally sourced, kiln-seasoned durable hardwood with moisture content between 12% and 16% at installation; free from sapwood, decay, active insect attack, excessive knots, splits, shakes and warping.
2. **Leaf:** Solid-hardwood stiles, rails and panels assembled with durable mortice-and-tenon or equivalent joinery and reinforced at lock and hinge positions. Hollow-core, particleboard and softwood leaves are prohibited.

3. **Frame and architraves:** Hardwood frame not less than 100 x 75 mm, rebated to suit the leaf, with hardwood architraves not less than 65 x 18 mm on both sides and minimum three secure fixing points per jamb.
4. **Ironmongery:** Three Grade 304 stainless-steel ball-bearing butt hinges per door, heavy-duty mortice sash lock, stainless-steel lever handles and escutcheons, three original keys, strike plate and door stop.
5. **Treatment and finish:** Approved termite, insect and fungal treatment; sealer to all surfaces including concealed edges; approved stain where required and at least two finishing coats of polyurethane varnish.
6. **Installation:** Frames plumb and square, leaves smoothly operating, uniform clearances, secure locks and neat sealing and minor making good around openings.
7. **Warranty:** Minimum 12 months covering timber stability, joinery, frames, ironmongery, finish and installation workmanship.

8.0 Technical Specification - CCTV camera system

1. **Category 6 cable - 2 rolls:** Each roll shall contain 305 metres of minimum 23 AWG solid-copper UTP cable rated at least 250 MHz and suitable for Gigabit Ethernet and PoE. Copper-clad aluminum cable is prohibited.
2. **8-port PoE switch - 1 No.:** IEEE 802.3af/at compatible, with sufficient total PoE budget for all five cameras, minimum two Gigabit uplink ports and all power and mounting accessories.
3. **30-metre HDMI cable - 1 No.:** High-speed active HDMI cable capable of stable Full-HD and 4K video transmission between the NVR and monitoring point.
4. **USB extender - 1 No.:** Complete transmitter and receiver arrangement suitable for remote mouse or keyboard control over the installed distance.
5. **16-channel NVR - 1 No.:** Support at least 16 IP cameras, H.265/H.265+ compression, simultaneous recording and playback of 4 MP footage, remote viewing, event search, USB and network export, user access control, health alarms and automatic recording recovery after power restoration.
6. **Recording storage - 1 item:** Complete surveillance-grade recording-storage assembly with minimum 24 TB nominal installed capacity, or greater capacity where required by the bidder's calculation, compatible with the NVR and capable of retaining all five camera streams continuously for at least 90 consecutive days.

7. **4 MP cameras - 5 No.:** PoE IP day/night cameras recording at minimum 15 frames per second at full 4 MP resolution; H.265/H.265+, infrared range at least 30 metres, wide dynamic range, motion detection, ONVIF compatibility and minimum IP67 protection where exposed; complete with mounting bases, brackets and weatherproof junction boxes.
8. **Equipment rack - 1 No.:** Lockable 12U wall-mounted communications rack, approximately 600 x 450 mm, with front door, removable side panels, ventilation fan, six-way PDU, equipment shelf, cable manager, earthing and two keys.
9. **Installation and accessories - 1 item:** All conduits, trunking, draw boxes, weatherproof boxes, RJ45 connectors, boots, patch leads, labels, glands, fixings, seals, surge protection, suitably rated UPS, software, licenses, configuration, remote-viewing setup, testing, training, as-installed drawings, passwords, manuals and warranty documents.

8.1 Recording-retention performance

1. Record all five cameras continuously for 24 hours per day at full 4 MP resolution and at least 15 frames per second per camera.
2. Retain footage for a minimum of 90 consecutive days before automatic overwriting of the oldest footage.
3. Permit simultaneous live view, recording, playback, date-and-time search and footage export without interrupting recording.
4. Provide a bidder-signed storage calculation stating camera bitrate, codec, frame rate, daily storage consumption, overhead and total retention capacity.
5. Where the proposed settings require more than 24 TB nominal installed capacity, provide the higher capacity within the quoted storage item.

9.0 Inspection, Testing, Acceptance and Warranty

1. MURBS may inspect products before delivery and reject items whose make, model, construction or certification differs from the accepted quotation.
2. The safe shall be accepted only after verification of certificates, serial number, anchorage and demonstration of all locking and audit functions.
3. Doors shall be accepted only when securely fixed, properly aligned, smoothly operating, weather sealed where applicable, and complete with all keys and approved finishes.
4. The CCTV system shall pass camera-image, night-vision, playback, export, power-recovery, storage-health and 90-day capacity-verification tests.
5. All defects identified during inspection or commissioning shall be corrected before final acceptance and payment certification.

6. Electronic systems and the main security door shall carry a minimum 24-month comprehensive warranty. Hardwood doors shall carry a minimum 12-month warranty. Extinguishers shall be supplied with current service validity and manufacturer warranty.
7. Warranty support shall include labour, travel, replacement parts, reconfiguration and restoration of operation, except for damage caused by unauthorised alteration, misuse or force majeure.

10. Bidder's Technical Compliance Schedule

The bidder must complete every row. A statement of 'Comply' without identifying the offered make/model and supporting document may be treated as insufficient. Any deviation must be stated clearly.

Ref.	Minimum requirement	Bidder's offered make/model and document reference	Comply? Yes/No; state deviation
S1	Safe usable capacity at least 300 litres and net weight at least 500 kg		
S2	Safe certified to EN 1143-1 Grade III or demonstrated equivalent		
S3	Safe certified for at least 60-minute paper fire protection		
S4	EN 1300 Class B electronic lock, dual custody, time delay, audit and lockout		
S5	Certified anchorage, internal shelves, lockable cash compartment and 24-month warranty		
D1	Main entrance security door rated RC3 or equivalent		
D2	P6B security vision panel, accessible entrance and keyless internal egress		
D3	Four solid-hardwood door sets meeting timber, ironmongery and finish requirements		
C1	Five 4 MP PoE IP cameras meeting image, IR, compression and protection requirements		
C2	One 16-channel NVR and one compatible 8-port PoE switch		

Ref.	Minimum requirement	Bidder's offered make/model and document reference	Comply? Yes/No; state deviation
C3	Minimum 90-day continuous recording retention with at least 24 TB nominal storage or more as calculated		
C4	Two Cat 6 cable rolls, HDMI cable, USB extender, 12U rack, UPS and complete accessories		

11. Bill of Quantities and Price Schedule

The bidder shall price all items. The descriptions below are read together with Sections 5 to 9. Rates shall include all dependent accessories and services required for complete supply, installation, testing, commissioning and handover.

Item	Bill item description	Unit	Qty	Unit rate (UGX)	Amount (UGX)
A. LARGE INSTITUTIONAL MONEY SAFE					
A1	Supply, deliver, position, install, securely anchor, test and commission a new large institutional money safe with minimum usable internal capacity of 300 litres and minimum net weight of 500 kg; certified to EN 1143-1 Grade III or equivalent for burglary resistance and to EN 1047-1 Class S 60 P, NT Fire 017-60 Paper, EN 15659 LFS 60 P or equivalent for at least 60-minute paper fire protection; complete with multi-directional boltwork, protected hinges, anti-drill barriers, relocker, EN 1300 Class B electronic locking, dual custody, time delay, audit trail, lockout, shelves, lockable internal cash compartment, certified anchorage, accessories, training, certification, 24-month warranty and making good.	No.	1		
Subtotal A - Money safe					
B. DOORS					

Item	Bill item description	Unit	Qty	Unit rate (UGX)	Amount (UGX)
B1	Supply and install one architecturally finished external main-office entrance steel security door set, nominally 1,000 x 2,100 mm, minimum RC3 or equivalent, complete with reinforced leaf and frame, P6B security vision panel, multi-point locking, five keys, external pull handle, keyless internal egress, heavy-duty hinges, closer, weather seals, accessible threshold, structural anchorage, exterior powder coating, testing, making good and 24-month warranty.	No.	1		
B2	Supply and install complete solid-hardwood framed-and-panelled internal door sets, nominally 900 x 2,100 x 40 mm, including kiln-seasoned treated leaf, hardwood frame and architraves, three stainless-steel ball-bearing hinges, mortice lock, lever handles, three keys, strike, stop, anchors, sealants, approved stain and polyurethane finish, making good and 12-month warranty.	No.	4		

Subtotal B - Doors

C. CCTV CAMERA SYSTEM

C1	Supply and install 305 m roll of Category 6 UTP solid-copper data cable, minimum 23 AWG and 250 MHz, suitable for Gigabit Ethernet and PoE, complete with testing.	Roll	2		
C2	Supply, install and configure 8-port IEEE 802.3af/at PoE switch with sufficient PoE budget for five cameras, minimum two Gigabit uplinks and accessories.	No.	1		
C3	Supply and install 30 m high-speed active HDMI cable suitable for Full-HD and 4K transmission, complete with containment and testing.	No.	1		
C4	Supply and install complete USB extender for remote NVR mouse or keyboard control over the required distance.	No.	1		
C5	Supply, install and configure 16-channel IP NVR supporting H.265/H.265+, 4 MP recording and playback, remote viewing, search, export and the specified storage capacity.	No.	1		

