

**Republic of Uganda
Ministry of Finance, Planning &
Economic Development**

Standard Bidding Document

for

Non Consultancy Services

Quotation Method

Subject of Procurement: Incubator and Portfolio Management Software Under the MIIC Commercialization Program

Proc Ref Number: MoFPED/Non-Cons/2024-25/00561

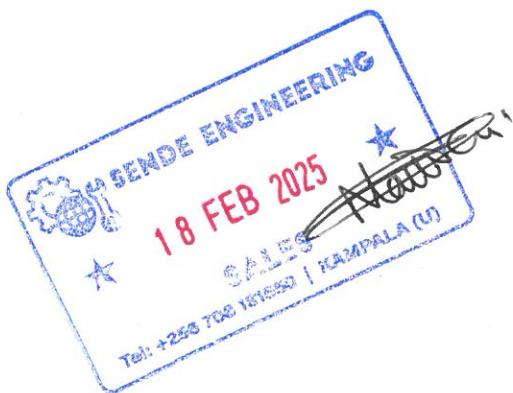
Date of Issue: <http://egpuganda.go.ug>

PREFACE

1. This Standard Bidding Document (SBD) has been prepared by the Public Procurement and Disposal of Public Assets Authority (PPDA) for use by Procuring and Disposing Entities (PDEs) for the procurement of Non Consultancy Services under Quotation method. The procedures and practices presented in this SBD have been developed to reflect the requirements of the Public Procurement and Disposal of Public Assets Act, 2003 and the Public Procurement and Disposal of Public Assets, Regulations 2014 and best international procurement practices.
2. This document is suitable for use under the Quotation procurement method and is designed for simpler, lower value Non Consultancy Services procurements of not more than UGX 200 Million (Uganda Shillings Two Hundred Million).
3. Before using this SBD, the User should be familiar with the PPDA Act and Regulations and should read the User Guide to this document which has been prepared to provide guidance on the correct use of the Standard Bidding Document under Quotation method as a model for preparing an individual Document.

PPDA welcomes any feedback or comments from the users of this RFP which will assist in improving this document.

**The Executive Director,
Public Procurement and Disposal of Public Assets Authority
P.O. Box 3925,
KAMPALA.
info@ppda.go.ug
www.ppda.go.ug**



Standard Bidding Document for Procurement of Non Consultancy Services under Quotation Method

Table of Contents

Standard Request for Quotations.....	4
Part 1: Bidding Procedures	6
Quotation Submission Sheet.....	9
Part 2: Statement of Requirements	13
Terms of Reference	13
Part 3: Contract.....	19
General Conditions of Contract.....	19
Special Conditions of Contract.....	19
Agreement.....	22



Standard Request for Quotations

- M/s Sende Engineering Limited
- M/s Exodus Heights Business Venture SMC Limited
- M/s Cornifer Packers Ltd
- M/s Compunet Technologies smc Ltd
- M/s Behariz Services Limited
- M/s Lumu Electrical and General Works Ltd

Request for Quotations for Procurement of and Incubator and Portfolio Management Software Under the MIIC Commercialization Program

PRN: MoFPED/Non-Con/2024-25/00567

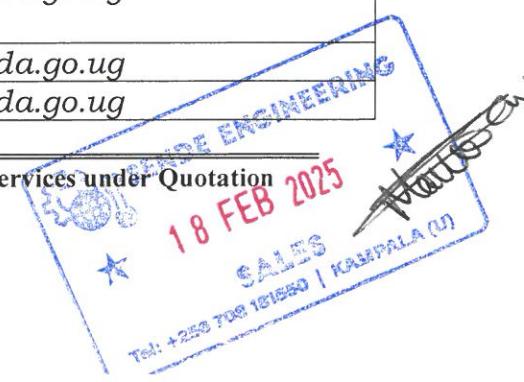
1. Ministry of Finance Planning and Economic Development has allocated funds to be used for Procurement of and Incubator and Portfolio Management Software Under the MIIC Commercialization Program.
2. Ministry of Finance Planning and Economic Development invites your quotation for Car Service, Repair for Vehicle Reg.No.UG0731F
3. This procurement process will be conducted in accordance with the Quotation Procurement method contained in the Public Procurement and Disposal of Public Assets Act No. 1 of 2003 and Regulations, 2014 and the bidding procedures described in Part 1.
4. This Request for Quotations has been addressed to the following shortlisted bidders:

- **M/s Sende Engineering Limited**
- **M/s Exodus Heights Business Venture SMC Limited**
- **M/s Cornifer Packers Ltd**
- **M/s Compunet Technologies smc Ltd**
- **M/s Behariz Services Limited**
- **M/s Lumu Electrical and General Works Ltd**

5. The Non Consultancy Services are described in detail in Part 2: Statement of Requirements.
6. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

The planned procurement schedule for this procurement (subject to changes) is as follows:

Activity	Date
a. Issue of Request for Quotation	http://egpuganda.go.ug
b. Bid closing date	http://egpuganda.go.ug
c. Evaluation process	http://egpuganda.go.ug



Standard Invitation to Consultants

d. Display and communication of best evaluated bidder notice	http://egpuganda.go.ug
e. Contract Signature	After expiry of the best evaluated bidder notice

7. Any queries should be addressed to **Head PDU** at the address given above.

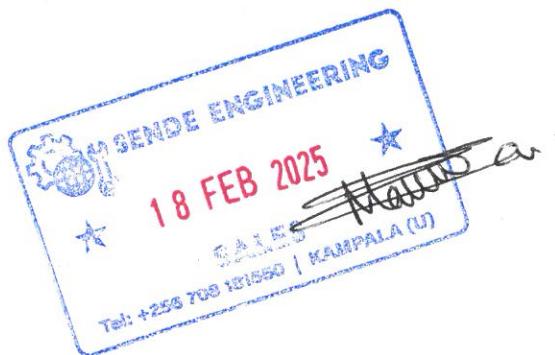
8. Please prepare and submit your quotation in accordance with the Instruction to Bidders in Part 1 or inform the undersigned if you will not be submitting a quotation.

Signature:.....

Name: **Aminah Nabulime**

Head PDU

FOR: PERMANENT SECRETARY/SECRETARY TO THE TREASURY



Part 1: Bidding Procedures

Preparation of Bids: You are requested to quote for the Works by completing, signing and returning the following:

1. The Bid Submission Sheet in this Part;
2. The List of Services and Price Schedule in Part 2;
3. The documents evidencing your eligibility, as listed below.

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

Where an electronic copy of the Bidding 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.

Validity of Bids: The bid must remain valid until <http://egpuganda.go.ug>

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 Bids will be rejected.

Date of deadline: <http://egpuganda.go.ug>

Time of deadline: **10:00am**

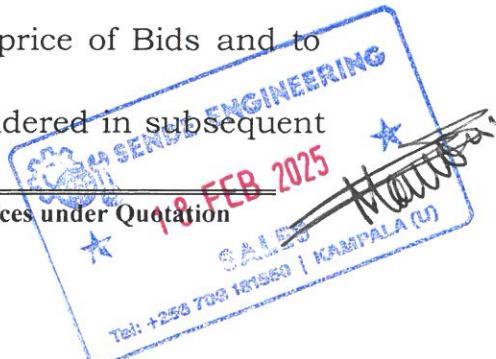
Address: **The Head, Procurement & Disposal Unit
Ministry of Finance, Planning & Economic Development
P.O Box 8147, Kampala, Uganda**

Opening of Bids: Bids will be opened by the Procuring and Disposing Entity in the presence of bidders' representatives who choose 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 Bids and to determine the best evaluated bid.

Bids 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;
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 subject to suspension by the Public Procurement and Disposal of Public Assets Authority or not debarred from the procurement processes by an international agency of which Uganda is a member.

Documents Evidencing Eligibility: Bidders shall submit the following documents:

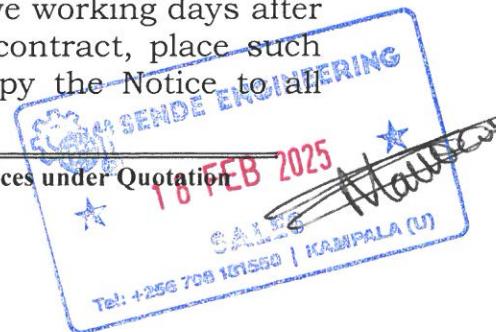
1. A certificate of registration issued by the Authority for bidders currently registered with the Authority or a copy of the Bidder's Trading licence or equivalent and a copy of the Bidder's Certificate of Incorporation/Registration or equivalent for bidders not currently registered with the Authority;
2. Evidence of fulfilment of obligations to pay taxes and social security contributions in Uganda where applicable
3. Any other relevant documentation.

Technical Requirements: The Non Consultancy Services are defined in Part 2, Statement of Requirements.

Quotation Prices: Bids shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the Non Consultancy Services and shall include all taxes and duties where applicable. The whole cost of performing the Non Consultancy Services shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

Currency: Quotations **MUST** be priced in **Uganda Shillings**. The currency of evaluation will be **Uganda Shillings**.

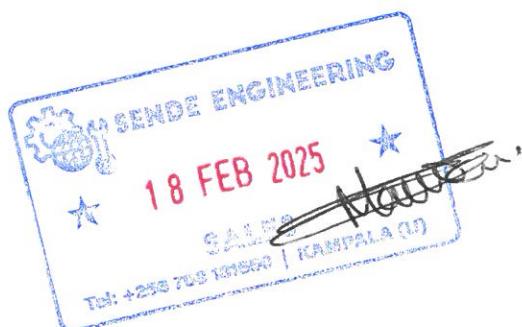
Best Evaluated Bid: The best evaluated bid shall be the lowest priced bid, which is eligible and substantially responsive to the commercial and technical requirements of the procuring and disposing entity and shall be recommended for award of contract. The Procuring and Disposing Entity shall issue a Notice of Best Evaluated Bidder within five working days after the decision of the contracts committee to award a contract, place such Notice on its notice board for ten working days, 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 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.

Right to Review: Bidders may seek an Administrative Review in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 if they are aggrieved with the decision of the Procuring and Disposing Entity.



Quotation 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):	MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
Date of Bid:	
Procurement Reference Number:	MoFPED/Non-Cons/2024-25/00561
Subject of Procurement:	Procurement of and Incubator and Portfolio Management Software Under the MIIC Commercialization Program

I/We offer to provide the services described in the attached Statement of Requirements, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

I/We confirm that I am/we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Bidding Procedures of your Bidding Document.

I/We, including any subcontractors or providers for any part of the contract resulting from this procurement process am/ are registered with the Authority. *[Bidders who are not registered or whose subcontractors are not registered should amend the statement to reflect their status].*

I/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

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

I/We confirm that the prices quoted in the List of Services 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: 07 days/weeks/months from date of the Contract.

Bid Authorised By:

Signatur
e: 

Name : _____

Position: Director

Date:

Standard Bidding Document for Procurement of Non Consultancy services under Quotation
Method issued by PPDA, March 2014

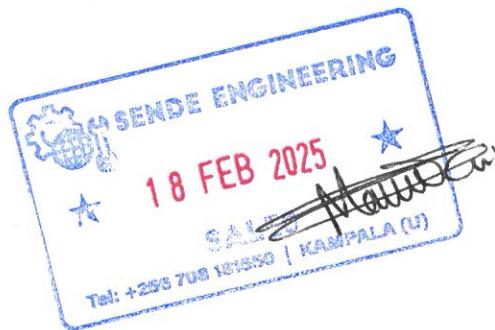


(DD/MM/YY)

Authorised for and on behalf of:

Compay: SENDE ENGINEERING LIMITED

Plot 44-45 Wandegeya University Plaza, B18, Bombo Rd, P.O Box
Address: 1561 Kampala-Uganda



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

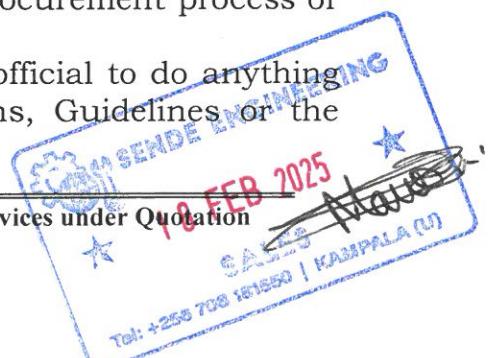
- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use 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;
- (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 Freegawa Mande Rins agree to comply with the above code of ethical conduct in business.

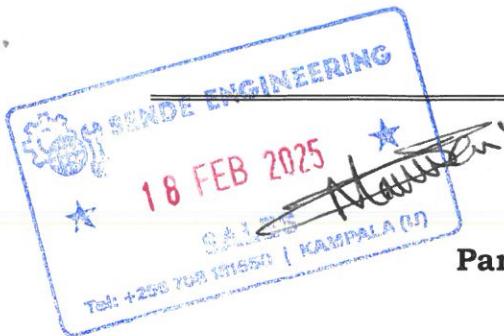
Handwritten signature

Mr. Freegawa Mande Rins

AUTHORISED SIGNATORY

NAME OF BIDER/PROVIDER





Part 2: Statement of Requirements

Terms of Reference

Procurement Reference Number: **MoFPED/Non-Con/2024-25/00561**

TERMS OF REFERENCE (ToR) FOR THE PROCUREMENT OF ACCELERATORAPP SOFTWARE

1. Background

The Makerere Innovation & Incubation Center (MIIC) supports the entrepreneurial ecosystem by facilitating innovation management and business incubation processes. To enhance program efficiency and streamline operations, MIIC intends to procure AcceleratorApp software, a comprehensive platform designed to support innovation hubs, incubators, and accelerators in program management, mentor matching, and data collection.

2. Purpose of Procurement

The purpose of this ToR is to outline the requirements, deliverables, and expectations associated with procuring AcceleratorApp software. This software aims to support MIIC in managing incubation activities, tracking the progress of startups, and facilitating mentorship and networking opportunities.

3. Scope of Work

The selected vendor shall deliver AcceleratorApp software and ensure the following components are included:

- **Licensing:** Provision of software licenses tailored to MIIC's user requirements, including options for program managers, mentors, and startups.
- **Customization:** Configuration of the platform to meet MIIC's needs, such as customized application forms, email templates, metrics collection, and reporting features.
- **Integration:** Integration with MIIC's existing digital

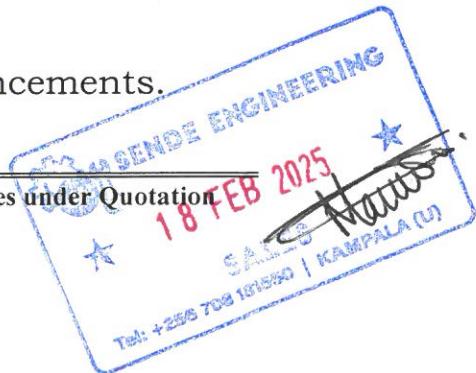
infrastructure, including Single Sign-On (SSO) if necessary.

- **Implementation:** Deployment of the software, including data migration from current systems, if applicable.
- **Training and Support:** Comprehensive training for MIIC staff and ongoing support, including access to a dedicated Customer Success Manager (CSM).
- **Data Security and Compliance:** Ensure data is GDPR compliant, encrypted in transit and at rest, and adheres to MIIC's data management policies.
- **Maintenance and Updates:** Provide regular system updates, bug fixes, and new feature rollouts.
- **Scalability:** Ensure that the platform can accommodate MIIC's growth, including additional licenses, features, and customization.

4. Expected Deliverables

The vendor shall deliver the following:

- A fully licensed AcceleratorApp platform with activated features and user access.
- A customized platform interface tailored to MIIC's workflows, including application and mentorship tracking.
- Comprehensive onboarding documentation, including usage guides and FAQs.
- A training program and ongoing support plan managed by a dedicated CSM, including monthly check-ins and quarterly platform updates.
- Documentation on data security, GDPR compliance, and business continuity policies.
- Periodic software updates and feature enhancements.



5. Vendor Qualifications

The successful vendor should meet the following criteria:

- **Experience:** Demonstrated experience with similar solutions, particularly for incubators or innovation hubs.
- **Technical Expertise:** Knowledge of SaaS-based innovation management software, including experience with customization and data security.
- **Customer Support:** Ability to provide a dedicated Customer Success Manager and ongoing support hours.
- **Compliance:** Proven adherence to GDPR, data encryption standards, and data ownership rights.
- **Reputation:** Positive feedback from current clients in similar organizations, with references provided upon request.

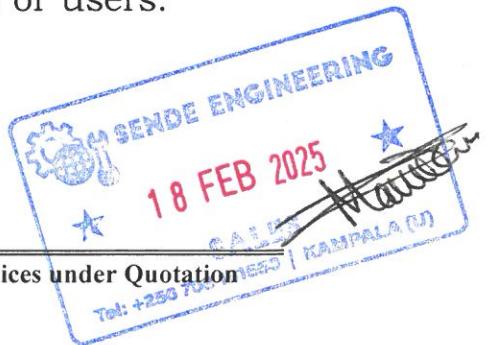
6. Evaluation Criteria

The procurement decision will be based on the following criteria:

- **Technical Proposal:** Clarity in understanding MIIC's needs and how the vendor will meet them.
- **Experience and Client References:** Demonstrated expertise in working with incubators, accelerators, or similar programs.
- **Cost-effectiveness:** Value provided by the financial proposal.
- **Support and Training:** Quality of ongoing support, including CSM access, onboarding, and periodic training.
- **Scalability:** Flexibility of the platform to grow with MIIC's needs, including the ability to add features or users.

7. Budget and Payment Terms

The budget should reflect all costs, including:



- Licensing fees based on the chosen plan.
- Customization, onboarding, and training costs.
- Support and maintenance charges.
- Additional costs for scalability, such as user expansion or feature enhancement.

Payment terms should align with AcceleratorApp's standard terms, including initial payment upon contract signing, prorated charges for increases in licenses, and monthly or quarterly payment options.

8. Reporting and Communication

The vendor will communicate directly with MIIC's Ag. Team Lead, providing regular updates on project status. Monthly progress reports and a comprehensive final report will be expected at the conclusion of the implementation phase.

9. Confidentiality and Data Ownership

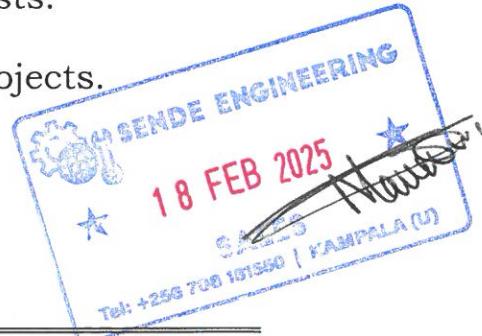
All information shared between MIIC and the vendor shall be kept confidential, and MIIC will retain full ownership of all data hosted on the platform. The vendor must ensure compliance with GDPR and other data protection policies.

10. Submission Requirements

Prospective vendors should submit the following:

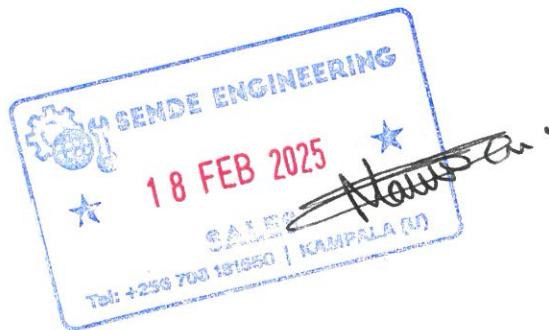
- A technical proposal detailing how the solution will be implemented.
- A financial proposal with a breakdown of costs.
- References and case studies from similar projects.
- A proposed timeline and support plan.

11. Contact Information



All queries regarding this ToR should be directed to:

- Name: Peter Byaruhanga
- Title: Ag. Team Lead
- Email: pbyaruhanga9@gmail.com
- Phone: 0788498589



List of Services and Price Schedule

Procurement Reference Number: **MoFPED/Non-Con/2024-25/00561**

[Complete the currency of your bid. Complete the unit and total rates for each item listed below. Authorise the rates quoted in the signature block below.]

CURRENCY OF BID: UG.SHS

Item No	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price
1	Annual Software subscription	01	Annual	49,500,000	49,500,000
2	Annual User training	01	Annual	17,000,000	17,000,000
3	Unlimited System Support	01	Annual	15,000,000	15,000,000
4	Extra Email Storage Subscription	01	Annual	7,000,000	7,000,000
5	Document Cloud Storage	01	Annual	10,000,000	10,000,000
<i>Enter 0% VAT rate if VAT exempt.</i>					
Other additional costs					
Subtotal					
VAT @ %					
Total					

List of Services and Price Schedule Authorised By:

Signature: Mawenzi

Name: Mr. Segawa Mande Puis

Position: Director

Date: 16/02/2025
(DD/MM/YY)

Authorised for and on behalf of:

Company:



Part 3: Contract

General Conditions of Contract

Any resulting contract shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Non Consultancy Services (available on request) except where modified by the Special Conditions below.

