



Republic of Uganda

EXPANDING SOCIAL PROTECTION PROGRAMME

Bidding Document for Supplies Under Quotation Method

Subject of Procurement: Supply of New Solar System for Mbarara and Mbale, Regional Technical Support Unit Offices.

Procurement Reference Number: ESPP/SUPLS/2021-22/00093

Date of Issue: 29th November 2021

PREFACE

1. This Bidding Document has been prepared by the Expanding Social Protection Programme for the Procurement of Supplies. The procedures and practices presented in this document have been developed to reflect the requirements of the Expanding Social Protection Programme and the best international procurement practices.
2. This document for the Procurement of Supplies is similar to the larger bidding and contract documents, but is suitable for use under the Quotations procurement method and is designed for simpler, lower value procurements.
3. Before using this bidding document, the user should be familiar with this document for Supplies under quotation as a model for preparing an individual document.

Bidding Document for Procurement of Supplies under Quotation Method

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29th November 2021

Dear Sirs,

Request for Quotations for the Procurement of New Solar System for Mbarara and Mbale Regional Technical Support Unit.ESPP/SUPLS/2021-22/00093

1. The Procuring and Disposing Entity indicated above invites your quotation for the supply of items described in Part 2: Statement of Requirements.
2. Bidding will be conducted in accordance with the Quotations procurement method contained in the Expanding Social Protection Programme and the procedures described in Part 1: Quotation Procedures.
3. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
4. The planned procurement schedule for this procurement (subject to changes) is as follows:

Activity	Date
a. Issue of Request for Quotations	29 th November 2021
b. Site Visit	3 rd December 2021
c. Bid closing date	10 th December 2021
d. Evaluation process	13 and 14 th December 2021
e. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Procurement Committee award)</i>
f. Contract Signature	<i>(After expiry of at least 5 working days from display of the best evaluated bidder notice.)</i>

5. Any queries should be addressed to the Team Leader at the address given above.
6. Please prepare and submit your quotation in accordance with the instruction in Part 1: Quotation Procedures or inform the undersigned if you will not be submitting a quotation.



Signature:

Name: Greg Mc Taggart

Position of Team Leader

Part 2: Statement of Requirements

PART 1: BIDDING PROCEDURES

Procurement Reference Number: ESPP/SUPLS/2021-2022/00093

Preparation of Bids: You are requested to quote for these items by completing, signing and returning:

1. the Bid Sheet in this Part;
2. the List of Supplies and Price Schedule in Part 2;
3. the Specification and Compliance Sheet in Part 2;
4. the documents evidencing your eligibility, as listed below;

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Part 3: Contract, before preparing your quotation. The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Where an electronic copy of the Request for Quotations document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail. The number of copies shall be three **(one original and two copies)**.

Validity of Bids: The bid must remain valid until **21st March 2022 (60 Days)**

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring and Disposing Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late quotations will be rejected.

Date of deadline: _____ (*Insert day, month and year*).

Time of deadline: _____ (*Insert local time*).

Address: _____

Opening of Bids: Bids will be opened internally by the Procuring and Disposing Entity. Bidders' representatives are not permitted to attend the opening. A record of the opening will be posted on the Procuring and Disposing Entity's Notice Board within one working day of the opening.

Evaluation of Bids: The evaluation of Bids will use the Technical Compliance Selection methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Quotations on a pass/fail basis;
2. Detailed evaluation to determine commercial and technical responsiveness;
3. Financial comparison to determine the evaluated price of quotations and to determine the best evaluated bid.

Quotations failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;

Part 2: Statement of Requirements

3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. not to have a conflict of interest in relation to this procurement requirement; and
7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority (the Authority).