Item	Bill item description	Unit	Qty	Unit rate (UGX)	Amount (UGX)
C6	Supply and install one complete surveillance-grade recording-storage assembly with minimum 24 TB nominal installed capacity, or greater as calculated, sufficient for continuous retention of all five 4 MP cameras for at least 90 days.	Item	1		
C7	Supply, install and configure 4 MP PoE IP Day/night cameras, minimum 15 fps, H.265/H.265+, 30 m IR, WDR, motion detection, ONVIF and IP67 where exposed, complete with mounts, junction boxes and accessories.	No.	5		
C8	Supply and install lockable 12U wall-mounted 600 x 450 mm communications rack with door, side panels, fan, six-way PDU, shelf, cable manager, earthing and keys.	No.	1		
C9	Install, terminate, configure, test and commission complete CCTV system, including containment, connectors, patch leads, labels, surge protection, UPS, software, licenses, remote viewing, training, drawings, credentials, manuals and warranty documents.	Item	1		
C10	Supply and install a freestanding galvanised-steel CCTV pole of suitable height, complete with reinforced-concrete foundation, anchor bolts, anti-climb protection, camera-mounting brackets for 360-degree coverage, cable containment, earthing, surge protection and reinstatement. Cameras are measured separately within the established five-camera item.	No.	1		

Subtotal C - CCTV camera system

SUBTOTAL BEFORE VAT

VAT AT 18%

GRAND TOTAL INCLUDING VAT

Amount in words: Uganda Shillings

Quoted completion period: _____ calendar days.

Quotation validity: _____ calendar days.

Name of authorised representative: _____

Signature: _____

Bidder's stamp: _____ Date: _____

12. Quotation Submission Sheet

To: The Secretary, Board of Trustees, Makerere University Retirement Benefits Scheme
Procurement Reference No.: MURBS/RFQ/2026-2027/901

We, the undersigned, offer to supply, install, test and commission the complete single lot described in this RFQ in conformity with its requirements and our completed schedules.

Price exclusive of VAT	UGX _____
VAT	UGX _____
Total price inclusive of VAT	UGX _____
Completion period	_____ calendar days
Quotation validity	_____ calendar days
Electronic systems warranty	_____ months
Main security door warranty	_____ months
Hardwood door warranty	_____ months

1. We have examined the RFQ, technical specifications, unified Bill of Quantities and site conditions relevant to our offer.
2. Our quotation covers the complete single lot and includes all dependent accessories and services required for a complete operational installation.
3. The information and supporting documents submitted with our quotation are true, complete and current.
4. We disclose all deviations in the Technical Compliance Schedule. Requirements not listed as deviations are accepted without qualification.
5. We have no conflict of interest in this procurement and will observe the applicable PPDA ethical requirements.
6. If awarded, we will enter into the resulting contract or accept the purchase order and complete the works within the accepted period.

Legal name of bidder:

Name and title of authorised signatory:

Signature: _____ Date: _____

Address: _____

Telephone and email:

Company stamp:

13. Bidder Information and Experience

Registered company name	
Registration number	
Tax Identification Number	
PPDA provider registration number, if applicable	
Physical and postal address	
Contact person	
Telephone	
Email	
Bank name and account name	
Proposed lead technician/project manager	

13.1 Relevant assignments completed during the previous five years

Client and contact	Description of assignment	Contract value (UGX)	Completion date	Evidence attached

13.2 Proposed specialist subcontractors, if any

The prime bidder remains fully responsible for every subcontracted activity. MURBS will not enter into separate contracts with subcontractors.

Specialist firm	Proposed scope	Experience/authorisation	Percentage of contract

14. Coordination

The Consultant will liaise with the Principal Pension Officer to ensure that all the required information and any other resources are availed as and when requested for.

14.1 Submission Checklist

- ☐ Signed Quotation Submission Sheet
- ☐ Completed Technical Compliance Schedule
- ☐ Completed unified Bill of Quantities
- ☐ Registration and trading license documents
- ☐ TIN and tax-clearance evidence
- ☐ PPDA provider-registration evidence, where applicable
- ☐ Authorisation of signatory
- ☐ Safe burglary and fire certificates for the offered model
- ☐ Safe and security-door catalogues or drawings
- ☐ CCTV, intruder-alarm and fire-system data sheets
- ☐ CCTV 90-day storage calculation
- ☐ Manufacturer or distributor authorisations
- ☐ Evidence of relevant assignments
- ☐ Implementation programme and personnel
- ☐ Warranty and local support statement
- ☐ Disclosure of deviations and proposed subcontractors

14.2 Submission of Quotations

- a) All quotations clearly marked: **MURBS/RFQ/2026-2027/901** must be addressed as below;

The Secretary, Board of Trustees
Makerere University Retirement Benefits Scheme
Makerere University - House 138, Fig Tree Lane (Pool Road)
P.O. Box 7827, Kampala
Tel: +256 (414) 531 472

- b) The completed quotation shall be submitted physically in a sealed envelope. An additional electronic copy of the quotation must be availed on a storage device and enclosed in the envelope.

Reservation of Rights: MURBS reserves the right to accept or reject any quotation, in whole or in part, without obligation to assign reasons