**Bid Submission Sheet**

|  |  |
| --- | --- |
| Proposal Addressed to (Procuring and Disposing Entity): | **Ministry of Gender, Labour**  **and Social Development** |
| Date of Financial Proposal: | 16th Day of September 2019 |
| Procurement Reference Number: | **MGLSD/SRVCS/19-20/00123** |
| Subject of Procurement: | **Procurement of Licenses, Digital Signatures and Certificates** |

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 29/February/2019and 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: 12 months days/weeks/months from date of Purchase Order.

The warranty period offered is 12 months weeks/months.



**16 October 2019**

16 October 2019

**Bid Authorised By:**

Signature:  Name: **Peter Waiswa Wakabi, PhD**

**16 October 2019**

16 October 2019



Position: Director Date: 16/October/2019

**16 October 2019**

16 October 2019

(DD/MM/YY)

Authorised for and on behalf of:



**16 October 2019**

16 October 2019

Company: Infotronics Business systems (IBS)



**16 October 2019**

16 October 2019

Address: North South Close, Kampala, Uganda





**16 October 2019**

16 October 2019

**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-

1. maintain integrity and independence in their professional judgement and conduct;
2. 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;

(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.



**16 October 2019**

16 October 2019

I **Peter Waiswa Wakabi, PhD** agree to comply with the above code of ethical conduct in business.

 Infotronics Business Systems

**AUTHORISED SIGNATORY** **NAME OF BIDDER/PROVIDER**

**List of Supplies and Price Schedule**

Procurement Reference Number: MGLSD/ SRVCS/19-20/00123

Purchase Order Serial Number:

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

CURRENCY OF QUOTATION: Ugandan Shillings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item  No | Description of Supplies | Quantity | Unit of Measure | Unit Price | Total Prices |
| 1  **16 October 2019**  16 October 2019 | **Licenses, Digital Signatures and Certificates** | 1 | PC | 7,000,000 UGX | 7,000,000 UGX |
| **Other Additional Costs** |  |
| **Sub Total** | 7,000,000 UGX |
| **VAT @ %** | 0% |
| **Total** | 7,000,000 UGX |

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: **Peter Waiswa Wakabi, PhD**

Position: Director Date: 16/October/2019

(DD/MM/YY)

Authorised for and on behalf of:

Company: Infotronics business systems (IBS)

Specification and Compliance Sheet

Procurement Reference Number: MGLSD/ SRVCS /19-20/00123 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

a

1

Technical Specification

Required

Licenses, Digital Signatures and Certificates

Compliance of

Specification Offered

c

Technical literature on

specification offered in

column c

d

Note- Find attached specification

Specification and Compliance Sheet Authorised By:

Signature: Name:

Position: Date:

(DD/MM/YY)

Authorised for and on behalf of:

Company: