



## **Bank of Uganda Defined Benefit Scheme**

### **Standard Bidding Document**

**for**

### **Disposal by Public Bidding**

<b>Subject of Disposal:</b>	<b>Bank of Uganda Defined Benefit Scheme Properties located Plot50/52 Republic Street Mbale and Plot 137 Kabale road</b>
<b>Disposal Ref Number:</b>	<b>BOU-DB/15-16/00001</b>
<b>Disposal Method:</b>	<b>Public Bidding</b>
<b>Date of Issue:</b>	<b>January 2015</b>

# Standard Bidding Document

## Table of Contents

PART I: Bidding Procedures .....	6
Instructions to Bidders .....	6
Part 3: Contract.....	14

## ABRIDGED DISPOSAL NOTICE UNDER PUBLIC BIDDING



**Bank of Uganda**

### DISPOSAL OF PROPERTIES IN MBALE AND KABALE

1. Bank of Uganda Defined Benefit Scheme invites sealed bids from eligible bidders for Purchase of Property described below:

<b>Disposal reference No.</b>	BOU-DB/15-16/00001
<b>Subject of Disposal</b>	Bank of Uganda Defined Benefit Scheme Properties located at: <ul style="list-style-type: none"><li>▪ Plot 50/52 Republic Street Mbale</li><li>▪ Plot 137 Kabale Road.</li></ul>
<b>Title and Location</b>	Leasehold- Plot 50/52 Republic Street, Mbale Leasehold- Plot 137 Kabale Road
<b>Size</b>	Plot 50/52 Republic Street Mbale -0.080 Hectares (0.197acres) Plot 137 Kabale 0.046 Hectares( 0.113 acres)

2. The Bidding document shall be:

a) Inspected at The Pension Administration Division, 4<sup>th</sup> Floor, New Building Room 4A-04B, Bank of Uganda Headquarters, Plot 37/45 Kampala Road, Tel: 256-414-233413, Email: [pad@bou.or.ug](mailto:pad@bou.or.ug)

b) Purchased and Issued from: The Banking Hall, Bank of Uganda Headquarters, Plot 37/45 Kampala Road.

3. The deadline for bid submission shall be: 3:00pm on 5<sup>th</sup> February 2016

4. The detailed bid notice is available at [www.bou.or.ug](http://www.bou.or.ug) .

Board of Trustees of Bank of Uganda Defined Benefit Scheme



## Bank of Uganda

### BID NOTICE UNDER PUBLIC BIDDING

#### Invitation to bid for disposal of assets - Bank of Uganda Properties in Mbale and Kabale

1. The Trustees of Bank of Uganda Defined Benefits Scheme (PDC) intends to dispose of Properties at Plot 50/52 Republic Street, Mbale and Plot 137 Kabale on land measuring 0.080 Hectares and 0.046 Hectares respectively. The asset is sold on an “as is, where is” basis and the Entity will have no further liability after sale.
2. The Committee invites sealed bids for the purchase of the above asset
3. Bidding will be conducted in accordance with the Bank of Uganda Defined Benefit Scheme Procurement and Disposal Guidelines
4. Interested bidders may inspect the asset at the location indicated in 7(a) on working days from 25<sup>th</sup> to 29<sup>th</sup> January 2016 from 8:30 am to 4:30 pm.
5. The bidding documents will be purchased and issued to interested bidders on the submission of a written application to the address indicated in 7(b) and upon payment of a non-refundable fee of UGX. 50,000.
6. Bids must be delivered to the address indicated in 7(c) at or before 3:00pm on 5<sup>th</sup> February 2016. All bids must be accompanied with a bid security (in form of a Bank Guarantee) of UGX7,000,000 for Plot 50/52 Republic Street Mbale and UGX11,150,000 for Plot 137 Kabale. Bid securities must be valid until 9<sup>th</sup> August 2016. Late bids shall be rejected. Bids will be opened in the presence of the bidders or the representatives of the bidders who choose to attend at the address indicated in 7(d) at 3:15pm on 5<sup>th</sup> February 2016
7. (a) The asset may be inspected at: Plot 50/52 Republic Street, Mbale and Plot 137 Kabale  
(b) Documents will be issued from: Banking Hall, Bank of Uganda Headquarters, plot 37/45 Kampala Road.  
(c) Bids must be delivered to: The Pension Administration Division, Plot 45, 4<sup>th</sup> Floor 4A-04B, Bank of Uganda Headquarters, Road, Tel: 256-414-233413, Email: [pad@bou.or.ug](mailto:pad@bou.or.ug)