Documents Evidencing Eligibility: Bidders shall submit the following documents:

1. a certificate of registration/Incorporation issued by relevant authority.
2. a copy of the Bidder's Trading licence
3. PPDA Certificate of registration
4. Income Tax Clearance Certificate
5. Powers of Attorney
6. Copy of Local purchase order evidencing supply of Solar for three years
7. Technical Literature and Manufacturer's brochures to support the specifications.
8. Evidence of Certification by UNBS from the country of origin
9. The Supplier must provide and extend the manufacturers' warranty in respect to the supplied Solar System of not less than twenty-four months.
10. The Panels must have been manufactured within the last two years.
11. After Sales Support: The bidder should be able to offer after sales support for at least one year.
12. The firm must show evidence of Stock of these products (Solar Panels and Batteries) throughout the year. A due diligence will be conducted.
13. The firm must have done a similar contract of at least Ugx shs 100,000,000 in the last three (3) years.
14. The firm should have at least two technical Personnel with a Certificate in Electrical/ Telecommunication Engineering with PV Installer Certificate. Attach CVs
15. The firm should have at least one Supervisor with a minimum qualification of a Diploma in Electrical/ Telecommunication Engineering. Attach CV.
16. A due diligence shall be conducted in regard to the above requirements.
17. After completion of the project, the firm will be required to produce a technical completion report.

Origin of Supplies: All supplies and related services shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: The Specification and Compliance Sheet details the minimum specification of the supplies required. The supplies offered must meet this specification, but no credit will be given for exceeding the specification.

Currency: Quotations may be priced in Uganda Shillings or any other freely convertible currency. The currency of evaluation will be **10th December 2021**.

Quotations in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda on the date of the submission deadline.

Part 2: Statement of Requirements

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation, which is eligible and substantially responsive to the commercial and technical requirements of the Procuring and Disposing Entity and shall be recommended for award of contract. The Procuring and Disposing Entity shall issue a Notice of Best Evaluated Bidder within five days after the decision of the contracts committee to award a contract, place such Notice on its notice board for a prescribed period, copy the Notice to all Bidders and publish it on the Authority's website.

Formation of contract: Formation of a contract shall be by signing a contract in accordance with Part 3: Contract.

Right to Review: Bidders may seek an Administrative Review from the fund manager if they are aggrieved with the decision of the Procuring and Disposing Entity.

Right to Reject: The Procuring and Disposing Entity reserves the right to accept or reject any quotation or to cancel the bidding process and reject all bids at any time prior to contract signing.

Part 2: Statement of Requirements

Bid Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your bid is not authorised, it may be rejected.]

Bid Addressed to (Procuring and Disposing Entity):	
Date of Bid:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to supply the items listed in the attached List of Supplies and Price Schedule and Specification and Compliance Sheet, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Bidding Procedures.

We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract

Our bid shall be valid until and including *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

We confirm that the prices quoted in the List of Supplies and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: _____ days/weeks/months from date of Purchase Order.

The warranty period offered is _____ weeks/months.

Bid Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 2: Statement of Requirements

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Uganda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;

Part 2: Statement of Requirements

- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
- (f) withholding information from the PDE during contract execution to the detriment of the PDE.

I agree to comply with the above code of ethical conduct in business.

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AUTHORISED SIGNATORY

NAME OF BIDDER/PROVIDER

Part 2: Statement of Requirements

PART 2: STATEMENT OF REQUIREMENTS

List of Supplies and Price Schedule

Procurement Reference Number: ESPP/SUPLS/2021-22/00054.

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

[COMPLETE THE CURRENCY OF YOUR BID. COMPLETE THE UNIT AND TOTAL PRICES FOR EACH ITEM LISTED BELOW. AUTHORISE THE PRICES QUOTED IN THE SIGNATURE BLOCK BELOW.]

CURRENCY OF QUOTATION: _____

Item No	Description of Supplies	Quantity	Unit of Measure	Unit Price	Total Price
	Battery 200Ah/12V(East Man)	16			
	Solar Panels 300W/24V	20			
	Solar Inverter 5000KVA/48V- Vitron E	2			
	Solar Charge Controlled 60Amps/48V	4			
	Panel frames	16			
	Cable Lugs 50mm	2			
	Automatic Voltage Switch (AVS)	4			
	Cabling and interfacing	2			
					Other additional costs
					Subtotal
					VAT @ %
					Total

Enter 0% VAT rate if VAT exempt.

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.

List of Supplies and Price Schedule Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Part 2: Statement of Requirements

PART 2: STATEMENT OF REQUIREMENTS

Specification and Compliance Sheet

Procurement Reference Number: _____

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

Complete column c with the specification of the supplies offered. Also state “comply” or “not comply” and give details of any non-compliances to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.

Item No	Technical Specification Required	Compliance of Specification Offered	Technical literature on specification offered in column c
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>
	Battery 200Ah/12V(East Man)		
	Solar Panels 300W/24V		
	Solar Inverter 5000KVA/48V-Vitron E		
	Solar Charge Controlled 60Amps/48V		
	Panel frames		
	Cable Lugs 50mm		
	Changeover Switch 32Amps		
	Automatic Voltage Switch (AVS)		
	Cabling and interfacing		

Specification and Compliance Sheet Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Part 2: Statement of Requirements

Authorised for and on behalf of:

Company: _____

PART 3: CONTRACT

General Conditions of Contract

Any resulting contract shall be placed by means of a Government of Uganda Purchase Order and shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Supplies (available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: _____

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

Subject and GCC clause reference	Special Conditions
Eligible Countries GCC 1.1(g)	All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.
Site GCC 1.1(o)	The Site for delivery of the Supplies is _____
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Procuring and Disposing Entity, the address shall be as given on the first page of this Purchase Order and the contact name shall be _____ For the Provider, the address and contact name shall be as given on the first page of this Purchase Order.
Delivery and Documents GCC 12.1	The supplies are to be delivered within _____ days/weeks/months from the date of purchase order. The shipping and other documents to be furnished by the Provider are: (a) signed delivery note;
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 12.1.
Terms of Payment GCC 16.3	Payments shall be made no later than thirty days after submission of an invoice and its certification by the Procuring and Disposing Entity.

Part 3: Local Purchase Order Agreement

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Supplies and Price Schedule in the Statement of Requirements.
Packing GCC 24.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 25.1	The Supplies _____ be insured. The insurance shall be _____.
Incoterm for Transportation GCC 26	The supplies shall be delivered: _____.
Liquidated Damages GCC 28	Liquidated Damages shall not apply.
Warranty GCC 29.3	The period of the warranty shall be twelve months.

Part 3: Local Purchase Order Agreement

{Name of Procuring and Disposing Entity}

{Address of Procuring and Disposing Entity}

P.O. No: {pre-printed}

Date of Order

To:

(Name and address of the supplier)

This order is placed by *(insert name of Procuring and Disposing Entity)* is subject to the Government of Uganda General Conditions of Contract, except where modified herein by the Special Conditions of Contract. The General Conditions of Contract are available on request. Your quotation has been accepted and you are requested to supply the goods /services listed, against the terms contained in this Purchase Order.

No.	Description	Unit	Quantity	Unit Price	VAT %	VAT amount	Price before VAT
	Additional costs						
	Sub-total						
	VAT Total of all lines						
	Total Order Price						

ACCEPTANCE:

This order accepts your quotation reference dated: _____

You should supply the goods/services above to the delivery address and by the delivery date specified in this Purchase Order. Address any inquiries to the contact point in the Procuring Entity detailed below:

Contact within the Procuring Entity: _____

Telephone: _____

PURCHASE ORDER AUTHORIZED BY:

No	Position	Name	Signature	Date
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Part 3: Local Purchase Order Agreement

RECEIPT OF ORDER BY THE SUPPLIER

Please confirm receipt of this Purchase Order and that you are proceeding with provision of the supplies, in accordance with the terms and conditions of the Purchase Order.

Signature: _____

Name: _____

Position: _____

(Sign and return this Acknowledgement of Purchase Order within 3 days of receipt)