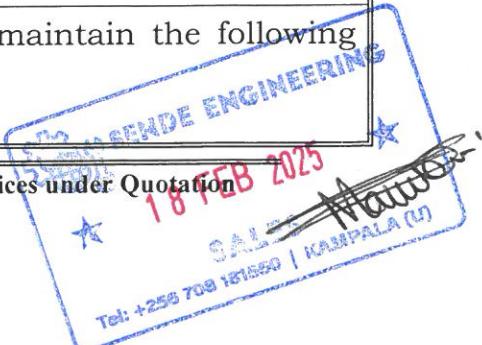
Special Conditions of Contract

Procurement Reference Number:**MoFPED/Non-Con/2024-25/00561**

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

GCC clause reference	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)	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.
Authorised Representatives GCC 3.4	The Authorised Representatives are: For the Procuring and Disposing Entity: for the Provider: <u>Mr. Ssegawa Mande Pius</u>
Governing Law GCC 3.4	The Contract shall be governed by the Laws of Uganda.
Notices GCC 6.1	For notices , the Procuring and Disposing Entity's address shall be: Attention: Undersecretary/Accounting Officer Street Address: Apollo Kaggwa Road Floor/Room number: 1st Floor, Room 1.7 Plot No: 2-12, Main Building Town/City: Kampala Postal Code: 8147 Country: Uganda Telephone: +256-414-707364 For notices , the Provider's address shall be: Attention: SENDE ENGINEERING LIMITED Street Address: Plot H4-45 WANDGEYA UNIVERSITY PLAZA, B18, Boma RD

GCC clause reference	Special Conditions of Contract
	<p>Floor/Room number: <u>B18</u> Town/City: <u>Wandegeya - Kampala</u> P. O. Box: <u>1561</u> Country: <u>Uganda</u> Telephone: <u>+256 708181550 / 774802469</u> Facsimile number: <u>—</u> Electronic mail address: <u>sales@se-ug.com</u> <u>Piusmnde@gmail.com</u> <u>Piusmnde@gmail.com</u></p>
Dispute Resolution GCC 17.2	<p>The formal mechanism for dispute resolution shall be the Arbitration and Conciliation Act Cap 4 of the Laws of Uganda.</p>
Liquidated Damages GCC 18.1	<p>Liquidated damages <i>Shall</i> apply. The liquidated damages to the Procuring and Disposing Entity shall be at a rate of 0.05% per day. The total amount of liquidated damages shall not exceed 5%</p>
Commencement GCC 19.1	<p>The Period in which services shall have commenced following effectiveness of the Contract is: immediately after contract signing.</p>
Completion Period GCC 20.1	<p>The Services shall be completed by/shall be performed for a period of: 07 days</p>
Excluded Costs GCC 22.2	<p>The following costs are excluded from the Contract Price: N/A</p>
Payment Schedule GCC 22.3	<p>The payment schedule shall be: Within 30 days after the submission of the Invoice and its certification by Ministry Of Finance, Planning and Economic Development</p>
Payment Documentation GCC 24.2	<p>The following documentation shall be required to support invoices requesting payments: Job card certified by the technical person Tax invoice</p>
Payment Period GCC 24.3	<p>Payments shall be made by the Procuring and Disposing Entity within thirty days of receipt and certification of invoices accompanied by the supporting documents specified in GCC 24.2.</p>
Insurance to be taken out by the	<p>The Consultant shall take out and maintain the following insurance coverage:</p> <ul style="list-style-type: none"> (i) Third Party motor vehicle:



GCC clause reference	Special Conditions of Contract
Provider GCC 29.1	<ul style="list-style-type: none"> (ii) Third Party liability: (iii) Employer's liability and workers' compensation: (iv) Professional liability: (v) Loss or damage to equipment and property: (vi) Other:





Agreement

Procurement Reference No: MoFPED | Non - Cons | 2024-25 | 0056

THIS AGREEMENT made this 18th day of 02, 2025,
_____, between MoFPED of Uganda (hereinafter called "Procuring and Disposing Entity"), , and Send Engineering Ltd of plot 44-45 Wandegeya University Plaza, B18, Bombo Rd. (hereinafter called "the Provider").

WHEREAS

- the Procuring and Disposing Entity has requested the Provider to provide certain non consultancy services (hereinafter called the "Services") as defined herein and attached to this Contract;
- the Provider having represented to the Procuring and Disposing Entity that it has the capacity to execute the non consultancy services and has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

- The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
- The mutual rights and obligations of the Procuring and Disposing Entity and the Provider shall be as set forth in the Contract, in particular:
 - The Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - the Procuring and Disposing Entity shall pay the Provider the Contract Price of 116,230,000=, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorised Representative of the
Procuring and Disposing Entity)

Name: _____ Position: _____

In the presence of:

Name: _____

Position: _____

Signed by Matusse (Authorised Representative of the Provider)

Name: Mr. Ssegawa Mande Pius
Director

Position: _____

In the presence of:

Name: Ggenwinja Solomon
Adongo

Position: Finance Manager