(d) Address of bid opening: The Pension Administration Division, Plot 45, 4<sup>th</sup> Floor Room 4A-04B Bank of Uganda Headquarters Kampala Road, Tel: 256-414-233413, Email: [pad@bou.or.ug](mailto:pad@bou.or.ug)

8. The planned disposal schedule (subject to changes) is as follows:

	<b>Activity</b>	<b>Date</b>
a.	Publish bid notice	<i>19<sup>th</sup> and 22<sup>nd</sup> January 2016</i>
b.	Inspection of asset	<i>25<sup>th</sup> to 29<sup>th</sup> January 2016</i>
c.	Bid closing date	<i>5<sup>th</sup> February 2016</i>
d.	Evaluation process	<i>8<sup>th</sup> to 22<sup>nd</sup> February 2016</i>
e.	Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Procurement and Disposal Committee award)</i>
f.	Contract award and signature	<i>(At least 10 working days from display of the best evaluated bidder notice approval where applicable)</i>

**Board of Trustees of Bank of Uganda Defined Benefit Scheme**

---

---

## **PART I: Bidding Procedures**

### **Instructions to Bidders**

Disposal Reference Number: **BOU/15-16/00001**  
Subject of Disposal: **Bank of Uganda Properties Plot 50/52 Republic Street Mbale and Plot 137 Kabale**

#### **A. GENERAL**

Scope of Bid: The Trustees Bank of Uganda Defined Benefit Scheme, hereinafter called the "Procurement and Disposal Committee (PDC)", invites bids for the purchase of the assets described in Part 2, Description of Assets.

This disposal process will be conducted in accordance with the Bank of Uganda Defined Benefit Scheme Procurement and Disposal Guidelines

#### **Bidders requests for Clarification and Amendment of Solicitation Documents**

- i. Bidders, who wish to seek clarifications on information contained in the Solicitation Document, shall do so as specified in the Solicitation Document.
- ii. The Solicitation Document shall therefore include explicit instructions on when and how clarifications on its contents raised by the bidders shall be handled including the option of a bidders" conference.
- iii. The Trustees shall promptly provide clarification in writing and the response shall be communicated to all bidders who obtained the Solicitation Document.
- iv. At any time prior to the deadline of submission of bids, the Trustees may either, in response to a request for clarification from a bidder, or significant changes in requirements or other material information, amend the Solicitation Document by issuing an addendum.
- v. The addendum, including any extension to the bidding period, shall be issued in writing and shall be approved by the Procurement and Disposal Committee.

#### **Disqualification Criteria**

The following persons, companies or firms shall not be eligible and their bids shall not be considered:

- i. Any person, company or firm suspended or blacklisted by the Sponsor with the Trustees acceptance.
- ii. Any person who is an un-discharged bankrupt.
- iii. Any person convicted of fraud, or demonstrated professional or commercial and business misconduct.
- iv. Any person who makes a misrepresentation in providing information regarding past or current standing, financial or technical capacity.

- v. Any person who tries to influence the outcome of the Trustees and or the PDC consideration, either directly or through third parties, or by Directors of the bidding firm.
- vi. Any person or firm with an unsettled court judgement in favour of creditors, including companies under receivership.
- vii. Any person whose bid is received late after the closing time indicated in the bid document has passed.
- viii. Any person whose submission is defective. Any verification, if carried out, shall be done at the bidder's risk.

## **B. Bidding Document**

Bidding Document: The Bidding Document consists of the following Parts, which should be read in conjunction with any addenda issued:

- Part 1: Bidding Procedures
- Part 2: Description of Assets
- Part 3: Contract

The Bid Notice is not part of the Bidding Document.

At any time prior to the deadline for submission of bids, the Procurement and Disposal Committee may amend the Bidding Document or extend the deadline for submission of bids by issue of addenda. Addenda will be issued in writing to all Bidders who obtained the Bidding Document directly from the Procurement and Disposal Committee.

Clarification of Bidding Document: Any queries regarding this Bidding Document should be addressed to the Procurement and Disposal Committee in writing at the following address and no later than the date indicated below.

Address: The Pension Administration Division, 4<sup>th</sup> Floor, Plot 45 Room 4A-04B,  
Bank of Uganda Headquarters, Tel: 256-414-233413, Email: [pad@bou.or.ug](mailto:pad@bou.or.ug)

Latest Date: 5<sup>th</sup> February 2016

Any clarifications will be issued to all Bidders who obtained the Bidding Document directly from the Procurement and Disposal Committee.

## **C. Preparation of Bids**

Preparation of Bids: You are advised to carefully read the complete Bidding Document, including the Conditions of Contract in Part 3: Contract, before preparing your bid.

Inspection of Assets: Potential Bidders may inspect the assets prior to preparing bids, at the following location and at the following time and date:

Address for inspection: Plot 50/52 Republic Street Mbale and Plot 137 Kabale  
Date(s) for inspection: 25<sup>th</sup> to 29<sup>th</sup> January 2016 on working days.  
Time(s) for inspection: 8:30 am to 4:30 pm.

Documents Comprising the Bid: Bidders are requested to bid for these items by completing, signing and returning:

1. the Bid Submission Sheet in this Part;
2. the List of Assets and Price Schedule in Part 2, with prices completed for all items or lots for which you are bidding;

The standard forms in this Bidding Document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Bids: Bids shall be valid until **30<sup>th</sup> June 2016**

Currency of Bids: Bids may be priced in Uganda Shillings.

Bid Security/Bid Securing Declaration: All bids must be accompanied with a bid security (in form of a Bank Guarantee) of UGX7,000,000 for Plot 50/52 Republic Street Mbale and UGX11,150,000 for Plot 137 Kabale. Bid securities must be valid until 9<sup>th</sup> August 2016

Copies of Bid: The Bidder shall prepare one original and one copy of the bid, which shall be marked "ORIGINAL" or "COPY" as appropriate. In the event of any discrepancy between the original and the copies, the original shall prevail.

Signing of Bids: The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. All pages of the bid shall be signed or initialled by the person signing the bid.

#### **D. Submission and Opening of Bids**

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Disposal Reference Number above, the Bidder's name, the name of the Procurement and Disposal Committee and a warning not to open before the date and time of the bid opening. 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 shall be declared late, rejected and returned unopened to the bidder.

Date of deadline: 5<sup>th</sup> February 2016

Time of deadline: 3:00pm (local time).

Address: **The Pension Administration Division, 4<sup>th</sup> Floor, Plot 45 Room 4A-04B, Bank of Uganda Headquarters, Plot 37/45 Kampala Road, Tel: 256-414-233413, Email: [pad@bou.or.ug](mailto:pad@bou.or.ug)**

Opening of Bids: The opening of bids shall be by Procurement and Disposal Committee (PDC) or by the authority of PDC in accordance with these guidelines. All bidders or their representatives may be invited to attend the opening of bids at their option.

Date of opening: 5<sup>th</sup> February 2016

Time of opening: 3:15pm (local time).

Address: **The Pension Administration Division, 4<sup>th</sup> Floor, Plot 45 Room 4A-04B, Bank of Uganda Headquarters, Tel: 256-414-233413, Email: [pad@bou.or.ug](mailto:pad@bou.or.ug)**

#### **E. Evaluation of Bids**

Evaluation of Bids: The evaluation of bids shall be based on price only



Evaluation of Price: The Procurement and Disposal Committee shall correct any arithmetic errors in the bids, convert the bids to a common currency and rank bids to determine the highest priced bid.

Evaluation Currency: The currency of evaluation is Uganda Shillings.

Best Evaluated Bid: The best evaluated bid shall be:

- i. the highest priced bid where the evaluation is based on price only or
- ii. the highest priced bid which is eligible and passes the evaluation of other criteria, where other factors in addition to price are considered

In either of the above cases, the best evaluated bid shall be recommended for award of contract, subject to any reservations regarding failure to meet the official valuation or reserve price.

Right to Reject: The Procurement and Disposal Committee reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

### **F. Award of Contract**

The award of contracts in accordance with the applicable procurement or disposal procedures as the case may be, and contract amendment.

---

---

**Bid Submission Sheet**

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

Bid Addressed to (PDC):	
Date of Bid:	
Disposal Reference Number:	<b>BOU-DB/15-16/00001</b>
Subject of Disposal:	<b>Bank of Uganda Defined Benefit Scheme Properties located Plot50/52 Republic Street Mbale and Plot 137 Kabale road</b>

We/I offer to purchase the item or items listed in the attached List of Assets and Price Schedule, at the prices indicated on the attached List of Assets and Price Schedule, in accordance with the terms and conditions stated in your Bidding Document referenced above.

We/I 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;

This bid is valid until the \_\_\_\_\_ *[insert date, month and year]*

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

**Bid Submitted By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(DD/MM/YY)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

**CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS<sup>1</sup>**

(Under Procurement and Disposal Guidelines of the Bank of Uganda Defined Benefit Scheme)

**1. Fraud and Corruption**

1.1 Members of the PDC, bidders and suppliers shall observe the highest standard of ethics during the procurement process. The PDC shall reject a proposal for award, if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the award.

1.2 The PDC shall reject a proposal for award if it determines that dealing with the recommended bidder may damage the Scheme's reputation.

**2. Conflict of Interest**

Where a supplier is already engaged in the provision of goods/services or works to the RBS, the same supplier shall not be considered for another engagement if the previous engagement may result into conflict of interest.

**3. Penalties**

The RBS shall impose penalties on the consultants, contractors and suppliers who do not perform in accordance with terms of the contract and agreement signed with the Trustees.

I ..... agree to comply with the above Code of Ethical Conduct in business.

-----  
**AUTHORISED SIGNATORY**

-----  
**NAME OF BIDDER/PROVIDER**

\_\_\_\_\_

Part 2: Description of Assets

**Description of Assets**

Disposal Reference Number: BOU-DB/15-16/00001

Name of Lot: Bank of Uganda Defined Benefit Scheme Properties located Plot 50/52 Republic Street, Mbale and Plot 137 Kabale

The descriptions of the assets given below are for information purposes only and the Procurement and Disposal Committee gives no guarantee of the accuracy of the description. The Bidder bears all risk for the condition of the assets.

Item No	Description of Asset
01	<p><b>Commercial Property on Plot 50/52 Republic Street Mbale. It has a land area of approximately 0.080 Hectares, Leasehold Register Volume 1050 Folio 23.</b></p> <p><b>Property is situated in Mbale municipality in Eastern Uganda. The building is a two storey structure with vaults, a loading bay, security guard house, stores and back yard with a kitchenette and toilets on the ground floor. A money counting room, offices and toilets are located on the first floor. The building and engineering services on the premises include water supply by the national Water and Sewerage Corporation, Main Power by UMEME Ltd and Telecom Lines by Uganda Telecom.</b></p>
02	<p><b>Commercial property on Plot 137 Kabale road, Kabale town. It has a land area of approximately 0.046 Hectares, Lease hold Register volume 1073 Folio 3.</b></p> <p><b>Property is situated along Kabale road within Kabale town. The building is a four storey structure. Which has the following features:</b></p> <p><b>Ground floor; Enclosed canopy, Banking hall with 4 Teller Booths, 3 Offices, Lobby, Strong room with caging, store, purpose built safe, WC, stair case to the first floor.</b></p> <p><b>First Floor: Landing, Central void, Corridor serving, Large pool Office, veranda/canopy, staircase, first floor, balcony, mezzanine floor second offices, pantry, archive room, machine room and staircase to the second floor.</b></p> <p><b>Mezzanine floor: Ablution section, Gents with long urinal, 2 WCs, Ladies 3 WCs.</b></p> <p><b>Third Floor: Landing, corridor serving, kitchen /canteen, , staff common room, ablution section, gents with long urinal, 1 WC, ladies with IWC</b></p>

**List of Assets and Price Schedule**

Disposal Reference Number: **BOU-DB/15-16/00001**

Name of Lot: **Bank of Uganda Defined Benefit Scheme Properties located Plot 50/52 Republic Street, Mbale and Plot 137 Kabale**

*[Complete the currency of your bid. Complete the price for each item below for which you are bidding. Insert "No Bid" against any items for which you are not bidding. Authorise your bid prices in the signature block below.]*

CURRENCY OF BID: **UGX**

<b>Item No</b>	<b>Brief Description of Asset</b>	<b>Price</b>
	<b>TOTAL:</b>	

**Bid Submitted By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(DD/MM/YY)

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

**Part 3: Contract  
Contract Agreement**

Disposal Reference Number: **BOU/15-16/00001**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
between \_\_\_\_\_ of \_\_\_\_\_  
(hereinafter referred to as “the **Trustees of Bank of Uganda Defined Benefits Scheme**”), of the one part, and \_\_\_\_\_ of  
\_\_\_\_\_ (hereinafter referred to as “the Buyer”), of the  
other part:

WHEREAS the **Trustees of Bank of Uganda Defined Benefits Scheme** invited bids for  
the disposal of Assets, viz., \_\_\_\_\_  
and has accepted a Bid by the Buyer for the purchase of those Assets in the sum of  
\_\_\_\_\_ (hereinafter referred to as “the  
Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. This Agreement shall be subject to the Bank of Uganda Defined Benefit Scheme Procurement and Disposal Guidelines (attached), except where modified herein.
2. The Buyer hereby covenants to pay the Board of Trustees of the Defined Benefit Scheme in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the Contract.
3. In consideration of the payments to be made by the Buyer to the Board of Trustees of the Bank of Uganda Defined Benefit Scheme as indicated in the Contract, the Procurement and Disposal Committee hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract.

THE GENERAL CONDITIONS OF CONTRACT ARE MODIFIED AS FOLLOWS:

The location of the assets is \_\_\_\_\_.

The official to contact to arrange collection of the assets is \_\_\_\_\_.

Payment for the assets shall be made by the \_\_\_\_\_ day of \_\_\_\_\_

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Uganda on the day, month and year indicated above.

Signed by \_\_\_\_\_ (for the Procurement and Disposal Committee)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In the presence of:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed by \_\_\_\_\_ (for the Provider)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In the presence of:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**SAMPLE**

To: PENSION ADMINISTRATOR  
BANK OF UGANDA  
P.O BOX 7120  
KAMPALA.

**BANK GUARANTEE NO. ...**

**WHEREAS** ..... a company having its registered office at..... (hereinafter referred to as the company) have entered into an agreement as per the Contract dated ..... (hereinafter referred to as the Agreement) with the Trustees of Bank of Uganda Defined Benefit Scheme, Plot 37/45 Kampala Road, P O. Box 7120, Kampala, Uganda (hereinafter referred to as the Bank) for the **Purchase of LRV 1073, Folio 3, Plot 137 Kabale, Kabale Road ;**

**AND WHEREAS** according to the terms of the contract, (the company) shall furnish the Bank with a Bank Guarantee in favour of and acceptable to the Bank amounting to 1% of the Market Value of the Property.

**NOW THEREFORE**, we (.....Bank) having our registered office at .....do hereby irrevocably and unconditionally undertake, in the event that (the company) should fail to fulfil his obligations according to the agreement, to pay on demand to the bank such amount or amounts as shall be demanded in writing not exceeding in the aggregate UGX11,150,000/- without the Bank having to substantiate its demand.

Any claims under our guarantee shall be made in writing to us and should reach us not later than.....in order to be valid. After this date our guarantee shall become null and void and must be returned to us for cancellation immediately.

This guarantee is personal to yourselves and is not transferable or assignable.

Sealed with the common seal of .....Bank this day of..... 2016.

**SIGNATURE** \_\_\_\_\_

**SEAL**

**NAME:**

**TITLE:**

**IN THE PRESENCE OF**-----



**SAMPLE**

To: PENSION ADMINISTRATOR  
BANK OF UGANDA  
P.O BOX 7120  
KAMPALA.

**BANK GUARANTEE NO. ...**

**WHEREAS** ..... a company having its registered office at..... (hereinafter referred to as the company) have entered into an agreement as per the Contract dated ..... (hereinafter referred to as the Agreement) with the Trustees of Bank of Uganda Defined Benefit Scheme, Plot 37/45 Kampala Road, P O. Box 7120, Kampala, Uganda (hereinafter referred to as the Bank) for the Purchase of **LRV 1050 Folio 23 Plot 50/52 Republic Street Mbale;**

**AND WHEREAS** according to the terms of the contract, (the company) shall furnish the Bank with a Bank Guarantee in favour of and acceptable to the Bank amounting to 1% of the Market Value of the Property.

**NOW THEREFORE,** we (.....Bank) having our registered office at .....do hereby irrevocably and unconditionally undertake, in the event that (the company) should fail to fulfil his obligations according to the agreement, to pay on demand to the bank such amount or amounts as shall be demanded in writing not exceeding in the aggregate UGX7,000,000/- without the Bank having to substantiate its demand.

Any claims under our guarantee shall be made in writing to us and should reach us not later than.....in order to be valid. After this date our guarantee shall become null and void and must be returned to us for cancellation immediately.

This guarantee is personal to yourselves and is not transferable or assignable.

Sealed with the common seal of .....Bank this day of..... 2016.

**SIGNATURE** \_\_\_\_\_

**SEAL**

**NAME:**

**TITLE:**

**IN THE PRESENCE OF**-----

